

BRITISH PHOTODERMATOLOGY GROUP CONSTITUTION

1. THE GROUP

- 1.1 The name of the Group shall be the British Photodermatology Group, an affiliated Special Interest Group of the British Association of Dermatologists.

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 here-in-before 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 the elected Committee.
- 3.3 The Committee shall consist of three (3) officers, namely a Chairman, a Secretary and a Treasurer and a minimum of two (2) to maximum of eight (8) Ordinary members. One of these Ordinary members shall be a trainee (in a recognised UK dermatology training scheme).
- 3.4 The Committee, including the Chairman, Secretary and Treasurer, should prioritise inclusion of at least one (1) scientist or non-medically qualified member where possible.
- 3.5 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 for 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 (Section 8.2), the British Skin Foundation and the British Dermatological Nursing Group. 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: *Ex-officio* members shall only be entitled to vote on resolutions related to the constituency they represent.

- 3.6 The Chairman, Secretary and 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 and 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 The Chairman, Secretary and Treasurer will be invited to stay on the Committee for one (1) year as *Ex-officio* members after the completion of their term, for continuity relating to handover purposes.
- 3.10 Committee members shall serve for a period of three (3) years and shall be eligible for one consecutive three (3) year term as an Ordinary member in the same role.
- 3.11 When there is a vacant position in the Committee, the Group will be informed by email and applications for membership to the Committee invited.
- 3.12 Applications for membership to the Committee may be made by any member of the Group interested in joining the Committee. A short biography, together with reasons for wishing to join the Committee, shall be submitted by email to the Secretary not less than two (2) weeks before the Annual General Meeting.
- 3.13 New membership to the Committee shall be agreed by the Committee and announced at the Annual General Meeting. However, if the Committee considers that there are more suitable applicants than vacancies, the final decision will be by the membership, to be decided by electronic vote.

4. MEMBERSHIP OF THE GROUP

- 4.1 Membership of the Group shall be available to anyone in the UK interested in clinical aspects, research and/or education and training in cutaneous Photodermatology. Applications for membership of the Group shall be through the British Association of Dermatologists. The application shall then be sent to the Secretary for approval by the Committee.
- 4.2 New membership from individuals not normally resident in the United Kingdom or Ireland is unlikely to be accepted unless the applicant is a person of distinction who has made an outstanding contribution to the advancement of Photodermatology in the international field or who has made an outstanding contribution to British Photodermatology.

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. Any significant change to the annual subscription shall be circulated for approval by the membership of the Group.

- 5.2 Annual subscriptions are due on the 1st January each year and will be collected by the British Association of Dermatologists. New members are reminded that the first initial subscription will need to be paid by card using the online portal and thereafter by direct debit. If joining part way through the year, a pro rata rate is charged.
- 5.3 Non-payment of subscription by 31st March in any year will result in termination of an individual's membership. Request for mitigation of payment shall be judged by the Committee.
- 5.4 The 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 of the Group at the preceding Annual General Meeting.
- 6.2 Other scientific meetings may be held at the discretion of the Committee.
- 6.3 There shall be a Scientific Committee comprising of members representing as many of the UK Specialist Photodermatology Centres as possible, who shall, along with the current Committee, judge abstracts submitted for presentation at British Photodermatology Group meetings. Members shall be approved by the Committee, with membership to be reviewed every three (3) years, with a break of at least three years after a maximum of two successive terms.

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's Report
 - (c) Treasurer's Report
 - (d) Assessment of subscription
 - (e) Admission of new members
 - (f) Appointment of new Committee Members
 - (g) Any other business
- 7.3 A Special General Meeting, open to all Members, shall be called by the Secretary 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 The Chairman or a representative from the Committee will attend the annual meeting of the British Association of Dermatologists and its affiliated special interest groups.

9. CHANGE OF CONSTITUTION

- 9.1 Any proposed amendment to the Constitution shall be communicated to the Secretary. The amendments will be circulated to the Members of the Group for comment within a reasonable time frame and accepted if there is at least a two thirds majority of those who vote in agreement.

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(s) or charities with objectives similar to those of the Group.