

Constitution and Byelaws

The Pelvic Floor Society

Revised May 2021

1. Name

The Society shall be known as The Pelvic Floor Society (TPFS).

2. Objectives

Within the areas of colorectal, gynaecology, urology, sexual health, and pelvic floor dysfunction for men and women to:

- iii Define, promote and encourage high standards of practice of all professionals within these specialties
- iii Provide professional leadership and direct national policy by engaging with Governmental bodies (DOH, NICE) on all matters relating to pelvic floor problems
- iii Advance the knowledge base within these specialties by supporting clinical research, and funding UK pelvic floor clinical fellowships
- iii Provide a forum for members to engage in critical discussion and exchange of information on all matters relating to pelvic floor problems
- iii Promote and provide opportunities for members to improve their knowledge, skills, and understanding e.g. training initiatives, courses, workshops, mentoring, and relevant workplace activities
- iii Set and monitor standards of pelvic floor investigation and practice
- iii Develop links and collaborations with other healthcare professional organisations and bodies, and patient and public organisations

3. Policy

No action shall be taken by TPFS in any matter affecting the general policy of Association of Coloproctology of Great Britain and Ireland (ACPGBI) without the consent of the Council of ACPGBI.

4. Membership

i. Criteria:

- Membership will be open to annually subscribing members of all relevant professional organisations/bodies; (e.g. nurses, AHPs, midwives, physiologists;) who are actively engaged in the management of, or the study of, patients with pelvic floor problems
- Colorectal members are required to be members of the Association of Coloproctologists of Great Britain and Ireland (ACPGBI)

- Applications for membership will be considered by the Executive Committee, as required
- New members will be introduced at the next AGM following their successful nomination
- The subscription year runs from 01 January to 31 December

Commented [JD1]: We never do this!

Commented [JC2]: We don't pay so does the subscription refer to ongoing membership with ACPGBI. Do we have to ensure they are registered with their professional society or just ask them to confirm they are up to date with their membership?

ii. **Categories:**

a. **Ordinary**

Ordinary membership applies to medical practitioners on the specialist register; medical specialists of any discipline related to pelvic floor disorders; specialist nurses, allied healthcare professionals (physiotherapists, occupational therapists, clinical scientists etc.) and other non-medical healthcare professionals working in the field of pelvic floor disorders who have full membership of their own professional body; non-medical scientists holding a permanent appointment in the UK or Northern Ireland; and doctors in long-term locum consultant posts in the UK or Northern Ireland (>1 year), all of whom have a demonstrable interest in the diagnosis and management of pelvic floor disorders.

b. **Associate**

Associate membership applies to medical practitioners in training appointments who have a special interest in pelvic floor disorders.

c. **Senior/retired**

Senior membership applies to those members aged over 60 who have retired from clinical practice, and who no longer require the benefits of Ordinary membership.

d. **Overseas**

Overseas membership applies to duly registered medical practitioners residing and practising outside the UK and Northern Ireland but who have a demonstrable interest in pelvic floor disorder. They have the right to propose new members to the Society.

e. **Honorary**

At the discretion of the Executive Committee, Honorary membership may be offered to individuals who have advanced the management and treatment of pelvic floor disorders during their clinical career.

iii **Exclusions:**

In the event of suspension by an NHS Trust or other employing authority, a TPFS member will be excluded from voting, attending

Executive meetings (if an Executive Officer), and attending regional and local Pelvic Floor MDMs.
In the event of suspension by an NHS Trust or other employing authority, TPFS Executive will review each case to decide if that member may attend National or Regional TPFS meetings.

5. Nominations

- i. Applicants must be nominated by two current members of TPFS, and are required to provide an up to date CV to support their application, plus other supporting information deemed appropriate.
- ii. The Chairman and Secretary may not propose, but may second, applications for membership.

Commented [JC3]: Havent we changed this to one nomination and no longer a cv?

6. Voting Rights

Ordinary Members only will have full voting rights.

It is a mandatory requirement of membership that members will be expected to attend the full scientific programme of at least two out of every four meetings in the two-year period of office of the current Chairman. Members who fail to satisfy this requirement, without valid reason, may have their voting rights removed.

Commented [JD4]: We don't actually monitor this!

Associate Members, Senior (Retired) Members, Overseas Members and Honorary Members will have no voting rights.

Commented [JC5R4]: But it may be a useful loop to allow us to remove people if we need it

7. Honorary Officers and Executive Committee Members

All Executive Committee roles are honorary positions.

i. **Executive Committee Officers**

The executive officers shall consist of Chairman, Secretary, and Treasurer.

ii. **Executive Committee**

Other roles on the Executive Committee shall include Membership Secretary, Education and Training Committee Chair, Quality Assurance and Clinical Governance Committee Chair, Research and Development Committee Chair, Programmes Committee Chair, Accreditation Chair, AHP Committee Chair Representative, Nursing Representative, Clinical Scientist Representative, External Affairs Officer, and ACPGBI Council Representative.

Commented [JD6]: Is this Carolynn's post? Should it be Scientific Programme Committee Chair?

In addition to the above, representatives will be sought from the Welsh Chapter ACPGBI, Scottish Chapter ACPGBI, Irish Chapter ACPGBI, The Dukes Club, BSUG, and UKCS.

Commented [JD7]: Should we be thinking of setting up a proper conference committee?

iii. **Elections**

Commented [JC8R7]: Maybe should say conference committee should created within the existing exec and may vary annually, depending on the commitments of the members

During the course of the Autumn/Spring meetings, the ~~current~~ **retiring** Chairman and Secretary shall seek nominations for the proposed new Chairman, and will confirm that those nominated are prepared to stand for election. The Chairman is ~~ideally~~ elected from within the existing executive committee and not **by** open ~~to~~ **public ballot of the membership.**

If more than one candidate is nominated, then election will be by ballot. In the event of a tie, the retiring Chairman may exercise **his** casting vote.

The Chairman may serve for a period of two years, and be re-elected for a further two-year term of office.

The other honorary officers shall be elected by members with voting rights annually at the AGM and may serve for an initial period of 2 years. If they stand for re-election, they may serve for a further 2 successive years. After this point, they may not be reappointed into their vacated Executive position **for at least one year.**

iv. Removal of Officers

Any Officer who fails to attend two consecutive business meetings without good cause, or fails to pay fees, shall no longer be an Officer of TPFS.

ii. Resignations

Resignations must be submitted in writing to the Executive Committee.

The Executive Committee shall be empowered to fill any casual vacancy among the honorary or other officers. In such cases the officer appointed shall retire at the next AGM, or seek formal ratification of appointment.

iii. Quorum

One third of members of the Executive Committee will form a quorum.

iv. Co-option

The Executive Committee shall have power to co-opt annually not more than three persons.

8. AGM

The Annual General Meeting will be held during the October/November meeting of TPFS or not later than fifteen months following the previous AGM, and is open to all members. The quorum for the AGM shall be 10 voting members.

All matters of policy concerning TPFS shall be decided by a two-thirds majority vote of the voting members present at the AGM.

Commented [JC9]: HIS?? their

Twenty-one days' notice of the meeting shall be given which shall include date, time and location of the meeting, together with a copy of the draft agenda. The business shall be:

- a. To receive and adopt the annual report and accounts for the previous year
- b. To announce forthcoming Executive vacancies and previous appointments to the Executive in the previous 12 months
- c. To transact any other business. Such business shall be notified to the Chairman no fewer than forty eight hours prior to the AGM

9. General Meetings

The Executive Committee will meet at least twice a year with one meeting being held during the Annual Conference.

10. Administration

The Honorary Secretary will be responsible for providing minutes of General Meetings, Annual General Meetings, and revisions of the Constitution and Byelaws, and shall correspond as appropriate with the Membership, and other professional bodies and associations.

The Honorary Membership Secretary shall manage and administer the membership database and applications for membership, and shall correspond with the Membership as necessary.

The Honorary Treasurer will be responsible for administering the finances of the Society and shall liaise with the Treasurer of ACPGBI.

11. Finances and Accounts

TPFS is responsible for financial support of all its meetings and activities. Sponsorship will be sought from industry as appropriate and necessary. All debts and liabilities incurred by or on behalf of TPFS are the sole responsibility of TPFS, and are not the responsibility of ACPGBI. Any contractual or other arrangements with third parties shall contain a statement to that effect.

12. Indemnity

No member shall be held liable to TPFS/ACPGBI for any financial loss arising from any expenditure of its funds unless made fraudulently or negligently, which shall include failure to take internal or external appropriate advice.

No member shall be held liable to TPFS/ACPGBI for any losses arising from the negligence or fraud of any of the Association's employees, volunteers or other agents providing that reasonable supervision of such parties has been exercised.

13. Dissolution

If TPFS is wound up for any reason, and after all its debts and liabilities have been satisfied, any residual monies shall be transferred to ACPGBI, or any such charitable cause having aims similar to the TPFS/ACPGBI.

Notification of the dissolution of TPFS shall be lodged with the Council of ACPGBI.