

# BYE-LAWS

## **1. NAME OF THE SOCIETY**

The name of the Society will be The British Neuropathological Society (previously known as The Neuropathological Club).

## **2 THE OBJECT OF THE SOCIETY**

The object of the Society shall be to further the study and practice of neuropathology, to promote the exchange of scientific and professional information by means of regular meetings, lectures and publications, and to provide the opportunity for discussions between neuropathologists primarily in Britain, but also worldwide.

## **3. MEMBERSHIP**

There shall be Honorary, Ordinary and Early Career Members.

### A. Honorary Members

Ordinary Members may become Honorary Members on retirement by application to the Society Committee. The Committee may also nominate for election to Honorary membership other individuals who have reached retirement or equivalent status and who have made an outstanding contribution to the Neurological Sciences. Honorary Members shall not be eligible to vote at business meetings, hold office or to become members of the Committee. Honorary members shall pay no subscription and will not receive the Society Journal (Neuropathology and Applied Neurobiology).

### B. Ordinary Members

Ordinary Membership shall be confined to Neuropathologists and others with a strong and practical interest in Neuropathology and applied neuroscience. Ordinary members will pay an annual subscription which will include the subscription to the Society Journal.

### C. Early Career Members

Early Career Membership shall be confined to undergraduates (including medical), PhD students and post-doctoral scientists (within their first three years) who have a strong and practical interest in Neuropathology and applied neuroscience. The Secretary may request proof that an applicant fulfils this status at the time of application and renewal. The Secretary can exercise reasonable discretion on granting such membership if it not considered within the spirit of this membership category. The Secretary can exercise reasonable discretion on the three year post-doctoral time period, to take into account career breaks, part-time working and statutory leave. If, during the term of membership, an Early Career Member no longer fulfils these requirements they will be offered Ordinary Membership at its prevailing

subscription rate, when their membership is renewed. It is anticipated that Early Career Members will normally move to Ordinary Membership as their career progresses. Early Career membership must be renewed within three months of falling due (see **Section 5** Tenure of Membership). Early Career Members will not receive the Society Journal (Neuropathology and Applied Neurobiology) nor have any of the paid affiliations to national or international societies afforded to Ordinary Members. Early Career Members shall be eligible to vote at business meetings, hold office and to become members of Society Committees as long as their membership is current and remains so for the duration of any service, otherwise their service term will cease with their membership. Early Career Member may apply for Society grants and bursaries and may sponsor, propose and nominate non-members for the same, subject to the usual application processes.

#### **4. ELECTION OF MEMBERS**

The name of any person wishing to apply for election to the Society shall be received by the Secretary for consideration by the Finance and General Purposes Committee (also called the “Society Committee”). Applications should be submitted electronically on the approved application form, together with a brief curriculum vitae including a publications list and a statement of involvement in neuropathology practice or research.

- i) *For applicants with BNS sponsors* - The application shall be accompanied by letters or messages of support from two Ordinary or Early Career Members of the BNS.
- ii) *For applicants with no BNS sponsor* – The application shall nominate two senior academic or clinical colleagues within the candidate’s Institution to act as sponsors. The secretary shall seek a written and signed reference from these Institutional Sponsors before seeking the approval of the Society Committee to proceed with election to membership.

The Secretary shall seek the approval of the Society Committee (FGPC) as completed applications are received. Circulation of applications to the Society Committee, will be conducted by electronic communication to enable elections to membership to proceed throughout the year. Committee members may express their opposition to the election of any individual candidate by email, giving their reasons, within two weeks of receipt of the Secretary’s communication. Applications subject to such opposition will be deferred for consideration at the next Society Committee meeting. The Secretary will report to the Society at the annual Business Meeting the full list of all applications received and the outcome of the election process since the preceding meeting.

Lapsed members may renew their membership by submission of a curriculum vitae to the Secretary, who will circulate it to the Committee for approval.

#### **5. TENURE OF MEMBERSHIP**

Any Ordinary Member whose subscription remains unpaid for six months without explanation will be deemed to have resigned.

Any Early Career Member whose subscription remains unpaid for three months without explanation will be deemed to have resigned.

If it is the opinion of the majority of the Society Committee that a member has acted in a way that brings the reputation of the society into disrepute, membership will be withdrawn. The individual may appeal against this decision to the general membership at a business meeting.

#### *Termination of an individual's membership of the British Neuropathological Society*

Termination of an individual's membership of the British Neuropathological Society (BNS) will require notification and consideration of the circumstances by the Finance and General Purposes Committee (FGPC) who may call on other BNS committees, BNS members, or other bodies or individuals outside the BNS for advice or information as required. It is envisaged that membership will only be terminated in circumstances that are likely to be accompanied by other serious measures, including disciplinary action by the General Medical Council, an employer, the police or other bodies. A decision to terminate membership will require the support of the majority of the FGPC members.

Grounds for the termination of membership will include:

1. Actions that bring the BNS or its members into disrepute e.g., proven scientific fraud, plagiarism, defamation, libel, breaches of trust and/or confidentiality.
2. Failure to follow professional guidelines on research governance and responsibility
3. Breaches of probity
4. Criminal conviction
5. Disciplinary or legal action by an employer or a professional body e.g., the General Medical Council or the Royal College of Pathologists

## **6. OFFICERS**

There shall be the following officers: President, Vice-President, Honorary Secretary, Treasurer, Programme Secretary (Chair of the Meetings and Education Committee), Chair of the Professional Affairs Committee, Chair of the Academic Committee and Editor-in-Chief of the Journal.

## **7. ELECTION OF OFFICERS**

A. The President and Vice-President shall be elected at the annual BNS Meeting. They may be re-elected but shall not normally hold the same office for more than two years consecutively. At least one must be actively working in the clinical field of Neuropathology and will be an *ex officio* member of the Professional Affairs Committee.

B. The Secretary, the Programme Secretary, the Chair of the Professional Affairs Committee and the Chair of the Academic Committee shall be elected at the annual BNS Meeting and may not normally hold the same office for more than three years.

C. The Treasurer shall be elected at the annual BNS Meeting and may normally hold the same office for up to five years with provision for a second consecutive term by mutual agreement of the post-holder and the Society.

D. Nominations for vacancies for the offices of President, Vice-President, Secretary, Treasurer and Programme Secretary shall be sought when required by the Society Committee and shall be circulated with the notice of the Winter/Spring Meeting of the Society. With this notice the Secretary shall invite further nominations from Members for these posts. Each further nomination must be signed by both proposer and seconder, and the proposer shall ensure that the Member proposed would, if elected, be prepared to hold office. If there is more than one nomination for any of these offices, a ballot will be taken.

E. Appointment of the Editor-in-Chief of Neuropathology and Applied Neurobiology will be made jointly with the Publisher according to mutually agreed processes. The term of Office shall be a period defined on appointment, no longer than 5 years, and potentially renewable for a second term by mutual agreement of the post-holder, the Society, and the Publisher.

## **8. COMMITTEE**

A committee termed the Finances and General Purposes Committee, (also referred to as the "Society Committee") shall be formed to transact the business of the Society composed of twelve members. The President, the Vice President, the Secretary, the Treasurer and the Editor-in-Chief of Neuropathology & Applied Neurobiology and a webmaster shall be *ex officio* members of the Society Committee.

The other members of the Society Committee shall consist of the Chairs of working groups of the BNS as follows: Chair of the Education & Meetings Committee (Programme Secretary), Chair of the Academic Committee, Chair of the Professional Affairs Committee, Chair of the Trainees Group. In addition, a Euro-CNS representative and an ISN Councillor representative will be invited to attend.

The committee will have a written terms of reference, reviewed and agreed each year by the Finance and General Purposes Committee.

## **9. FINANCE OF THE SOCIETY**

A. The Society's income will be used to further the Object of the Society as decided by the Society Committee.

B. All funds will be administered by the Treasurer, with joint administration with other officers as decided by the Society Committee.

C. Reserve funds may be allowed to accumulate to levels decided by the Society Committee and endowments created for specific purposes in accordance with the Object of the Society.

## **10. PROFESSIONAL AFFAIRS COMMITTEE (PAC)**

This Sub-Committee has a remit to implement the policies of the Society related to professional aspects of diagnostic neuropathology and to liaise with the Royal College of Pathologists and other professional bodies as appropriate.

The Committee shall consist of nine members but may be extended by co-option.

The committee shall comprise a Chair, a Secretary, the Society's President (or vice- President in the event of a non-clinical President), Honorary Secretary, trainee representative and two members elected by the Members of the Society, Trials Coordinator of the Neuropathology EQA and Workforce Coordinator. Other members may be co-opted, as appropriate. The Chair of the Neuropathology Sub-committee of the Royal College of Pathologists shall be an *ex-officio* member.

The committee will have a written terms of reference, reviewed and agreed each year by the Finance and General Purposes Committee.

#### *Election of Professional Affairs Committee Members:*

The term of office will normally expire at the closing of the Winter/Spring Meeting of the Society that coincides with the term of Office. The Chair shall normally have served at least 1 year on the PAC to be eligible for election. Other PAC members will be elected from the membership of the Society. The Chair and Secretary shall be elected at the Winter/Spring Meeting of the Society and shall hold office for three years. They may be re-elected for a further period of office.

Nominations for these and other positions will be invited from the clinically active Members of the Society prior to the Winter/Spring Business Meeting. The Society Finances and General Purposes Committee may also make nominations. If necessary, a ballot will be held of the members to determine the election.

Members of the Subcommittee shall hold office for three years and shall be eligible for immediate re-election as representatives.

The Chair of the Professional Affairs Committee (or a Deputy) shall report to meetings of the Society's Finance and General Purposes Committee, conduct the business of the committee according to its written terms of reference and conduct a professional affairs meeting open to all Society members at each scientific meeting of the Society.

## **11. ACADEMIC COMMITTEE**

This Sub-Committee has a remit to implement the policies of the Society related to academic aspects of neuropathology and to liaise with other professional bodies as appropriate.

The committee shall comprise an elected chair, the Editor-in-Chief of Neuropathology & Applied Neurobiology (*ex-officio*), any member elected to serve on the Academic Affairs Committee of the Royal College of Pathologists (*ex-officio*), two non-clinical members elected from the membership, two clinical members elected from the membership.

The committee will have a written terms of reference, reviewed and agreed each year by the Finance and General Purposes Committee.

#### *Election of Academic Committee Members:*

The term of office will normally expire at the closing of the Winter/Spring Meeting of the Society that coincides with the term of Office. The Chair (Programme Secretary) shall be elected at the Winter/Spring Meeting of the Society and shall hold office for three years. They may be re-elected for a further period of office. Nominations will be invited by the Secretary of the Society from the Members of the Society prior to the Winter/Spring Business Meeting. The Society Finances and General Purposes Committee may also make nominations. If necessary, a ballot will be held of the members to determine the election.

Nominations will be invited by the Secretary of the Society from the Members of the Society for four representatives to serve on the Academic Committee, prior to the Winter/Spring Business Meeting. The Society Finances and General Purposes Committee may also make nominations. If necessary, a ballot will be held of the members to determine the election. Society representatives of the Subcommittee shall hold office for three years and shall not be eligible for immediate re-election as representatives.

The Chair of the Academic Committee (or a Deputy) shall report to meetings of the Society's Finance and General Purposes Committee and conduct the business of the committee according to its written terms of reference.

## **12. EDUCATION & MEETINGS COMMITTEE**

This Sub-Committee runs the annual meeting of the Society and makes arrangements to run the Summer School, with the Academic Committee. It is also responsible for promotion and selection of individuals in relation to the Society named Lectures and Prizes: Dorothy Russell Memorial Lecture, Alfred Meyer Lecture, and Cavanagh Prize and Lecture

The Committee shall consist of five members but may be extended by co-option

The committee shall comprise a Chair who is *ex officio* the elected Programme Secretary of the Society. The Vice President and the Editor-in-Chief of Neuropathology & Applied neurobiology are also *ex officio* members. There are two other members as follows; a member elected by the Society as Deputy Programme Secretary and any member who has been identified as organiser of a Symposium to support the related Society meeting.

The committee will have a written terms of reference, reviewed and agreed each year by the Finance and General Purposes Committee.

#### *Election of Meetings and Education Committee Members:*

Terms of office will normally expire at the closing of the Winter/Spring Meeting of the Society that coincides with the term of Office. The Deputy Programme Secretary shall be elected at the Winter/Spring Meeting of the Society and shall hold office for three years. They may be re-elected for a further period of office. Nominations for this position will be invited by the Secretary of the Society from the Members of the Society prior to the Winter/Spring Business Meeting. The Society Finances and General Purposes Committee may also make nominations. If necessary, a ballot will be held of the members to determine the election

### *Memorial Lectures*

The Education & Meetings Committee shall be responsible for promotion and selection of individuals, with the final approval of the Society Committee, for the Dorothy Russell and Alfred Meyer Memorial Lectures.

The Education & Meetings Committee shall be responsible for promotion and selection of individuals, with the final approval of the Society Committee, for the Cavanagh Prize which will be awarded biannually to a European Neuroscientist, normally under the age of 40, to recognise young neuroscientists whose studies have made a significant contribution to the understanding of the Neuropathology of Human or Veterinary Neurological Disease. The value of the Prize will be agreed by the Society Committee. The Education & Meetings Committee will solicit nominations from members of the Society, on behalf of potential prize-winners, and recommend the prize-winner for ratification by the Society Committee.

### **13. ROYAL COLLEGE OF PATHOLOGISTS NEUROPATHOLOGY SUB-COMMITTEE**

The two ordinary representatives will be elected to serve on the Royal College of Pathologists Neuropathology sub-committee for a period of three years. The Chair of the Professional Affairs Committee will also be recommended as a third representative for three years. The College is not obliged to take up these recommendations and any other clinical neuropathologist appointed to the Neuropathology Sub-committee would usually be co-opted to be part of the Professional Affairs Committee. It is a College regulation that one year has to elapse before re-selection or nomination by an outside body, unless the retiring member is elected to Council. Under normal conditions the term of office of one representative will expire in December of each year.

### **14. INTERNATIONAL SOCIETY OF NEUROPATHOLOGY**

The Society's representatives (councillors) shall serve for a term of up to five years, and under normal conditions will attend two meetings of the General Council. There shall be one representative for every fifty Society members. When a vacancy occurs, nominations will be invited by the Secretary of the Society from the membership prior to the Business Meeting. These nominations must be accompanied by the names of proposer and seconder; the proposer must ensure that the Member proposed would, if elected, be prepared to hold office. The Society Committee may also make nominations. If necessary, a ballot will be made of members to determine the election.

### **15. EUROPEAN CONFEDERATION OF NEUROPATHOLOGICAL SOCIETIES (Euro- CNS)**

A representative of the Euro-CNS councillors (1 councillor per 100 BNS members) shall be co-opted to the Society Committee and will represent the Society at Council meetings of EURO- CNS. The Society's representatives shall serve a term of up to five years. Since election to Euro-CNS Executive roles (Secretary General, President, Vice President) is only open to existing councillors, members of the BNS with an interest in engaging in this way with Euro- CNS will be encouraged to continue as a BNS councillor through consecutive periods of appointment with agreement of the committee. When a vacancy occurs, nominations will be invited by the Secretary of the Society from the membership

prior to the Business Meeting. These nominations must be accompanied by the names of proposer and seconder; the proposer must ensure that the Member proposed would, if elected, be prepared to hold office. The Society Committee may also make nominations. If necessary, a ballot will be made of members to determine the election.

## **16. TRAINEE REPRESENTATIVE**

The neuropathology Trainees Group may nominate an individual as a representative to attend the Society Committee and Professional Affairs Committee. The individual will stand down after he/she has obtained a consultant (or equivalent) and in any case after a maximum period of two years.

## **17. MEETINGS**

- A. At each meeting of the Society the place and date of the next meeting shall be announced.
- B. In addition to the presentation of completed scientific work, submissions may include accounts of current research in progress. The proceedings of the Society should be informal; to this end, whenever possible, papers should not appear to be read from a script.
- C. Before being accepted for presentation, abstracts will normally be refereed by a group convened by the Programme Secretary
- D. Papers presented at the Society Meetings shall normally be published, in abstract form, in "Neuropathology and Applied Neurobiology" at the discretion of the Editor in Chief, unless the author declares that publication is not desired.
- E. Members may invite guests to submit presentation papers and poster demonstrations. Non-Members should not be invited to present contributions unless the sponsoring Member will be present at the Meeting.
- F. The President and Secretary are empowered to invite official guests of the Society to attend meetings. Such guests should be invited to attend the Society's dinner at the Society's expense.

## **18. SOCIETY JOURNAL**

- A. The official Journal of the Society shall be "Neuropathology and Applied Neurobiology", and abstracts of papers presented at the Society's meetings shall be published as a supplement to the Journal.
- B. The Editor-in-Chief shall be a member of the Society appointed in consultation with the publishers and the Editorial Board and shall be elected by the Society to serve for up to five years. The Editor-in-Chief shall be eligible for re-nomination at the end of that period.
- C. The Editor-in-Chief, shall have power to appoint members of the Editorial Board for a period chosen by the Editor. Members of the Editorial Board need not be members of the Society.
- D. The Secretary of the Society shall be an *ex officio* member of the Editorial Board.
- E. The Editorial Board so constituted, the Editor-in-Chief being the Chair, shall be responsible to the Committee of the Society for the management of the Journal.

F. The Editor-in-Chief, in consultation with the Committee of the Society, shall have power to co-opt Editorial Advisers who need not be members of the Society or residents of the United Kingdom.

G. The President of the Society shall be an *ex officio* Editorial Adviser.

H. The Editor-in-Chief shall be an Officer of the Society and may attend meetings of the Committee for the purpose of dealing with matters relevant to the Journal.

I. Any portion of financial profits accruing to the Society from the Journal's sales shall be used both to advance the Journal and to further the objectives of the Society.

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AUTHOR: BNS Society Committee

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