

CARDIFF MEDICAL SOCIETY

CONSTITUTION OF THE SOCIETY

(Revised 16/1/73)

The Name, Objects and Constitution of the Society

- 1 The Society shall be called “**The Cardiff Medical Society**”
- 2 The objects of the Society shall be:-
 - a. The provision of facilities for the interchange of thought and the advancement of knowledge by the discussion of medical and allied scientific problems.
 - b. The promotion of the welfare of the medical profession.
- 3 Membership of the Society shall be limited to members of the Medical Profession.

The Election, Contributions and Resignation of Members

Election

- 4 Eligible candidates seeking membership must submit their name, medical qualifications and address to the Senior Secretary at least four weeks before the candidate can be admitted to the Society. The Secretary will notify members of the Society of the name, medical qualifications and address of the candidate seeking election. At the succeeding meeting the Chairman shall announce the candidate who will be admitted to the Society unless there be an objection, in which case the election shall be deferred until the next meeting when a vote shall be taken, and the candidate shall be elected if two-thirds of the members present and voting, assent.
- 5 The annual subscription of all members shall be as determined from time to time at the Annual General Meeting and shall be payable immediately on election and thereafter annually.
- 6 Any member who fails to pay the annual subscription in two successive years will be considered to have resigned from the Society.
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 - a. The Committee shall have the power of recommending for election as an honorary member of the Society any member of the medical profession, or any scientist or other person, deemed worthy of the honour.
 - b. Members of 25 years standing who have retired from Medical Practice shall be eligible to a reduced subscription fee to be determined from time to time.
 - c. The Committee shall have the powers of electing annually as temporary members, members of the medical profession temporarily resident in the district; such temporary members to enjoy all the privileges of ordinary members except the power to vote.

The Government of the Society

- 8 The business of the Society shall be conducted by a committee consisting of a president, vice-president, immediate past president, treasurer, librarian, editor, two secretaries, the retiring secretary and six ordinary members.
- 9 The officers and the six ordinary members shall be elected at the Annual General Meeting. No ordinary member shall hold office for more than three consecutive years, and shall not be eligible for re-election until the lapse of one year. The mode of election shall be as follows:-

At the AGM every year, the President will invite the society to submit postal nominations for possible future presidents of the Society, and committee members of the Society. These nominations should be addressed to the current President of the Society and should be received by the end of January of the following year. Vacancies occurring among the members of the Committee in the course of any year shall be filled by the Committee.

- 10 The Officers and other members of the Committee shall assume office from the beginning of the academic year and the incoming president shall assume office at the Annual General Meeting each year. The Officers and the members of the Committee shall be responsible for the arrangements of the meetings and all other business of the Society. The Committee shall meet at such times as shall be convenient and four shall form a quorum.
- 11 The president shall not hold office for two consecutive years.
- 12 The treasurer shall have charge of the funds of the Society, receive all subscriptions, pay all bills, and keep account of all receipts and payments. He shall bring before the Committee a statement of accounts, duly audited by an accountant, which shall be distributed to the members annually.
- 13 The secretaries shall conduct the correspondence of the Society, summon all meeting, and keep minutes of all business transacted therein. They shall prepare an Annual Report of the proceedings and condition of the Society, which shall be sent with the notices convening the Annual General Meeting. A secretary shall not hold office for more than four consecutive years.

Conduct of the Meetings

- 14 The Annual General Meeting of the Society shall normally be held in the month of October for the purpose of electing officers and ordinary members of the Committee, for the presentation and approval of the reports and accounts, and for the transaction of any other business relating to the Society; at this meeting 10 to form a quorum.
- 15 The Ordinary meeting of the Society shall normally be held on the second Tuesday in every month from October to May inclusive, at 8.00 pm or on any other day or at any other time, as may be arranged by the Committee; five to form a quorum.
- 16 A calling notice with the agenda of the meeting will be distributed to all members before any meeting.
- 17 A book shall be kept in which each member shall sign his/her name. The names of visitors will be entered in the same book opposite the names of members introducing them.
- 18 An extraordinary General Meeting may be called at any time by the Committee, or on the request in writing of at least five members, addressed to the secretaries, stating the objects for which they desire the meeting convened. Seven days notice at least shall be given of the time and purpose of such meetings and 10 shall form a quorum.

Alteration of the Rules

- 19** No rules shall be enacted, repealed, or altered, except at the Annual General Meeting or at an Extraordinary General Meeting summoned for the purpose. Notice of any proposal to alter or add to the rules shall be given to the secretaries not less than four weeks before such a meeting.

The Library

- 20** The Library of the Society is incorporated in the Library of the University of Wales College of Medicine, the facilities of which are available to all members of the Society.

Scientific Proceedings of the Society

- 21** Copies of the Scientific Proceedings of the Society shall be deposited in the Library and distributed to members.

The Constitution

- 22** A copy of the Constitution of the Society is deposited in the Library and available on request (to any member of the medical profession).
- 23** A nominal roll of members of the Society shall be deposited in the Library and maintained by the secretaries.
- 24** The volumes of the Minutes of the Society shall be deposited in due course with the Local Archivist