

SWPC constitution.

21st. May 2010

1. South West Paediatric Club to be referred to hereafter as SWPC
2. Aims to provide two meetings annually for members and non members for clinical and research topics of continuous professional development value (CPD)
3. Royal College of Paediatrics and Child Health approval for the meeting CPD content will be sought prior to the meetings.
4. Certificates of attendance will be available for attendees confirming CPD credits
5. Membership fees will be collected annually, bank standing order is preferred.
6. The club (SWPC) will have a president, a secretary and treasurer.
7. The offices will be held for tenure of three years.
8. Renewal of offices can be by approval of a quorum of members only. The minimum number of members for a quorum will be six members.
9. The officers of the club will have executive action in the organisation of the club but will produce an account of actions in the minutes.
10. Minutes of each business meeting will be available on the website and at the start of each business meeting.
11. The officers will be signatories to the club bank account.
12. The treasurer will produce annual accounts of the SWPC financial standing.
13. The accounts will be independently audited annually.
14. Audited accounts will be available to members for inspection each year.
15. The SWPC will not be allowed to go into debit. The bank account will remain in credit. In the event of projected financial insolvency an extraordinary meeting will be tabled, attended by officers and actions taken to avert insolvency.
16. The SWPC will pay such honoraria and expenses to the Victor Neale lecturer as are deemed reasonable.
17. The Hon. Secretary may employ such part time support as is necessary to ensure efficient running of the SWPC and service to members.
18. The officers of the SWPC to ensure efficient organisation of the meetings, prompt payment of such liabilities as are related to the SWPC in so doing.
19. Individual meetings will be run by a local organiser. That organiser will be responsible for the financial regulation of the meeting.
20. The aim of each meeting is a small surplus. Any such surplus is to be split equally between the local unit viz donated to the NHS local unit, and the SWPC.
21. Organisers will conduct financial responsibilities within standing financial orders of their local trust.
22. If any member has a complaint against the SWPC then the officers will agree a response and ensure a mutual solution between the SWPC and the complainant.
23. There will be an extended business meeting in the autumn of each year to be the Annual General Meeting (AGM)
24. The business meeting and Annual General Meeting will be open to members of the South West Paediatric Club.

25. Members will elect officers for the defined terms of office.
26. Only current members will vote in business meetings or Annual General Meetings.
27. In the event of a decision to wind up the club, then the remaining bank balance will be distributed to NHS units within the region as follows.. One third will go to the regional centre, Bristol, the remaining two thirds will go to peripheral units divided equally. All payments will be to the local PGMEC and the paediatric department will bid to the director for the education aid they require.
28. The SWPC will be wound up only after a ballot of current members, conducted by the secretary and verified by the Hon President and one selected ordinary member.

Signed 1)

2)

Honorary President

Honorary Secretary

Date

Date