



United Kingdom Spine Societies Board

Located at: The Royal College of Surgeons of England

35-43 Lincoln's Inn Fields, London WC2A 3PE

Main: +44(0)20 7405 6507 ext.1768

Fax: +44(0)20 7831 2676

Email: ukssb@boa.ac.uk

Web: www.ukssb.com

CONSTITUTION and Bye Laws

1.0 NAME

1.1 The United Kingdom Spine Societies Board (hereafter UKSSB) is composed of representatives from:

- Society for Back Pain Research (hereafter SBPR)
- British Scoliosis Society (hereafter BSS)
- British Association of Spine Surgeons (hereafter BASS)
- British Association of Spinal Cord Injury Specialists (hereafter BASCIS)
- National Backpain Pathway – Clinical Network (hereafter NBP-CN)
- British Orthopaedic Association (hereafter BOA)
- Society of British Neurological Surgeons (hereafter SBNS)

1.2 The Board includes representatives of the Patient Liaison Group (hereafter PLG)

1.3 The Board will include co-opted members as decided when appropriate to inform the association on relevant matters

2.0 OBJECT

The UKSSB is an association with the stated objective to facilitate collaborative working between the above spinal societies for the benefit of the UK population

3.0 OBJECTIVES

3.1 To hold a scientific meeting entitled "BritSpine" every 2 years with an agreed educational content for members of constituent societies and other interested parties

3.2 To maintain accurate contact details of:

3.2.1 The membership of the constituent societies of the UKSSB

3.2.2 Individuals with an interest in spinal disorders

3.2.3 National and international professional organisations with an interest in spinal disorders

3.2.4 Industry and other commercial organisations with an interest in the spine

3.3 To encourage and facilitate the dissemination of information on spinal disorders, including meetings, courses, research and national publications of interest to the above spinal societies

3.4 To facilitate collaborative working on research and education between national spinal and related organisations for the benefit of the UK population

3.5 To act as a liaison between spinal societies to facilitate the sharing of best practice and collaborative working

3.6 To act as a liaison between the Spinal Societies and relevant statutory and national bodies

3.7 To maintain and publish a Register of Board Members Interests related to spinal matters

4.0 MEMBERSHIP OF UKSSB

The Board will comprise the following:

- 4.1 The Officers comprise the Chair, Secretary and Treasurer each of whom will have one vote **(3 votes in total)**
- 4.2 Two representatives of each of the Constituent UK Spine Societies (SBPR, BSS, BASS, BASCIS) and one representative for NBP-CN, each representative will have one vote **(9 votes in total)**
- 4.3 Two representatives each from BOA and SBNS with one vote per association/society **(2 votes in total)**
- 4.4 One representative from the PLG, who will have one vote **(1 vote in total)**
- 4.5 Co-opted members of the Board but will **not have voting rights**
- 4.6 Additional voting positions may be created for spinal professional bodies with a 75% Board majority vote
- 4.7 No Society will be permitted more than three votes at any one time
- 4.8 No Board member can be in a post for more than 3 years unless their official role within a member society is for a longer period, but not more than 5 years, excepting the Treasurer if appointed for a second three year term
- 4.9 The Board will meet on at least 2 occasions each year either physically or electronically
- 4.10 A board meeting will be considered Quorate with 8 present votes including a vote from each of the above constituent societies
- 4.11 The agenda for meetings of the Board will be compiled by the Chair or his/her deputy
- 4.12 Review of the Register of Board Members Interests relating to any Association matters and declaration of Conflicts of Interest will be the first Standing Item on the agenda at each meeting

5.0 FINANCE

- 5.1 UKSSB will be a Not For Profit Association. No income or money of any sort received by UKSSB will be used for the pecuniary benefit of any individual member of the Board of the Association. Actual expenses and reasonable compensation for services rendered may be paid to a member who may incur such an expense or render such services
- 5.2 UKSSB will be funded by the income from BritSpine. UKSSB will receive no funding from the Member Societies
- 5.3 No individual member of the Board of UKSSB, either the executive officers (the Chair, the Secretary and the Treasurer) or other members, will be liable for any debts of the Association. Any debts or shortfalls of funds will solely be the responsibility of the Association
- 5.4 Spinal societies and specialty associations represented on the Board of the Association are not individually or collectively responsible for the debts of the Association. Debts are exclusively guaranteed by the assets of UKSSB. UKSSB is not responsible for the debts of its constituent UK spinal societies and specialty associations
- 5.5 The UKSSB Board will consider funding requests from its constituent Board and/or Society members to support education, research, or other relevant activities in pursuance of the above Objectives
- 5.6 UKSSB will consider funding requests from its constituent Board and/or Society members to provide administrative support

- 5.7 The business of UKSSB will be conducted in, and the financial accounts will be made up to, a year ending on 31st December
- 5.8 The income and property of UKSSB will be applied solely towards the promotion of the objectives of the Association. No portion thereof will be paid or transferred, directly or indirectly, by way of dividend bonus, or otherwise by way of profit to the members of the Board of the Association provided that nothing will prevent the payment in good faith of reasonable and proper remuneration and out-of-pocket expenses to any Officer or servant of the Association or to any member of the Board of UKSSB in return for any services actually rendered to the Association. Nor will this prevent the payment of interest at a rate not exceeding 3% above the prevailing Bank of England Base Rate per annum on money lent, or reasonable and proper rent for premises let by any member of the Board of the Association
- 5.9 The UKSSB accounts will be prepared by a qualified accountant and verified each year by an independent examiner, not being a member of Board of UKSSB, appointed by the Board and confirmed at the General Meeting held during BritSpine. The report of the independent examiner will be published with the Association's annual report and statement of accounts
- 5.10 The Treasurer will keep account of all monies received and expended on account of the Association. A bank account will be maintained in the name of UKSSB. Cheques drawn upon the said account will require to be signed by an authorised member of the Board
- 5.11 The Treasurer will ensure that sufficient funds are maintained in the Association bank account to meet all liabilities with respect to contracted BritSpine meetings, and the association running costs over the 2 year BritSpine cycle
- 5.12 Divestment of excess funds beyond those required under clause 5.11 may be considered by the Board in keeping with clauses 5.5 & 5.6 in-keeping with the prevailing profit-distribution formula as published at the AGM

6.0 GOVERNING BODY

The affairs of UKSSB will be managed by its Board

7.0 OFFICERS

- 7.1 The Officers of the UKSSB will be:
- Chair
 - Secretary
 - Treasurer
 - Two representatives of each of the Constituent United Kingdom Spine Societies (SBPR, BSS, BASS, BASCIS)
 - One representative from the NBP-CN
 - Up to two representatives each from BOA and SBNS
 - One representative from PLG
- 7.2 No Board member can be in a post for more than 3 years unless their official role within a member society is for a longer period, but not more than 5 years (except the Treasurer, see Point 7.4)
- 7.3 Board officers will be appointed following advertisement of the post 12 months in advance of demission of the incumbent

Suitable candidates will be sought via the above Constituent Societies and short-listed for interview by the Board

Outcome of the interview will be made available to the Board, and appointment will be via an election of the Board Officers

The incumbent officer will not participate in the process to appoint their successor

7.4 **Chair**

The Chair will undertake the duties as set out in the prevailing role description held by the Association and changed by the Board as required

The Chair will be appointed for a three year term

The post will be advertised 12 months before the date of demission

If not already an existing Board member, the Chair-Elect once appointed will be a co-opted member of the Board until succeeding the incumbent Chair on demission

The demitting Chair may be invited at the Board's discretion to remain in an advisory capacity as a co-opted member for 12 months from the date of demission

The Chair, or in his/her absence, an Officer elected by the meeting, will preside at Committee meetings and will have a casting vote

Other Officers will support the Chair in the execution of his/her duties and responsibilities and will act for the Chair in his/her absence or disability

7.5 **Secretary to the Board**

The Secretary to the Board will be appointed for a three year term. The post will be advertised 12 months before the date of demission.

The Secretary will undertake the duties as set out in the prevailing role description held by the Association and changed by the Board as required

7.6 **Treasurer**

The Treasurer will be appointed by the Board for an initial term of up to 3 years. This will be renewable once at the discretion of the Board

The Treasurer will undertake the duties as set out in the prevailing role description held by the Association and changed by the Board as required

7.7 Any member of the Board who ceases to be a member of either BASS, BSS, SBPR or BASCIS will automatically cease to hold office

8.0 **GENERAL MEETINGS**

8.1 A General Meeting of the Association will be held on every occasion of BritSpine. A quorum will be 4 Board members and 30 other members of BASS, BSS, SBPR, BASCIS and NBP-CN. Every attending Society member present will be eligible to a non-binding vote. Notice of General Meetings will be advertised on the UKSSB website at least three months in advance

8.2 An Extraordinary General Meeting may be called by any member of the Board, in exceptional circumstances. The petition must state the reasons for the meeting and be signed by the petitioner. The quorum at such a meeting will be 4 Board members and the Chair in attendance and 30 other members of BASS, BSS, SBPR, BASCIS and NBP-CN. Following discussion at the EGM the Board will vote on the petition

8.3 The business of the General Meeting will be:

8.3.1 To receive apologies for absence

8.3.2 To receive notification of conflicts of interest from the Board and members

8.3.3 To review and agree the contents of the minutes of the previous General Meeting

8.3.4 To receive a report from the Chair of the Board

8.3.5 To receive written reports with relevant information to other spine societies from BASS, BSS, SBPR, BASCIS, NBP-CN, BOA & SBNS.

8.3.6 To receive results of elections of Board members, Chairs of sub-committees and Representatives

- 8.3.7 To receive a financial report and the accounts of the association by the Treasurer
- 8.3.8 To confirm the appointment of accountants to the association
- 8.3.9 To consider Constitutional Amendments submitted
- 8.3.10 Such other business as the Board will decide appropriate to the role of the society.

9.0 SCIENTIFIC MEETINGS

- 9.1 A Scientific Meeting will be held every 2 years. The site of the meeting will be determined at a board meeting following the submission of an outline business case from potential hosts. The successful hosts will be informed and announced at the Britspine meeting 4 years in advance. The local host of the meeting will be responsible to the Board of UKSSB and will attend planning and board meetings as a co-opted member
- 9.2 Additional Scientific Meetings will be held at the discretion of the Board. They may be arranged in conjunction with other organisations and may be held in countries other than the United Kingdom. These will only be approved for funding by the board after submission of a business case and due consideration
- 9.3 The business transacted at Scientific Meetings will include scientific communications and/or clinical case or other demonstrations as well as other matters of interest to the members of the UK spine societies
- 9.4 The dates of all scientific meetings for the ensuing year will be notified to all members at each Scientific Meeting and through the UKSSB website
- 9.5 A draft programme for BritSpine will be sent to members of the UK spine societies at least 12 weeks before the scheduled date of the meeting

10.0 ADDRESS

United Kingdom Spine Societies Board
British Orthopaedic Association
at The Royal College of Surgeons of England
35-43 Lincoln's Inn Fields, London WC2A 3PE
Main: +44(0)20 7405 6507 ext.1768
Fax: +44(0)20 7831 2676
Email: ukssb@boa.ac.uk
Web: www.ukssb.com

11.0 CONSTITUTION

- 11.1 The Constitution and Bye Laws of the company cannot be amended, repealed or extended, except by giving notice of motion of such a proposal to the board
- 11.2 Such a motion must be properly tabled and seconded. It will be circulated to all Board members for consideration
- 11.3 To be adopted, the motion must contain no alteration to the Byelaws which will cause UKSSB to cease to be lawful and must receive the votes of 75 % or more of the Board members. If carried the Byelaws will be considered to be amended as from the time of the vote
- 11.4 In the event of dissolution of UKSSB, any assets remaining, after payment of any debts and liabilities, will be transferred to the Constituent United Kingdom Spine Societies under the prevailing profit distribution model