ASSOCIATION OF BRITISH NEUROLOGISTS

Rules approved at the Annual General Meeting,
From 29 May -12 June 2020, Virtual Meeting
Registered Charity No 1077893

INTERPRETATION

The words and expressions used in these Rules shall bear the same meanings as are assigned to them in the Articles of Association of the Association provided that "year" shall mean the period between two consecutive Annual General Meetings.

As defined in the Articles, the United Kingdom shall mean the United Kingdom of Great Britain and Northern Ireland.

1. THESE RULES are made pursuant to Article 62.1 and may be amended by the Association in general meeting.

2. NAME

2.1. The Society shall be called the Association of British Neurologists.

3. AIM

The aim of the Association of British Neurologists is to improve the health and well-being of people with neurological disorders by promoting education in and the advancement of the neurological sciences, including (without limitation) the practice of neurology in the United Kingdom and Ireland.

4. MEMBERSHIP

4.1. The Association shall consist of Ordinary, Senior, Honorary, Honorary Overseas, Overseas, Associate, Affiliate, Junior and Student Members.

4.1.1. Ordinary: Those appointed to consultant posts, or equivalent, in the neurological sciences, and others who have contributed significantly to the discipline in the United Kingdom and Ireland, shall be eligible for Ordinary Membership.

4.1.2. Senior: Ordinary members on retirement from hospital appointment, from academic appointment and from the practice of clinical neurology shall cease to be Ordinary Members at the next Annual General Meeting and may become Senior members. Ordinary members still engaged in active practice and meeting the requirements defined in rule 4.1.1 but reaching State pension age may elect to cease being Ordinary Members at the next Annual General Meeting and become Senior Members.

4.1.3. Honorary: Persons of distinction in Medicine and related sciences, resident in the United Kingdom and Ireland, who have contributed to the advancement of neurology shall be eligible for the Honorary Membership. Non residents of similar distinction shall be eligible for the Honorary Overseas Membership. The number of Honorary Members shall be limited to ten per cent of the current Ordinary Membership and of Honorary Overseas Members to a similar number; they shall be elected by the Association on the recommendation of the Council.

4.1.4. Overseas: Ordinary Members who cease to reside in the United Kingdom and Ireland shall be deemed Overseas Members. In addition persons of British or Irish nationality who have left the United Kingdom and Ireland to work abroad, others with significant past or present association with British neurology, or others who
have made significant contributions to neurology internationally, shall be eligible for election to Overseas Membership.

4.1.5. Associate: All specialty registrars and others pursuing clinical practice or research in clinical neurology or related neuroscience disciplines within the United Kingdom and Ireland shall be eligible for Associate Membership. After completion of specialty training in neurology, and on appointment to a substantive consultant post, Associate Members will become Ordinary Members following approval at the next Council meeting. These posts will then be ratified at the following Annual General Meeting.

4.1.6. Affiliate: General practitioners and Physicians with an interest in neurology, and Associate Specialists/Staff Grades in Neurology, within the United Kingdom and Ireland shall be eligible for Affiliate membership.

4.1.7. Junior: Junior hospital doctors who are not neurology specialist trainees within the United Kingdom and Ireland shall be eligible for Junior membership.

4.1.8. Student: Undergraduate medical students within the United Kingdom and Ireland shall be eligible for Student membership.

4.1.9. Allied Health Professionals: UK and Ireland based Allied Health Professionals including specialist nurses ad physician associates shall be eligible for Allied Health professional membership.

4.2. Application for membership may be made electronically

4.2.1. All candidates for membership must provide proof of professional status as requested by the ABN council.

4.2.1.1. Ordinary/Associate/Affiliate/Junior members should cite GMC/IHC registration plus reference email from colleague/supervisor at current place of work, using work email address.

4.2.1.2. Overseas members should demonstrate engagement with UK/Irish neurology through having trained/worked in the UK or having attended at least 2 ABN meetings. They should also provide medical registration number and email reference from colleague/supervisor at current place of work, on work email address.

4.2.1.3. Student members should provide a reference email from supervisor at place of study, on work email address.

4.2.1.4. Allied Health Professionals should cite professional registration number plus email reference from supervisor at place of work on work email address.

4.2.2. Nominations will be discussed, and approved at the next Council meeting.

4.2.3. The Council shall recommend that candidates approved from those nominated as Ordinary, Associate, Affiliate or Overseas Members be ratified at the Annual General Meeting.

5. **SUBSCRIPTION**

5.1. From time to time the annual subscription shall be decided by Council in the light of the financial situation of the Association and after taking advice from the Treasurer.

5.1.1. The subscription shall then be ratified at the next Annual General Meeting of the Association. It shall be paid by Deed of Covenant, or Direct Debit, or Banker’s Order.

5.1.2. Non-payment of the subscription within three months may be considered by Council as equivalent to resignation.
6. **TRUSTEE BOARD**

6.1. The following shall be ex officio members of the Trustee Board:

6.1.1. The President

6.1.2. The President-Elect

6.1.3. The Honorary Secretary

6.1.4. The Honorary Treasurer

6.1.5. The Meeting Secretary

6.1.6. The Elected Councillors

6.2. In addition to the ex officio members, the Trustee Board shall include:

6.2.1. Two lay members appointed by the Trustee Board on such terms and for such periods as the Trustees shall determine from time to time

6.2.2. Any person appointed by the Trustees to fill a vacancy on the Trustee Board provided that such a person shall hold office only until the conclusion of the next following general meeting.

6.3. The Trustee Board may appoint Non Voting Members (NVMs) to the board.

6.3.1. NVMs shall attend such meetings and receive such Trustee papers as the Trustee Board shall determine and may participate in deliberations when invited to do so.

6.3.2. For the avoidance of doubt, NVMs shall not have the power to vote and shall not count towards the quorum.

6.3.3. The chairs of the Services Committee, Education Committee, Research Committee, Quality Committee and the ABNT respectively shall be, by invitation, NVMs at the Trustee Board entitled to receive notice of all Trustee meetings.

6.4. The Trustee Board shall review the composition of the board every four years or less and following such review shall put any recommended changes to these Rules to the members in general meeting.

7. **COUNCIL**

7.1. The Council shall consist of the President, President Elect, the Honorary Secretary, the Honorary Treasurer, the Meeting Secretary, the Chair of the Services Committee, the Chair of the Education Committee, the Chair of the Research Committee, the Chair of the Quality Committee, the ABNT Representative, plus Meeting Secretary Elect, Honorary Secretary Elect and Honorary Treasurer Elect when in post, and up to six elected Councillors.

7.2. Councillors who are neither Officers nor committee chairs shall be Ordinary Members elected by postal or electronic ballot in accordance with the procedure set out in Rule 12.1. Each successful candidate shall take office as an Elected Councillor immediately after the Annual General Meeting next following such ballot.

7.3. The Council may appoint a person who is willing to act to be a Councillor to fill a vacancy. A Councillor so appointed shall hold office only until the conclusion of the next following General Meeting.

7.4. A quorum of eight voting members will be necessary to validate decisions made by Council.

7.5. The Immediate Past President shall be an ex officio NVM at Council for the year
immediately following the conclusion of his/her term of office and shall be entitled to receive notice of all Council meetings.

7.6. The Council may appoint NVMs to Council. NVMs shall attend such meetings and receive such Council papers as Council shall determine and may participate in deliberations when invited to do so.

7.7. For the avoidance of doubt, NVMs shall not have the power to vote and shall not count towards the quorum.

7.8. The Council shall review the composition of the Council every four years or less and following such review shall put any recommended changes to these Rules to the members in general meeting.

7.9. The provisions governing proceedings of meetings of Trustees shall apply to meetings of Council.

8. **ELIGIBILITY**

8.1. No person may be elected as a Trustee:

8.1.1. unless she/he has attained the age of 18 years; or

8.1.2. in circumstances such that, had she/he already been a Trustee, she/he would have been disqualified from acting under the provisions of Article 50.

8.2. No person may be elected as a Councillor:

8.2.1. unless she/he has attained the age of 18 years; or

8.2.2. in circumstances such that, had she/he already been a Councillor, she/he would have been disqualified from acting under the provisions of Rule 9.

9. **DISQUALIFICATION OF COUNCILLORS**

9.1. The office of Councillor shall be vacated:

9.1.1. if by notice in writing to the Association she/he resigns from the Council, or

9.1.2. if she/he is removed by notice in writing to the Association signed by a majority of the members of the Association, or

9.1.3. if she/he is absent from three consecutive meetings of the Council without the consent of the Chair, or

9.1.4. if she/he becomes incapable by reason of mental disorder, illness or injury of managing and administering his/her own affairs, or

9.1.5. if she/he is convicted of any criminal offence, other than any minor motoring or similar offence that cannot reasonably damage the reputation of the Association.

10. **ELECTION OF PRESIDENT AND PRESIDENT ELECT**

10.1. The President of the Association shall be an Ordinary Member at the time of election and shall be elected from persons nominated by the Ordinary Members by postal or electronic ballot of the Ordinary Members conducted prior to the Annual General Meeting.

10.1.1. Each nomination shall be in writing, signed by at least ten Ordinary Members and the nominee and submitted to the Honorary Secretary no less than 90 days before the Annual General Meeting.
10.1.2. No less than 40 days before such meeting the Honorary Secretary shall send to each Ordinary Member details of all such nominations received, together with ballot papers which to be valid must be returned to the Office no later than 14 clear days before the Annual General Meeting.

10.1.3. The result of the ballot shall be announced at the Annual General Meeting immediately following which meeting the successful candidate shall take office as President Elect (or President if she/he is first President or the office of President has been vacated).

10.2. The President shall hold office for two years, preceded (unless she/he is the first President, or the office of President has been vacated) by two years in office as President Elect. The President shall not be eligible for re-election. The President shall cease to hold office forthwith upon ceasing to be a Trustee or Councillor.

10.3. A President who has served their full term of office shall be the Past President for one year following the expiry of their term. A President who ceases to be President for any other reason may be the Past President for one year following the expiry of their term if the Trustee Board so resolves.

11. **ELECTION OF HONORARY SECRETARY, HONORARY TREASURER AND MEETING SECRETARY**

11.1. The Honorary Secretary, the Honorary Treasurer and the Meeting Secretary shall be elected by the Ordinary Members.

11.2. The Honorary Secretary will write to the Ordinary Membership seeking nominations of Ordinary Members for the offices of Honorary Secretary, Honorary Treasurer and Meeting Secretary; all nominations shall be supported by the signature of five Ordinary Members. A postal or electronic ballot of all Ordinary Members shall be conducted prior to the Annual General Meeting.

11.2.1. The individual elected as Honorary Secretary will, from the close of the meeting at which she/he is elected, take office for one year as Honorary Secretary Elect and then two years as Honorary Secretary.

11.2.2. The individual elected as Honorary Treasurer will, from the close of the meeting at which she/he is elected, take office as Treasurer Elect, co-opted to Council (or Honorary Treasurer if the office of Honorary Treasurer has been vacated). The Treasurer Elect shall serve one year and then shall serve four years as the Honorary Treasurer.

11.2.3. The individual elected as Meeting Secretary will, from the close of the meeting at which she/he is elected, take office for one year as Meeting Secretary Elect and then two years as Meeting Secretary.

12. **ELECTION OF COUNCILLORS**

12.1. The Honorary Secretary will write to the Ordinary Membership seeking nominations of Ordinary Members as new Members of Council; all nominations shall be supported by the signatures of two Ordinary Members. A postal or electronic ballot of all Ordinary Members shall be conducted prior to the Annual General Meeting.

12.2. Each Elected Councillor shall serve for four years after which she/he shall not be eligible to stand for re-election for a period of four years. No Elected Councillor may serve more than eight years in total.

13. **CHAIRS OF COMMITTEES**
13.1. The chairs of the Services Committee, the Education Committee, the Research Committee, and the Quality Committee shall be appointed by council.

13.2. The Honorary Secretary shall invite applications from ABN ordinary members three months before the current chair’s term of office concludes.

13.3. Applications shall be reviewed by the Executive Committee, a shortlist agreed and invited to interview. The interview panel shall include President, President Elect, Honorary Secretary. A chair shall be appointed on completion of the interview process.

13.4. Each chair so appointed shall serve for a term of three years as committee Chair and shall be eligible to be nominated again for reappointment to serve one further term of three years.

13.5. Each chair shall be asked to nominate a vice chair from the committee members for ratification by council.

13.6. The vice chair may deputise for the chair at Executive and council meetings.

14. EXECUTIVE COMMITTEE

14.1. The President, in consultation with Council, will conduct business as and when required with an executive group consisting of the President, President Elect, Honorary Secretary, Honorary Treasurer and Meeting Secretary of the Association and the chairs of the Services Committee, the Education Committee, the Research Committee and the Quality Committee, plus Meeting Secretary Elect, Honorary Secretary Elect and Honorary Treasurer Elect when in post.

15. SPECIAL INTEREST GROUPS

15.1. Special Interest Groups may be established by members within the Association, to pursue an area of special interest. Existing societies whose membership includes non-members of the Association may also apply to become Special Interest Groups if they share the objectives of the ABN.

15.2. Special Interest Groups must follow the standard operating procedures for SIGs published by the ABN.

16. ABN ADVISORY GROUPS

16.1. Advisory Groups shall be formed in key neurological areas comprising ABN members.

16.2. Each Advisory Group will have a Chair who shall be responsible for recommending members to Council to which they are accountable. The Chair and Advisory Group Members will be experts in the Advisory Group area.

16.3. The Chair shall be responsible for the preparation of responses to relevant consultations received by the Association and on other matters as Council sees fit. The tenure of each Chair and Advisory Group member will be three years renewable for a further three years.

17. SERVICES COMMITTEE OF COUNCIL

17.1. Terms of reference: to advise the Association, through Council, on all matters relating to standards of neurological care and the staffing, organisation and distribution of neurological services in the United Kingdom and Ireland.

17.2. Membership:

17.2.1. One Ordinary Member representing each of 14 regions in England (E.Anglia, Mersey, North West, Northern, Oxford, South West, Thames NE, Thames NW, Thames SE, Thames SW, Trent, W.Midlands, Wessex, Yorkshire) two from Scotland (East Scotland, West Scotland), and one from each of South Wales, North Wales, Northern
Ireland, the National Hospital for Neurology and Neurosurgery who hold a consultant attachment in clinical neurology at a Regional Neurosciences centre, Neurology Centre or DGH in the region they represent; the Honorary Secretary; the Quality committee chair; a council representative; a representative of Less than Full Time Working members and the ABNT representative, the Chair of the Clinical Reference Group for Neurosciences, and a representative of the Neurological Alliance shall be non voting members.

17.2.2. Officers: The committee chair shall be appointed by council. On appointment she/he shall nominate a vice chair from among the committee members. The Chair shall serve a term of three years and shall be eligible to be nominated for one further term of three years. If the elected Chair is a current member of the committee she/he shall cease to represent his/her own region and a new regional representative shall be elected. The Chair of the Services Committee, shall be a member of the ABN Council and may be represented in absentia by the committee Vice Chair or a nominated elected committee member.

17.2.3. Each regional representative will be elected to serve for three years, with possible re-election for one further term, after a ballot of all those Ordinary Members with a consultant contract in clinical neurology within the Region containing their Neurosciences/Neurology Centre. In the event of a tied ballot, the member who has held his/her consultant post for longest shall be elected. The Honorary Secretary will invite the names of those wishing to stand in each region, and conduct a subsequent ballot of those same members.

17.2.4. Each representative should appoint a deputy if he or she is unable to attend a meeting. Failure to attend, or to nominate a deputy, without notification at 2 consecutive meetings shall result in the termination of the representatives term of office and a new representative for the region concerned shall be sought.

17.2.5. The Chair, in consultation with Council, will conduct business as and when required with an executive group consisting of the Chair, Vice Chair, at least two regional representatives and the Honorary Secretary of the Association.

17.3. The Chair shall represent the Association on other bodies as requested by Council.

17.4. Meetings: At least two meetings shall be held annually. The minutes will be submitted to Council at their next meeting.

18. **EDUCATION COMMITTEE OF COUNCIL**

18.1. Terms of Reference: to advise the Association, through Council, on all matters relating to undergraduate education, postgraduate training, and continuing professional development in neurology within the United Kingdom and Ireland; and to liaise on relevant issues with appropriate British, Irish and European organisations.

18.2. Membership

18.2.1. Officers: The committee chair shall be appointed by council. On appointment she/he shall nominate a vice chair from among the committee members. The Chair shall serve a term of three years and shall be eligible to be nominated for one further term of three years. If the elected Chair is a current member of the committee she/he shall cease to represent his/her own region and a new regional representative shall be elected. The Chair of the Education Committee, shall be a member of the ABN Council and may be represented in absentia by the committee Vice Chair or a nominated elected committee member.

18.2.2. Members: A further nine Ordinary or Senior members of the Association elected by ordinary members each to represent constituencies of the following regions (Scotland, Northern Ireland, North East and Yorkshire & the Humber, North West
and West Midlands, East of England and East Midlands, London, South Central and South East Coast, South West, and Wales) to serve for three years each with possible re-election for one further term. The Chair of the Services Committee, a council representative, a Neurology SAC representative and two ABNT representatives shall be ex officio members of the Committee.

18.3. Committee attendance:
18.3.1. In the absence of the Chair, the President Elect shall chair meetings of this Committee or present its reports to Council.
18.3.2. Each representative should appoint a deputy if he or she is unable to attend a meeting. Failure to attend, or to nominate a deputy, without notification at 2 consecutive meetings shall result in the termination of the representatives term of office and a new representative for the region concerned shall be sought.

19. RESEARCH COMMITTEE OF COUNCIL
19.1. Terms of Reference: to advise the Association, through Council, on all issues relating to research and academic matters.
19.2. Membership:
19.2.1. Officers: The committee chair shall be appointed by council. On appointment she/he shall nominate a vice chair from among the committee members. The Chair shall serve a term of three years and shall be eligible to be nominated for one further term of three years. If the elected Chair is a current member of the committee she/he shall cease to represent his/her own region and a new regional representative shall be elected. The Chair of the Research Committee, shall be a member of the ABN Council and may be represented in absentia by the committee Vice Chair or a nominated elected committee member.
19.2.2. Members: A further nine Ordinary Members elected by ordinary members each to represent constituencies of the following regions (Scotland, Northern Ireland, North East and Yorkshire & the Humber, North West and West Midlands, East of England and East Midlands, London, South Central and South East Coast, South West, and Wales) to serve for three years with possible re-election for one further term. The Honorary Treasurer, a council representative and an ABNT Representative shall be ex officio members of the Committee. A representative from the relevant neurological research network shall be an invited non voting member of the Research committee.
19.3. Committee attendance: Each representative should appoint a deputy if he or she is unable to attend a meeting. Failure to attend, or to nominate a deputy, without notification at 2 consecutive meetings shall result in the termination of the representatives term of office and a new representative for the region concerned shall be sought.
19.4. ABN Rare Diseases Ascertainment & Recruitment (RaDAR)
19.4.1. Terms of Reference: to provide researchers in the United Kingdom and Ireland with a means of surveying neurologists and other physicians with a neurological interest in order to ascertain rare or unusual cases which otherwise would only be ascertained in such few numbers that meaningful scientific study would not be possible.
19.4.2. The Research Committee will oversee the coordination of RaDAR. One member will be appointed to liaise with the membership over future projects and strategy.

20. QUALITY COMMITTEE OF COUNCIL
20.1. Terms of Reference: to advise the Association, through Council, on all issues relating to quality improvement in neurology within the UK and Ireland.

20.2. Membership:

20.2.1. Officers: The committee chair shall be appointed by council. On appointment she/he shall nominate a vice chair from among the committee members. The Chair shall serve a term of three years and shall be eligible to be nominated for one further term of three years. If the elected Chair is a current member of the committee she/he shall cease to represent his/her own region and a new regional representative shall be elected. The Chair of the Quality Committee shall be a member of the ABN Council and may be represented in absentia by the committee Vice Chair or a nominated elected committee member.

20.2.2. Members: A further nine Ordinary Members elected by ordinary members to serve for three years with possible re-election for one further term. The Honorary Secretary, the Services Chair, a council representative and an ABNT representative shall be ex Officio members of the Committee.

20.3. Committee attendance: Each representative should appoint a deputy if he or she is unable to attend a meeting. Failure to attend, or to nominate a deputy, without notification at 2 consecutive meetings shall result in the termination of the representatives term of office and a new representative for the region concerned shall be sought.

21. SCIENTIFIC MEETINGS AND THE ANNUAL GENERAL MEETING

21.1. At least one scientific meeting shall be held each year, one of which shall include the Annual General Meeting. Associate members shall be entitled to attend the scientific meetings and the Annual General business meetings of the Association as non-voting members.

21.2. At least four months prior to the meetings the Meeting Secretary shall send a notice to each member and shall invite communications to be presented at the scientific meetings.

22. SCIENTIFIC MEETINGS COMMITTEE OF COUNCIL

22.1. The agenda for the scientific meetings shall be arranged by the Meeting Secretary in consultation with the Scientific Meetings Committee.

22.2. The Scientific Meetings Committee will comprise the Meeting Secretary, Honorary Secretary, Honorary Treasurer, President, President Elect, Chairs of Services, Research, Education, Quality, ABNT committees and up to 2 ABN office representatives plus Meeting Secretary Elect, Honorary Secretary Elect and Honorary Treasurer Elect when in post. The Meeting Secretary will consult with members of the Meetings Committee as and when necessary.

22.3. Any declarations of interest must be completed on abstract forms.

22.4. The programme for each scientific meeting shall be published on the ABN website and notification that it is available online shall be sent by the Honorary Secretary to each member of the Association at least two weeks before the meeting is held.

23. *Ref 18.2 and 19.2 the specified strategic health authority constituencies shall be:, Scotland and Northern Ireland, North East and Yorkshire & the Humber, North West and West Midlands, East of England and East Midlands, London, South Central and South East Coast, South West and Wales,
25. **ANNUAL GENERAL MEETING**

25.1. At least two weeks before the Annual General Meeting the Honorary Secretary shall send to each Member the names of the Officers and committee chairs whom the Council or Members nominate for the ensuing year.

25.2. The agenda for the Annual General Meeting of the Association shall be sent to Ordinary, Overseas, Honorary, Honorary Foreign and Senior Members by the Honorary Secretary at least one week before the meeting is held.

25.3. A majority vote of those Ordinary members present will be required to ratify decisions at the Annual General Meeting.


26. **OTHER RULES**

26.1. No alteration shall be made in the rules except at the Annual General Meeting and unless proposed by the Council or by at least ten members in writing. In the latter case, the proposal must reach the Secretary at least four weeks before the date of the meeting. Notice of the proposed change shall be circulated to each member at least one week before the meeting at which it is to be brought forward, and it shall be decided by vote of those present at the meeting.

26.2. The income and property of the Association, whencesoever derived, shall be applied solely towards the promotion of the objects of the Association as set forth in the Rules, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend or otherwise howsoever by way of profit to members of the Association. Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Association, or to any member of the Association, in return for any services rendered to the Association, nor prevent the payment of interest at a rate not exceeding 4 per cent per annum on money lent or reasonable and proper rent for premises demised or let by any member to the Association; but so that no member of the Council or governing body of the Association shall be appointed to any salaried office of the Association or any office of the Association paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Association to any member of such Council or governing body, except repayment of out-of-pocket expenses and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Association; provided that the provision shall not apply to any payment to any company of which a member of the Council or governing body may be a member, and in which such member shall not hold more than one hundredth part of the capital, and such member shall not be bound to account for any share or profits she/he may receive in respect of such payment.

26.3. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Association, but shall be given or transferred to some other institution having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of the last preceding Rule, such institution or institutions to be determined by the members of the Association at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then to some charitable object.

26.4. The Association shall be independent and its views shall not be compromised as a consequence of its relationships with commercial sponsors.