

BRITISH SOCIETY FOR ANTIMICROBIAL CHEMOTHERAPY

REGULATIONS

These Regulations of British Society for Antimicrobial Chemotherapy ("the Society") are made pursuant to the power granted to it by Article 78 of the Society's Articles of Association and may be repealed, varied or added to by the Council. The definitions and interpretation which apply to the Memorandum and Articles of Association of the Society shall apply equally to these Regulations.

1 OFFICERS AND MEMBERS OF COUNCIL

The officers and members of Council shall be as prescribed by the Articles of Association.

MEMBERSHIP REGULATIONS

2 ORDINARY MEMBERS

2.1 Qualification

A candidate should have an active interest in research or education in, or development or clinical use of, antimicrobial chemotherapy agents.

2.2 Application process

A Candidate for Membership must complete an application in such form and containing such information as the Council may from time to time require.

2.4 Benefits

Upon payment of the membership subscription fee set by the Council an Ordinary Member shall be entitled to receive some or all of the following benefits, dependant on the category of membership applied for:

- the Journal of the Society (electronic copy or electronic and printed copy)
- the Newsletter of the Society published from time to time
- any other communications issued from time to time by the Society for Ordinary and Honorary Members

3 HONORARY MEMBERS

3.1 Qualification

A person who has made an outstanding contribution to the objects of the Society and whom the Society wishes to honour shall be eligible for election as an Honorary Member.

3.2 Nomination

A Candidate for election as an Honorary Member of the Society must be nominated by the Council.

3.3 Benefits

An Honorary Member is entitled to the same benefits as an Ordinary Member (except that no membership subscription fee is payable).

4 RETIRED MEMBERS

4.1 Qualifications

An Ordinary Member on permanent retirement from working in the National Health Service, a University or industrial post, or upon reaching 65 years of age may apply for Retired Membership by writing to the General Secretary.

4.2 Benefits

A Retired Member shall be entitled to receive:

- the Newsletter of the Society published from time to time by the Society for Retired Members
- any other communication issued from time to time by the Society for Retired Members.

No membership subscription fee is payable by a Retired Member. A Retired Member is entitled to receive the Society's Journal upon payment of a fee equivalent to the Ordinary Membership subscription.

5 MEMBERSHIP LIST

The membership list of the Society is confidential to the Society and cannot be distributed except as determined by the Council at its discretion and always in compliance with the Data Protection Act 1998 (as modified or re-enacted from time to time).

6 SUBSCRIPTION FEES

6.1 The subscription fees for Ordinary Membership of the Society shall be such sums as shall be set by the Council, shall be payable in advance and shall be due on the date or dates prescribed by the Council.

6.2 No subscription fees shall be payable by Honorary Members or Retired Members.

6.3 The Honorary Treasurer shall notify the Ordinary Members in writing of the subscription fee due not less than 30 days in advance of the due date prescribed by the Council.

6.4 Any Member whose subscription fee is in arrears and has been duly notified in writing of the fact by the Honorary Treasurer may have suspended his entitlement to receive the Society's Journal, the Society's Newsletter and any other communication issued from time to time by the Society for Members (excluding any Notice required to be served on the Member under the Society's Articles of Association). If such a Member fails to pay his subscription fees within 60 days of such notice, upon being further notified in writing by the Council he shall cease to be a Member of the Society and his name shall be removed from the Register of Members of the Society.

7 ELECTION OF ORDINARY COUNCIL MEMBERS

7.1 A candidate for election as an Ordinary Council Member must be an Ordinary Member of the Society and have held Ordinary Membership for at least 2 years prior to the date of his nomination.

- 7.2** Not less than 84 days before the date of the Annual General Meeting in each year the General Secretary shall give to all Ordinary Members notice of the vacancies amongst the Ordinary Council Members to be filled at the forthcoming election and inviting nominations for such vacancies.
- 7.3** The notice shall be accompanied by nomination papers for the vacancies to be filled and the latest date by which nominations must be received by the General Secretary, which shall be not later than 42 days before the date of the Annual General Meeting at which the election is to take place.
- 7.4** No nomination papers shall be deemed valid unless signed by at least two Ordinary Members of the Society and by the Ordinary Member nominated in confirmation of his or her willingness to act as an Ordinary Council Member.
- 7.5** At least 30 days before the date of the Annual General Meeting, at which the election is to take effect, the General Secretary shall send to all Ordinary Members a ballot paper specifying the vacancies for Ordinary Council Members for which elections are to be held.
- 7.6** In the event of there being more valid nominations than number of vacancies the election to fill that vacancy shall be by ballot conducted in accordance with the following Regulations. However where the number of candidates is the same or less than the number of vacancies the candidates shall be declared to be duly elected thereto.
- 7.7** The election shall be by the method of single transferable vote conducted by the Electoral Reform Society using an appropriate method of proportional voting as approved by the Council.
- 7.8** The ballot paper shall list in alphabetical order the names of candidates for election to fill the vacancies, stating the address and qualification of the candidates and the names of the nominators of candidates. The ballot paper shall specify a date not later than 7 days before the date of the Annual General Meeting at which the election is to take effect by which they must be returned to the General Secretary at the Registered Office. No ballot papers received after the date specified shall be valid. Ballot papers shall be accompanied by such instructions for the completion and return of ballot papers as the Council shall deem necessary for the proper conduct of the ballot.
- 7.9** The votes cast shall be counted before the Annual General Meeting and the results of the ballot shall be declared at the Annual General Meeting immediately following the ballot

8 PROCEEDINGS OF COUNCIL MEETINGS

A question at a meeting of the Council may be decided by secret ballot if demanded by at least two members of the Council present at the meeting

9 ELECTION OF THE OFFICERS

- 9.1** A candidate for election as an Officer must be an Ordinary Member of the Society and have held Ordinary Membership for at least 2 years prior to the date of his nomination.

- 9.2** A candidate for election as President must be an Ordinary Member of the Society and have held Ordinary Membership for at least 2 years prior to the date of his/her nomination. Candidates for office of president should preferably have served on, or be a serving member of, BSAC Council.
- 9.3** Not less than 84 days before the Meeting of the Council at which the Officer is to be elected the General Secretary shall give to all members of Council notice of the vacancy to be filled at the forthcoming election and inviting nominations for such vacancy
- 9.4** The notice shall be accompanied by nomination papers for the vacancy and shall state whether the present office-holder seeks re-election and the latest date by which nominations must be received by the General Secretary, which shall be not later than 42 days before the date of the Annual General Meeting at which the election is to take place. The notice shall not state an Officer is seeking re-election unless the Council has approved his or her standing for re-election.
- 9.5** No nomination papers shall be deemed valid unless signed by at least two members of the Council and by the Ordinary Member nominated in confirmation of his or her willingness to act in the office for which he or she is nominated.
- 9.6** At least 7 days before the date of the meeting of the Council at which the election is to be made, the General Secretary shall send to all members of Council (but excluding any Officer who is seeking re-election to the office in question) a list of the nominations, stating the address and qualifications of the candidates and the names of the nominators of candidates.
- 9.7** In the event of there being more than one valid nomination for the vacancy the election to fill that vacancy shall be by ballot conducted in accordance with the following Regulations. A candidate for an office who is unopposed shall be declared to be duly elected thereto.
- 9.8** At the meeting of the Council at which an Officer is to be elected the General Secretary shall issue to each member of Council present (excluding an Officer if standing for re-election to the office in question) a ballot paper which shall list in alphabetical order the names of the candidates for election to fill the vacancy, stating the address and qualifications of the candidates and the names of nominators of candidates.
- 9.9** At the meeting of Council at which the election is to be made each member of Council present shall record his vote on the ballot paper. Each member of Council may cast a vote for one candidate for each of the vacancies for which an election is to be held. An Officer standing for re-election shall not vote on the election for his office. If a simple majority of the members of Council present and eligible to vote cast their vote in favour of any candidate he shall be declared elected to the office in question. If no candidate achieves this required majority, a further ballot shall be held in the like manner between the two candidates who shall on the first ballot have achieved the highest number of votes and the candidate receiving the highest number of votes on such second ballot shall be declared elected.
- 9.10** An Officer so elected shall take office from the date of the Annual General Meeting next following the Council meeting at which the election took place.

10 ANNUAL GENERAL MEETING

- 10.1** The Council shall make available at each Annual General Meeting details of attendance at meetings of the Council by Officers and Ordinary Council Members since the last Annual General Meeting.
- 10.2** The business to be transacted at the Annual General Meeting shall consist of:
- the presentation of the accounts and balance sheets of the Society;
 - the presentation of the annual report of the Council;
 - the appointment of the Society's auditors and the fixing of their remuneration;
 - the transaction of such other business as decided by the Council or which is the subject of a requisition in writing of not less than one-twentieth of the members and the Honorary Members being entitled to vote at the Annual General Meeting to which the requisition relates. The provisions of Section 376 of the Companies Act 1985 (as modified or re-enacted from time to time) shall apply to such a members requisition except that the written requisition must be deposited at the registered office of the Society not less than three weeks before the date of the Annual General Meeting.
- 10.3** The Society shall send to all persons entitled to receive notice of an Annual General Meeting copies of the accounts and balance sheet and the annual report of the Council to be presented at that Annual General Meeting.

11 STANDING COMMITTEES AND BOARDS

The Society shall convene and elect Members to a number of Standing Committees and Boards that shall have the following remits and membership compositions:

- 11.1 Executive Committee**
The Executive Committee shall consist of the Officers of the Society. The Editor-in-Chief shall attend meetings in an observer capacity. Executive Committee shall have the authority to deal with all matters as seem expedient and shall seek ratification of its decisions at the following meeting of the Society Council.
- 11.2 Remuneration Committee**
The Remuneration Committee shall consist of the President, Honorary Treasurer (Chair) and Editor-in-Chief and shall have the authority to decide on all matters relating to personnel management and shall seek ratification of its decisions at the following meeting of the Society Council.
- 11.3 Grants Committee**
The Grants Committee shall consist of the President (Chair), Secretary to the Grants Committee, Honorary Treasurer, General Secretary and five Ordinary Members of the Society who shall be appointed by Council and shall consider, and have the authority to recommend for funding, applications for Society Grants within the limits of the designated fund(s) that is decided by Council.

11.4 Education Committee

The Education Committee shall consist of the Education Secretary and up to six additional members of the Society. The President, Honorary Treasurer, Meetings Secretary and Ordinary Member of Council with editorial responsibility for the website shall be entitled to attend meetings in an ex-officio capacity. The Education Committee shall have the authority to recommend for funding applications for Society Grants within the limits of the designated fund(s) that is decided by Council.

11.5 The Journal Committee

The Journal Committee shall consist of the Editor-in-Chief, President, Honorary Treasurer, General Secretary Editorial Manager and Executive Officer and shall be responsible for considering strategic and financial matters concerning the operation and future direction of the Journal of Antimicrobial Chemotherapy.

11.6 Advisory Board

The Advisory Board shall consist of a number of appointed from the UK, Europe and Overseas, as appointed by the Editor in Chief. These appointments are subject to ratification by Council. Council shall appoint a Chairman whom shall be a member of the Society.

11.7 The Editorial Board

The Editorial Board shall consist of the Editors of the Journal, the Editor-in-Chief and the Editorial Manager. The Editorial Board shall have responsibility for the day-to-day operation of the Society's Journal and shall also advise on the content and future development of the Journal and shall, through its individual and collective expertise, ensure the Journal remains at the forefront of its field.

Last revised/approved by Council: July 2007

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