

BRITISH PHOTODERMATOLOGY GROUP CONSTITUTION

1. THE GROUP

- 1.1 The name of the Group shall be the British Photodermatology Group.

2. PURPOSE AND INTENT

- 2.1 The object of the British Photodermatology Group (hereinafter called the Group) shall be the advancement of photodermatological education by dissemination of the results of research into or relevant to effects, in health and disease, of ultraviolet and visible radiation on the skin.
- 2.2 In furtherance of the objects hereinbefore defined but not further or otherwise, the Group shall have the following powers:
- a) to promote and encourage organised research and experimental work into, or relevant to, Photodermatology.
 - b) To contribute to the education of trainees and scientific workers in Photodermatology.
 - c) To arrange and provide for the holding of scientific meetings and symposia and by such other means deemed appropriate by the Committee to further the objects of the Group.
 - d) To obtain, collect and receive money and funds by way of contributions, donations, legacies, grants and any other lawful method as the Committee shall consider appropriate.

3. MANAGEMENT OF THE GROUP

- 3.1 The principal office and seat of administration of the Group shall be located within the United Kingdom.
- 3.2 The affairs of the Group will be managed by a Committee elected by the Members of the Group.
- 3.3 The Committee shall consist of two (2) officers, namely a Chairman and Secretary/Treasurer and up to five (5) ordinary committee Members. There shall be two categories of Additional Members; Co-opted members and *Ex officio* members.

Co-opted members may be co-opted by the Committee for the purpose of holding a meeting or other reasons that the Committee judge important for the well-being of the Group. Co-opted members may be invited to attend one or more Committee meetings over a three (3) year period. Co-opted Members shall not exceed two (2) in number and shall not be entitled to vote.

Ex officio members may be invited to membership of the committee to represent particular groups or interests, including the British Association of Dermatologists (see Section 8.2 below). The Group's co-editor of the *Photodermatology Photoimmunology and Photomedicine* journal (official journal of the group) will be an ex-officio member. Committee members of other societies with shared interests may be invited, if there is unanimous agreement by the voting members of the group's committee, to invite them. The terms of ex-officio members will usually last as long as their role: for example, the *Photodermatology Photoimmunology and Photomedicine* co-editor will be an ex-officio member of the Group's committee while he or she remains a co-editor of this journal. Ex-officio members shall not exceed three (3) in

number and shall only be entitled to vote on resolutions related to the constituency they represent.

- 3.4 The Committee shall be elected individually by the membership of the Group by a simple majority vote by postal ballot counted and announced at the Annual General Meeting.
- 3.5 Nominations for membership of the Committee may be made by the Committee or by any two (2) Members of the Group and shall be submitted in writing, together with the written consent of the nominee, to the Secretary/Treasurer not less than six (6) weeks before the Annual General Meeting.
- 3.6 The Chairman and Secretary/Treasurer will be elected by the Committee.
- 3.7 The Chairman will serve for a period of three (3) years and will not be eligible for re-election to the same office for a consecutive three (3) year term.
- 3.8 The Secretary/Treasurer will serve for a period of three (3) years and will be eligible for re-election for a consecutive three (3) year term.
- 3.9 Subject to clause 3.10, Committee Members shall serve for a period of three (3) years and shall be eligible for re-election for one consecutive three (3) year term.
- 3.10 At least one (1) Committee Member shall resign or retire each year according to a roster held and agreed by the Committee.
- 3.11 The Committee, including the Chairman and Secretary/Treasurer, should contain at least two (2) non-medically and two (2) medically qualified Members.

4. MEMBERSHIP OF THE GROUP

- 4.1 Members of the Group shall be of three classes (a) Ordinary (hereinafter called Members) (b) Honorary (as elected by the Committee) and (c) Supporting.
- 4.2 Ordinary membership of the Group shall be available to anyone interested in research into, or purely clinical aspects of, cutaneous Photodermatology. Applications for membership shall be sent to the Secretary/Treasurer on forms provided and shall be approved by the Committee.
- 4.3 Honorary membership, without subscription or voting rights, shall be offered to persons who have made significant contributions to the subject of Photodermatology or to the Group, as decided by the Committee.
- 4.4 Supporting membership shall be available to other interested parties including industrial groups and other organisations upon written application to the Committee and after payment of an annual fee to be agreed by the Committee. The Committee shall be required to be satisfied only that the applicant has demonstrated an intention to give material support to the aims or objects of the Group.

5. FINANCES

- 5.1 All Members shall pay an annual subscription, the sum to be fixed and reviewed annually by the Committee and approved by a majority vote by the general membership at the Annual General Meeting. Non-payment of subscription for two (2) consecutive years will result in termination of an individual's membership. Request for mitigation of payment shall be judged by the Committee.

5.2 The Secretary/Treasurer shall submit a financial report at the Annual General Meeting.

6. SCIENTIFIC MEETINGS

6.1 Scientific meetings are open to all interested persons and will take place annually. The date of the meetings will be chosen by the Committee and notified to the Membership at the preceding Annual General Meeting.

6.2 Other scientific meetings may be held at the discretion of the Committee.

7. BUSINESS MEETINGS

7.1 An Annual General Meeting open to all Members shall take place each year during the Annual Scientific Meeting.

7.2 The Agenda of the Annual General Meeting shall include:

- (a) Chairman's Report
- (b) Secretary/Treasurer's Report
- (c) Assessment of subscription
- (d) Admission of new Members
- (e) Election of new Committee Members
- (f) Report of Programme Committee
- (g) Any other business

7.3 A Special General Meeting, open to all Members, shall be called by the Secretary/Treasurer not less than one (1) nor more than two (2) months after notification of a wish to call such a meeting by not less than three (3) paid-up Members of the Group.

8. RELATIONSHIP TO THE BRITISH ASSOCIATION OF DERMATOLOGISTS

8.1 The Group will be affiliated to the *British Association of Dermatologists*.

8.2 Representatives of the *British Association of Dermatologists* and of the *British Society for Investigative Dermatology* will be entitled to attend the Committee meetings *ex officio*.

8.3 A representative of the Group's Committee will be nominated to attend the Advisory Section of the *British Association of Dermatologists'* Committee meeting.

9. CHANGE OF CONSTITUTION

9.1 Any proposed amendment to the Constitution shall be sent in writing to the Secretary/Treasurer at least six (6) weeks before the Annual General Meeting. The amendments will be circulated to the Members before the Annual General Meeting and incorporated if passed by a vote of not less than two-thirds majority.

9.2 A *quorum* shall be at least 10 Members present.

10. DISSOLUTION OF THE GROUP

If at any Annual General Meeting a resolution for the dissolution of the Group shall be passed by a majority of the Members present and such a resolution shall, at a Special General Meeting held not less than one (1) month thereafter (at which not less than one half of the

Members shall be present) be confirmed by a majority of two thirds of the Members voting thereon, the Committee shall thereupon or at such future date as shall be specified, proceed to realise the property of the Group and after discharge of liabilities shall give or transfer the sums remaining to some other institution or institutions with objectives similar to those of the Group.