

# SRHSB Rules/Byelaws

## 1) Membership

- a) The Society shall consist of Ordinary, Senior and Honorary Members.
  - i) **Ordinary Members:** Shall be members as determined in the Constitution of the Society
  - ii) **Senior Members:** Members, on reaching the age of formal retirement from full paid employment shall notify the Society and shall cease to be Ordinary Members and shall become Senior Members
  - iii) **Honorary Members:** Persons of distinction in medicine and related sciences who have contributed to the advancement of knowledge of hydrocephalus and spina bifida shall be eligible for election to Honorary Membership. The number of Honorary Members shall be limited to twenty. They shall be elected to the Society by the Annual General Meeting on the recommendation of the Executive Committee.
- 2) **New Applications for membership** shall be accepted on payment of the annual subscription and ratification by the Executive Committee
- 3) **The Annual Subscription** for each category of membership shall be recommended by the Executive Committee and proposed at the Annual General Meeting for consideration and ratification.
- 4) **The Society Membership list** is confidential to members of the Society, and must not be given, sold or divulged to any non – member. An update list of members and their contact details will be made available to members only through a secure portal within the Society website.
- 5) **The Trustees** shall be known as the Executive Committee of the Society.
  - a) The total number of members appointed as trustees (The Executive Committee (EC)). (including the President), shall not exceed the number approved by members in General meeting.
  - b) At the first meeting of Trustees after the AGM, the trustees shall appoint the Chair, Secretary and Treasurer and any other office bearers deemed to be required to carry out the functions of the committee.
  - c) The offices of Chair, Secretary and Treasurer shall be tenable for three years and holders will be eligible for re-election. All other office bearers shall hold office for three years and are eligible for re-election
  - d) Ordinary Members of the EC shall hold office for three years. and such members will be eligible for re-election.
  - e) The EC are empowered to appoint two co-opted members to the EC during the year. Such appointments should be ratified at the next AGM.
  - f) The EC shall be empowered to appoint, in the event of illness, incapacity or resignation of an existing Committee member, a replacement drawn from the voting membership of the Society. Such appointments shall be for the remainder of the term of the retiring member, and their appointment shall be offered for ratification at the next Annual General Meeting.
  - g) The EC shall be empowered to set up short life working groups (SLWG) to carry out specific time-limited tasks which the Executive deem appropriate from time to time. The remit of the SLWG will be determined by the EC to whom the SLWG will be accountable.
- 6) **President of the Society:** The EC shall form, from within its number, a Nominations Committee who will recommend to the EC and subsequently to members in General Meeting, an individual of

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high standing to serve as President of the Society. The President shall, ex officio, be a trustee of the charity.

### 7) Annual Scientific Meeting/Events

- a) The EC shall be responsible for identifying a Local Organising Committee to manage the event/meeting.
- b) A representative of the LOC shall be invited to attend at least one meeting of the EC in the period of twelve months prior to that Annual Scientific Meeting/Event which they are organizing, irrespective of whether they are voting members or not.
- c) At the first meeting attended by the representative of the LOC, a budget should be presented identifying indicative costings for the proposed event. The EC would expect such costings to confirm that the conference/event will not incur any liability to either the LOC or the Society. The LOC must give an undertaking that they would be willing to underwrite any unexpected deficit which may occur. Any surplus income should be remitted to the Society as soon as practicable after the event and no later than the current financial year end.
- d) The EC reserve the right to cancel an event if they deem there is a significant financial risk to either the LOC or the Society
- e) The Programme for a Scientific Meeting shall be arranged by the Publications Secretary and LOC, deriving the content from the material approved by the Executive Committee.
- f) At least three months before the Annual Scientific Meeting the Publications Secretary shall invite submissions of abstracts of intended presentations for consideration by the Executive Committee.
- g) The Executive Committee will consider all abstracts and indicate those abstracts accepted for presentation at the Meeting.

- 8) **Guthkelch Award:** (may be awarded annually) The Executive Committee will consider applications from students in training or early career investigators who are conducting research in the area of hydrocephalus and neural tube defects including spina bifida for consideration for the Guthkelch Award prior to each conference/symposium. Should enough candidates apply, short-listed presentations will be made at the conference and thereafter a winner will be selected by the awards committee.

### 9) Casey Holter Prize

- a) **Essay.** Applications on the prescribed format may be submitted to the Honorary Secretary at any time for consideration. The Executive Committee shall decide whether or not to accept the essay and subsequent approval shall entitle the senior author to present at a future Conference.
- b) **Lecture** (normally every 2 to 3 years) Nominations, on the prescribed format, will be considered and final selection made by the Executive Committee. The successful author will be invited to present at a future Conference