



## CONSTITUTION

## Bone & Joint Infection Society Constitution

### 01 - The Association

The Association shall be called the *Bone and Joint Infection Society*

### 02 - The Object of The Association

The objects of the Society are:

**2.1 To provide a forum for the discussion of research, advances in clinical practice and the results of surgical and non-surgical management of bone and joint infection.**

**2.2 To enhance and support education in the management of Bone and Joint Infections across specialties and sub-specialties**

**2.3 To promote networking and collaboration between different specialists and healthcare professionals to facilitate the establishment of MDTs with the purpose of improving the quality of the care offered to patients with Musculo-skeletal infections.**

### 03 - Membership

**3.1 Ordinary Membership** is open to Surgeons, Microbiologists, Scientists, Infectious Disease Physicians, and all Clinical & Healthcare personnel who have a special interest in the orthopaedic infection.

**3.2 Honorary Membership** may be offered to distinguished clinicians, scientists and healthcare personnel who have a special interest in orthopaedic infection.

**3.3 Emeritus Membership** may be requested by Ordinary Members after the age of 65 if the member is no longer in clinical practice. This status will be ratified by the Officers of the Society and presented to the Ordinary Membership at the Annual General Meeting for their approval.

**3.4 Application for Ordinary Membership.** Applications should be made on-line via the BAJIS website. Evidence of Professional Alignment and proof of genuine interest in orthopaedic infections, either by prior work, current professional role, or expressed motivation to be part of BAJIS should be demonstrated. Although not mandatory, the name from of a proposer, who is a current member of the BAJIS should be included with the application. The application will be scrutinized by the members of the Executive and membership will be granted only after consideration at a meeting of the Executive of the Society and approval by the Society's General assembly during the Annual Meeting.

**3.5 Cessation of Membership** will occur:

3.5.1 On receipt of a Member's written resignation or

3.5.2 The General Assembly, by a majority vote of two-thirds of the attending Members, may exclude any Member who:

a) behaved against the aims and ethical principles of BAJIS; and/or

b) behaved without due care or honesty in public or professional life.

#### **04 - The Officers of The Society**

4.1 The Officers of the Society should be the President, President Elect, the Vice President, the Honorary Secretary, the Honorary Editorial Secretary, the Honorary Treasurer, the Web Master, two Members at Large, the Immediate Past President, the BAJIR representative, the Research representative, the Trainees representative, the education representative, the pharmacy representative and the nursing representative who shall constitute the Executive Committee.

4.2 **The President** shall hold office for one year.

4.2.1 **The President shall chair all the meetings of the Society and the meetings of the Executive Committee.**

4.3 **The President Elect** shall hold office for one year and succeed the President at the end of the Presidential term of office.

4.4 **The Vice President** shall be elected for a term of one year and succeed the President Elect at the end of the Presidential term of office.

4.4.1 **The Vice President will chair the Education Committee.**

4.5 **The Honorary Secretary** shall be elected for a period of three years and may be re-elected.

4.6 **The Honorary Editorial Secretary** shall be elected for three years and may be re-elected.

4.7 **The Honorary Treasurer** shall be elected for a period of three years and may be re-elected.

4.8 **The Web Master** shall be elected for three years and may be re-elected.

4.9 **Two Members at Large** shall be elected for 2 years and normally be under the age of 45 at the time of his or her election.

4.9.1 A Member at Large may not be re-elected.

4.10 **The BAJIR Representative** shall be elected for three years and may be re-elected

4.11 **The Research Representative** shall be elected for three years and may be re-elected.

4.11.1 **The Research Representative will chair the Research Committee**

4.12 **The Past President** shall remain as an Officer for one year.

**4.12.1** The Past President will normally represent the Society as required when the President is unavailable.

**4.12.2** The Past President will chair the Professional Affairs Committee

**4.13** The Trainees Representative shall be elected for two years and may not be re-elected.

**4.14** The Education representative shall be elected for three years and may be re-elected.

**4.15** The Nursing representative shall be elected for three years and may be re-elected.

**4.16** The Pharmacy representative shall be elected for three years and may be re-elected.

#### **4.17 Role and Responsibilities of the Executive Committee**

**4.17.1** Preparing Ordinary and Extraordinary General Assembly meetings

**4.17.2** Proposing new Members for approval to the General Assembly

**4.17.3** Co-opting new Executive Committee's Members as temporary replacements for Executive Committee's Members who have resigned during their term of office

**4.17.4** Proposing to the General Assembly the host offers for the next Annual Meeting

**4.17.5** Concluding the Scientific Programme

**4.17.6** *Preparing and approving the Budget, the Annual Report and Financial Statements*

**4.17.7** *Submitting the Budget, the Annual Report, and the Financial Statement to the General Assembly for approval?*

**4.17.8** Deciding on the initiation of New Committees

**4.17.9** Choosing the Professional Congress Organizer

**4.17.10** Proposing Statutes changes to the General Assembly

**4.17.11** Representing BAJIS externally

**4.17.12** Conducting BAJIS' ordinary business

**4.17.13** Approving BAJIS's Projects

## **05 - Ballots**

**5.1** The Honorary Secretary will invite nominations for positions on the Executive from the Ordinary Members not less than 20 working days before the Annual General Meeting (AGM).

**5.2** The Vice-President of the society will be chosen from among the Officers of the society and will be voted/confirmed by the Ordinary Members of the AGM.

**5.3** Nominees shall be proposed by an Ordinary Member and seconded by an Ordinary Member. The nominee must consent for his or her name to go forward.

**5.4** Nominees for the post on the Executive should include, with their application, a short statement containing details of past experience and a vision of what they would like to achieve during their time on the Executive, if elected. This statement will be made available to members prior to the AGM.

**5.5** A ballot will be held at the AGM if there is more than one nomination for a post.

**5.6** If there are more than two ordinary members standing in an election to be an officer of the Society, then there will usually be two ballots. After the first ballot the two members with the greatest number of votes will contest a final ballot unless:

**5.6.1** The sum total of the votes cast for one contender is greater than the total votes cast for all the other contenders.

**5.6.2** There is a tie for second place in which case there will be a ballot for 'second place' by all the ordinary members present before the final ballot.

**5.7** In the event there is only one nomination then the membership shall, in any case, be balloted at the AGM; a simple majority of the Members present will be required to accept the nomination otherwise a further invitation for nominations will be made to the Membership after the meeting. A postal vote (or secure internet vote) will proceed.

## **06 - Co-operation of Members**

**6.1** The Executive Committee has the power to co-opt other members for specific duties from time to time.

**6.2** Such duties include being local host at the Annual General Meeting, a representative to work with the Medicines and Healthcare products Regulatory Agency or any other organisation as appropriate.

## **08 - Meetings of The Society**

**8.1** The Society will normally meet once a year. The timing and venue of each meeting will be decided by the Executive Committee.

**8.2** The programme will be decided by the Executive Committee.

**8.3** The Honorary Secretary or the Honorary Editorial Secretary will write to all members requesting papers and submissions for the meetings in good time. They will request a brief abstract of the paper for deliberation by the Executive.

**8.4** The length of each presentation will be determined by the Honorary Editorial Secretary.

**8.5** Meetings of the Society shall be open to all members. Persons applying for membership will be encouraged to attend the meeting after their application has been discharged.

**8.6** Members are welcome to bring guests. Members should notify the Executive through an e-mail to the Hon. Secretary of their request to invite a guest in advance of the meeting. The Executive, through the Hon. Secretary, may veto any request. The Hon. Secretary will keep a record of guests who attend the meeting. At the discretion of the Executive, fees will be charged to members and guests at each scientific meeting.

**8.7** Representatives of the Healthcare Industry are permitted to register and attend the Annual Meeting and may contribute to relevant debates where appropriate.

**8.8** There shall be no recording of any part of the meetings of the BAJIS without the express consent of the Executive.

## **09 - Business Meetings**

**9.1** An Annual Business Meeting will take place during the Annual General Meeting of the Society.

**9.2** At the Annual General Meeting there will be an election of Officers as appropriate *and an Annual Report from the Treasurer will be received.*

**9.3** The President, or in his absence the Vice-President, shall take the chair at all Business Meetings.

**9.4** Voting.

**9.4.1** Every decision at the Annual Business Meeting of members shall require a simple majority of votes of the Ordinary Members present. In the case of equality in the number of votes cast the President may exercise a second or casting vote.

## **10 - Finance**

**10.1** There shall be No Annual Subscription

**10.2** The Treasurer shall present a detailed financial statement including a balance sheet at each Annual General Meeting.

## **11 - Affiliation**

**11.1** The Bone and Joint Infection Society shall be affiliated to the British Orthopaedic Association through the Board of Specialist Societies.

**11.2** Members of the BAJIS who are not also members of the BOA will not be subject to any joining fee or charge.

## **12 - Professional Affairs Committee**

### **12.1 Title**

**12.1.1** “The Professional Affairs Committee of the Bone and Joint Infection Society”

### **12.2 Formation**

**12.2.2** Three Members co-opted

**12.2.3** Initial terms for two, three and four years (to be decided amongst the founding members) to ensure future staggering of replacement appointments to the committee

### **12.3 Committee Membership**

**12.3.1** Five Members

**12.3.1.1** Three BAJIS Members – in good standing

**12.3.1.2** Honorary Secretary (will serve for 3 years)

**12.3.1.3** Past President (will serve for 1 year)

**12.3.2** Replacements will be nominated/ seconded at the AGM when required

### **12.4 Function**

**12.4.1** Advise BAJIS members on professional matters

**12.4.2** Advise on Issues related to surgery ***and clinical management of orthopaedic infection.***

**12.4.2.1** Adoption of guidelines/ best practice

**12.4.2.2** Local commissioning problems

**12.4.2.3** Approaches from the media

**12.4.3** Not to be involved in disciplinary matters



12.4.4 Not to be involved in employment disputes

## 12.5 Meetings

12.5.1 Prompted by request for advice

12.5.2 Teleconference set up by Committee member

12.5.3 Minuted by a Committee member

12.5.4 Advice feedback to BAJIS members and Executive

12.5.5 Decision / advice noted

12.5.6 Minutes uploaded on BAJIS website

## **13 - Research Committee**

### 13.1 Title

13.1.1 “The Research Committee of the Bone and Joint Infection society”

### 13.2 Formation

13.2.1 Five Members co-opted

13.2.2 Initial terms for two, three, four and five years (to be decided amongst the founding members) to ensure future staggering of replacement appointments to the committee

### 13.3 Committee Membership

13.3.1 Six Members

13.3.1.1 Five BAJIS Members – in good standing

13.3.1.2 Chairperson – The Research Representative (**will** serve for 3 years)

13.2 Replacements will be nominated/ seconded at the AGM when required

### 13.4 Function

13.4.1 Advise BAJIS members on research related matters

13.4.2 Drive forward research collaborations regarding prevention, diagnosis, and treatment of Musculo-skeletal infections

**13.4.3** Promote engagement of members Issues with national trials

**13.4.4** Engage and support Priority Setting Partnerships (PSPs)

**13.4.5** Advise the BAJIS Executive Committee on research related matters

**13.4.6** Supervise or otherwise oversee any BAJIS research fellowship

**13.4.7** Assess and advise on any submission for BAJIS membership surveys

**13.4.8** To liaise closely with the BOA research committee and other national research bodies to keep abreast

### **13.5 Meetings**

**13.5.1** Quarterly with extraordinary meetings as required

**13.5.2** Teleconference set up by a committee member

**13.5.3** Minuted by Committee Member

**13.5.4** Minutes discussed as Standing item on Agenda for BAJIS Executive Meetings

**13.5.5** Minutes uploaded on BAJIS website

## **14 - Education Committee**

### **14.1 Title**

**14.1.1** “The Education Committee of the Bone and Joint Infection Society”

### **14.2 Formation**

**14.2.1** Three Members co-opted

**14.2.2** Initial terms for two, three and four years (to be decided amongst the founding members) to ensure future staggering of replacement appointments to the committee

### **14.3 Committee Membership**

**14.3.1** Five members

**14.3.1.1** Vice President acts as Chair, will serve for 1 year

**14.3.1.2** BAJIS Executive Member co-opted, (Education Lead ?) that will serve for 3 years

**14.3.1.3** Three BAJIS Members- in good standing

**14.4** Replacements will be nominated/ seconded at the AGM when required

**14.5** Function

**14.5.1** The initial task was to deliver a single day education session at the annual meeting of the BAJIS

**14.5.2** This session is intended for trainees preparing for the FRCS(T+O) examination

**14.6** Meetings

**14.6.1** Quarterly minimum via teleconference set up by a Committee Member

**14.6.2** Minuted by Committee Member

**14.6.3** Minutes to be sent to BAJIS Executive and discussed as an agenda item on the regular Executive conference calls

**14.6.4** Minutes uploaded on BAJIS website

## **15 - Amendments to The Constitution**

**15.1** No change in the rules of the Society will be made except at an Annual General Meeting and after at least 28 days notice has been given to the Ordinary Members and then approved by two thirds majority of the Ordinary Members present at the Annual General Meeting.

**15.2** A quorum for the purpose of amendment of the rules shall be **30%??** A simple majority? of the Ordinary Membership. If such a quorum is not present at the Annual General Meeting a postal ballot of all Ordinary Members shall be held