



## MEMBERSHIP RULES OF

### THE BRITISH ORTHOPAEDIC ASSOCIATION (the "Association")

These Rules are made pursuant to article 32 of the articles of association of the Association (the "Articles").

#### Membership

1. Membership of the Association shall comprise of Voting Members, Non-Voting Members and Affiliates.
2. Voting Members shall comprise the following categories:
  - (a) Home Fellows
  - (b) Home Members
  - (c) SAS Y11+ Surgeons
  - (d) Post CCT Members
3. Non-Voting Members shall comprise the following categories:
  - (a) Overseas Fellows
  - (b) Companion Fellows
  - (c) Home Associates
  - (d) Overseas Associates
  - (e) Honorary Fellows
  - (f) Corresponding Fellows
  - (g) Senior Fellows
  - (h) Medical Students/Foundation Year Doctors
  - (i) SAS Surgeons, other than SAS Y11+ Surgeons
4. Affiliates shall be members of the Association but shall not be admitted as Companies Act members and shall not be entitled to receive notice of, attend or vote at a general meeting.

5.

(a)

- i. **Home Fellows** may be elected from orthopaedic consultants resident and in independent orthopaedic practice in the British Isles and on the Specialist Register (Trauma and Orthopaedic Surgery) of the General Medical Council or the Medical Council of Ireland.
- ii. **Home Members** may be elected from those in locum or temporary consultant posts, resident and in practice in the British Isles, or those who have obtained their CCT and are in the process of actively seeking employment as a T&O surgeon may also be considered.
- iii. **SAS Surgeons** may be elected from Specialty Doctors, Staff Grades and Associate Specialists, resident and in practice in the British Isles, who have completed at least four years of post-graduate training and one year experience in T&O.
- iv. **Post CCT Members** may be elected from (Non-Consultant Career Grade Orthopaedic surgeons resident and holding substantive posts within the British Isles) those who have been awarded a CCT and have not yet been appointed to a substantive post.
- v. **Overseas Fellows** may be elected from orthopaedic surgeons resident outside the British Isles who are established as consultants or specialists and have received part of their training in the British Isles or have shown continued interest in the affairs of the Association.
- vi. **Companion Fellows** have in the past been elected from senior members of allied disciplines who are interested in orthopaedic surgery. No further elections will be made to this category. Individuals who previously would have been eligible under this category will be able to apply as an Affiliate member.
- vii. **Home Associates** may be elected from those who are, at the time of application, Specialist Registrars or others in **full or part-time training posts** with educational approval in Trauma and Orthopaedic Surgery in the British Isles. Home Associate membership is normally limited to the term of employment as a trainee.
- viii. **Overseas Associates** may be elected from orthopaedic trainees from outside the British Isles who are in training posts recognised by their statutory medical registration authority and who have shown an interest in the affairs of the Association.
- ix. **Affiliates** may be elected from among medically and non-medically qualified members of professions allied to orthopaedic surgery and whose work is consistent with the objects of the Association. Individuals trained or training as orthopaedic surgeons are not eligible to apply under this category. Members of Allied Associations/Societies whose work is consistent with the objects of the Association and whose members are not medically qualified but are directly involved in caring for orthopaedic patients may also be elected under **Affiliates**.

- x. **Honorary Fellows** may be elected from men or women of distinction, whether lay or professional, who have made an outstanding contribution to British or international orthopaedic surgery.
- xi. **Corresponding Fellows** have in the past been elected from distinguished orthopaedic surgeons, resident outside the British Isles, who have made a special contribution to British orthopaedics. No further elections will be made to this category.
- xii. **Senior Fellows.** Home Fellows, Companion Fellows and Home Members who have retired from all professional practice and are over the age of 60 may apply for Senior Fellowship/Membership. Only in exceptional circumstances will Senior Fellowship be granted to applicants under that age.
- xiii. **Reduced Rate Home Fellows** who have retired from clinical practice but still do limited private and/or Medico-legal work resulting in them paying the lowest MDU rate or its equivalent.
- xiv. **Medical Students/Foundation Year Doctors** may be elected from those who are, at the time of application, undergraduate medical students and postgraduate doctors in their foundation years, who can provide evidence of their status as such and have an interest in trauma and orthopaedic surgery. Medical student membership is limited to the duration of their studies at this level.

The terms of membership will be governed by a Memorandum of Understanding approved and reviewed annually by the Trustees.

## **Council**

6.

- (a) The Council shall consist of the Trustees and the following non-voting ex officio members:
  - The Chair or a nominated representative of the British Orthopaedic Directors Society
  - The Chair of the 'The Bone and Joint Journal'
  - The Chair of the Northern Ireland Regional Orthopaedic and Trauma Committee
  - The Chair of the Research Committee
  - The Chair of the Scottish Committee for Orthopaedics and Trauma
  - The Chair of the Specialty Advisory Committee in Trauma and Orthopaedic Surgery
  - The Chair of UKSSB (when there is no elected Spinal Representative)
  - The Appointed representative for the Welsh Orthopaedics
  - The President or a nominated representative of the British Orthopaedic Trainees Association
  - The Appointed Surgeon representing the Specialty Doctors, Staff Grades and Associate Specialists
  - The Appointed Surgeon acting as BOA lead for Diversity, Equity and Inclusion

6.

(b)

- i. Council shall appoint an Officer, or an Elected Trustee in their second year, to serve as the BOA invited member to Council of The Royal College of Surgeons of England. The invited member shall serve for two years.
- ii. Council shall appoint two of its members, usually the President and Vice-President, as delegates to the EFORT General Assembly.
- iii. Additional non-voting members of Council may be co-opted pursuant to Article 25.4.

## **Officers**

7.

(a) **Election**

- i. The President shall be elected annually by ballot from amongst the Voting Members of the Association. Nominations may be put to the Board by any two Voting Members of the Association and must be endorsed with the candidate's written consent to stand. Nominations must be with the Honorary Secretary by a given date. The nominee must be a Voting Member of the Association and have been previously elected to the Board and completed one full term as a Trustee. Election will be by means of a ballot of the Voting Members. If there are two candidates, a simple majority will appoint the President. If there are more than two candidates, the method of appointment shall be by single transferable vote. However, any candidate receiving more than 50% of the vote in the first ballot shall be appointed. If no candidate receives more than 50% of the first vote, the second preference votes of the candidate with fewest votes will be transferred to the other candidates until a candidate receives 50% or more of the vote following which such candidate shall be appointed. Each candidate for President must produce a manifesto in a format determined by the Designated Trustees.
- ii. The Honorary Treasurer shall be elected triennially by ballot from amongst the Voting Members of the Association. The Honorary Treasurer should have experience in the management of financial affairs and must have previously been an elected Trustee who has completed one full term. The Honorary Secretary shall, by a given date, send to each Voting Member notice of the nomination of the Designated Trustees. Alternative nominations may be proposed and seconded by two or more Voting Members and must be delivered to the Honorary Secretary by a given date, with the candidate's written consent to stand. If there are two candidates, a simple majority will determine the Honorary Treasurer. If there are more than two candidates, the method of appointment shall be by single transferable vote. However, any candidate receiving more than 50% of the vote in the first ballot shall be appointed. If no candidate receives more than 50% of the first vote, the second preference votes of the candidate with fewest votes will be transferred to the other

candidates until a candidate receives 50% or more of the vote following which such candidate shall be appointed. Each candidate for Honorary Treasurer must produce a manifesto in a format determined by the Designated Trustees

- iii. The Honorary Secretary shall be elected triennially by ballot from amongst the Voting Members of the Association. The Honorary Secretary must have previously been an Elected Trustee who has completed one full term. The Honorary Secretary shall, by a given date, send to each Voting Member notice of the nomination of the Trustees. Alternative nominations may be proposed and seconded by two or more Voting Members and must be delivered to the Honorary Secretary by 15 April, with the candidate's written consent to stand. The election shall be by ballot amongst Voting Members of the Association using a single transferable vote. If there are two candidates, a simple majority will determine the Honorary Secretary. If there are more than two candidates, the method of appointment shall be by single transferable vote. However, any candidate receiving more than 50% of the vote in the first ballot shall be appointed. If no candidate receives more than 50% of the first vote, the second preference votes of the candidate with fewest votes following which such candidate shall be appointed. Each candidate for Honorary Secretary must produce a manifesto in a format determined by the Designated Trustees.
- iv. Lay Trustees are not eligible to stand for election as Officer and shall not have voting rights in the election of Officers.
- v. If there is a vacancy among the Officers outside of the election cycle set out in this Rule 7, the Designated Trustees may in their absolute discretion resolve to propose an election and/or appointment of such Officer along the same terms as this Rule 7, save that reference to any dates may be amended so as to be practical in the circumstances.

7.

**(b) Term of Office**

- i. The President shall be an Officer of the Association for four consecutive years, the year of their term of office as President to be preceded by one year as Vice- President Elect and one year as Vice-President and to be followed by one year as Immediate Past President.
- ii. If the President ceases to hold office during his or her year as President, the Vice-President shall become President for the remainder of that year and shall remain in office for the following year as his or her year as President.
- iii. The terms of office for the Treasurer and Secretary shall be three years. Appointments shall be staggered to ensure that simultaneous change does not take place.
- iv. The term of office of the President, Vice-President, Vice-President Elect and Immediate Past President shall start on the last day of the Annual Congress if held in

the autumn. If the Annual Congress is held at another time, the term of office of the aforementioned Officers shall start on 1 October.

- v. The terms of office of the Honorary Secretary and Honorary Treasurer will start on 1 January.

7.

**(c) Duties**

- i. The BOA Chief Operating Officer and BOA Staff will organise and support all meetings, and will produce an Annual Report of the affairs of the association.
- ii. The President shall preside at all Annual Congresses and general meetings and at all meetings of the Council and the Board. The President shall deliver a Presidential Address.
- iii. The Vice-President or, in their absence, the Vice-President Elect or the Immediate Past President shall deputise for the President on all occasions when the President is absent.
- iv. The Honorary Secretary shall oversee the organisation of the Annual Congresses, general meetings including the AGM, and any other National Meetings jointly sponsored by the BOA, and they will be supported by the BOA staff in the construction of the relevant programmes.
- v. The Honorary Treasurer shall collect the monies due to the Association and shall be the custodian thereof; shall inform each member when their subscription for the forthcoming year is due; and shall present the audited accounts of the Association and of the Benevolent Fund each year to a general meeting and they will be supported by the BOA Finance Team.

7.

**(d) Vacancies**

- i. The Board shall have the power to fill casual vacancies amongst the Officers (except the President, Vice-President and the Vice-President Elect) from amongst the Designated trustees subject to confirmation at the next general meeting.

**8. Elected and Appointed Trustees**

- (a) Twelve Voting Members of the Association shall be elected by ballot, each to serve as a Trustee for three years. Four of the elected trustees shall retire each year and thereafter shall be eligible for re-election for a further period of three years, up to a maximum of six years in total.
- (b) Lay Trustees shall not be elected but shall be appointed by resolution of the Trustees on the recommendation of an executive group, which shall comprise the Officers (the "**Executive Group**") following application and interviews. They shall normally hold office for a term of three years. The term of office may be extended at the discretion of Trustees

for a further three years, following an effectiveness review, which should normally be carried out by the Executive Group. Thereafter the holder of this office shall not be eligible for reappointment to the same office.

9. The electoral procedure shall be as follows:

(a) **Part I (Ballot)**

- i. By a given date each year the Honorary Secretary shall send to each Voting Member a notice inviting nominations for candidates for election to the board of Trustees. Every nomination must be proposed and seconded by a Voting Member and endorsed with the candidate's written consent to stand. Nominations must be returned to reach the Honorary Secretary by a given date.
- ii. A ballot shall be held if more than four candidates are so nominated. The Honorary Secretary shall on or before a given date issue to all Voting Members a voting ballot identifying the candidates and stating the number of vacancies to be filled which may be sent to each Voting Member or published on the members' page of the Association's website. Each Voting Member shall have four votes. Each vote must be cast for a different candidate but all votes need not be used.
- iii. The result of the ballot will be presented to the Board at its next meeting. The four candidates with the most votes will be appointed by the Designated Trustees in accordance with Article 16.5.2 with effect from 1 January of the following year.
- iv. In the event of an equality of votes, the Designated Trustees will determine the candidate or candidates for election to the Board by a majority vote.
- v. Canvassing for the election will not be allowed.
- vi. Should only four candidates be nominated they shall be deemed to have been elected as Trustees with effect from 1 January of the following year. If fewer than four candidates have been nominated, the balance of the four vacancies shall be filled by election at a general meeting, as follows:

(b) **Part II (Election at an Annual or Extraordinary General Meeting)**

- i. The Trustees will take into account the geographical and age composition of the board of Trustees (including the newly elected members) and shall then nominate candidates to fill the remaining vacancy/ies.
- ii. At least thirty-five days before the general meeting at which the Trustees are to be elected the Honorary Secretary shall send to each Voting Member a notice of the meeting which will specify which Voting Member were elected in the ballot and which are the nominees of the Board to fill the remaining vacancy/ies.
- iii. If there are more nominations than vacancies, election shall be by a majority vote at the meeting.

## 10. **Nomination, Application and Election for Categories of Membership**

- (a) Candidates for Honorary Fellowships are considered annually by a board comprising the last five BOA Presidents, and chaired by the most senior (the "**Past Presidents**"). The Past Presidents nominate potential recipients to the Board for a final decision – up to four Honorary Fellowships may be awarded annually, and the award takes the form of a certificate that is presented to recipients by the President at the annual BOA Congress.
- (b) Applications for membership as a Home Fellow, Home Member or Post CCT Member must be completed online through the BOA website, and be supported by two Home Fellows of the Association.
- (c) Post CCT membership will run by progression per year between grades Y1 to Y3, and will automatically progress to Home Fellow membership at the end of Y3. If a Post CCT member has been awarded a locum or temporary consultant post they may regrade to a Home Member. Notifications of change of post must be made in writing.
- (d) Applications for membership as an SAS Surgeon must be completed online through the BOA website. Applicants must provide a letter confirming their current post. Membership at this grade will run by progression per year between grades Y5 to Y16+.
- (e) Applications for membership as an Overseas Fellow and Overseas Associate must be completed online through the BOA website. Applicants must provide a letter as proof of their current training or substantive post.
- (f) Applications for membership as a Home Associate, Foundation Year Doctor, or Medical Student must be completed online through the BOA website. Applicants must provide a letter to support their current training grade or proof of their enrolment at medical school. Applicants applying for the Home Associate Part-Time rate must confirm their hours for the working week.
- (g) Home Associate membership will run by progression per year between grades ST3 up to ST8, and will automatically progress to Post CCT Y1 membership. If a Home Associate has been awarded a locum or part time consultant post they may regrade to a Home Member and if a Home Associate has been awarded a substantive consultancy post, they may regrade to a Home Fellow, notifications of change of post must be made in writing.
- (h) Home Fellows and Home Members who have retired from all practice and medico-legal work can regrade to a Senior Fellow by contacting the Membership Officer.
- (i) Applications for Affiliate Membership should be completed online through the BOA website. Applicants must provide a reference letter from their own professional body.
- (j) For terms and conditions for Corresponding and Companion membership please refer to BOA Staff.
- (k) Home Fellows may submit names for consideration for election to any category of membership to the Honorary Secretary.



- (l) The Honorary Secretary shall endorse applications and the Trustees shall ratify the applications to all categories of membership, except for Honorary Fellowship.
- (m) For all applications the BOA Chief Operating Officer will act as registrar.

#### 11. Committees

- (a) The Trustees will have the power to alter the Committee structure in order to deliver the objectives of the Association more effectively. This includes the creation, disbanding, and restructuring of Committees as required.
- (b)
  - i. Those Committee Chairs which are appointed from within the Executive Group or the board of Trustees will be nominated by the Executive Group for appointment by the Trustees.
  - ii. Those Committee Chairs which are appointed from among the BOA membership will be advertised to the full membership and nominations made by the Executive Group for appointment by the Trustees.
- (c) All Committee vacancies, other than a vacancy of a Committee Chair, should be advertised to the full Membership and nominations made by the relevant Committee Chair in conjunction with the Executive Group for appointment by the Trustees.
- (d) All Committees report to the board of Trustees either directly or through the relevant sub-committee structure. The Trustees will from time to time delegate such powers as are commensurate with the specific Committee's remit:
  - i. Each Committee will ensure that an appropriate Terms of Reference document is agreed and updated on a regular basis by the Trustees.
  - ii. In order to provide increased transparency and allow the maximum opportunity for all members of the BOA to take up Committee posts within the Association, no member of any Committee can have their tenure of office extended without the prior agreement of the Executive Group, who will forward their recommendation to the board of Trustees. Approval will only be given in exceptional circumstances.
  - iii. All Committees will have within their membership a representative Elected Trustee, who will be appointed by the Executive Group and ratified by the Board. The President, Vice President and Honorary Secretary may, if they wish to, attend Committee meetings.
  - iv. All Committees shall have the power to co-opt anyone who may assist their work without reference to the Board provided the names of those co-opted, the rationale for, and duration of their co-option are subsequently communicated to the Board.
  - v. A summary of the Committees' work will be reported periodically to the Board.

## **Resignations**

12. Any member wishing to withdraw from the Association shall give notice in writing to the Honorary Secretary.
13. The Council shall have power to request the resignation of any member deemed by the Board to have been guilty of conduct contrary to the interest of the Association, or to have been disobedient to its Rules or guilty of an unprofessional act or public misdemeanour, provided that the person concerned shall be notified of the proposed action not less than eight weeks before the next general meeting. Any member whose resignation is requested by the Board shall have the right to appeal to the Board and to the next general meeting and enter a defence, provided written application is made to the Honorary Secretary within 14 days of receiving the request for their resignation. At least 21 days' notice shall be given of a resolution required to remove a member who is also a Trustee, a majority vote of Home Fellows at the general meeting shall be final.
14. If a member resigns and subsequently seeks re-admission within 5 years, a re-joining fee of 50% of the relevant annual subscription will be charged unless there are extenuating circumstances indicating that it would not be appropriate. In these instances, the final decision rests with the Executive Group on behalf of the Board. Thereafter standard procedures will apply.

## **Subscriptions**

15.
  - (a) The annual subscription for Home Fellows, Overseas Fellows, Home Members, Post CCT Members and Home Associates will include provision for 'The Bone and Joint Journal' and 'The BJJ 360' and other official publications of the Association.
  - (b) Honorary Fellows and Senior Companions will pay no subscription and will not receive 'The Bone and Joint Journal' or 'The BJJ 360'.
  - (c) Senior Fellows elected on or after 18 September 2002 will pay a reduced annual subscription which will not normally include provision of 'The Bone and Joint Journal' and 'the BJJ 360'. Senior Fellows elected before 18 September 2002 will pay no subscription but will be invited to make a voluntary annual donation to the Association.
  - (d) Affiliates may elect to pay a reduced subscription at one of two rates, depending on whether they choose to receive 'The Bone and Joint Journal' and 'The BJJ 360' as part of the subscription entitlement.
  - (e) Medical Students and Foundation Year Doctors will receive online access to 'The BJJ 360'.
  - (f) Subscriptions for SAS Surgeons to the Bone and Joint Journal remain under review.
  - (g) Subscriptions are due on 1st January of each year and are payable in advance. They shall be proposed by the Board and agreed at a general meeting.
  - (h) The Board shall have power to remit, reduce or suspend the subscription of any Member at its discretion. Any such request for consideration from a Member must be put in writing.

- (i) In the event of election to membership after 1st January of any given year, a pro rata subscription will be applied from the start of the calendar month after the election to membership (except for Medical Student and Foundation Year member grades. Publications shall commence shortly after the first payment is received. Any member whose membership category changes during the calendar year will have the charges pro rata from the start of the calendar month after the re-grade is approved (except for Medical Student and Foundation Year member grades).
- (j) No Member shall be entitled to any of the privileges of the Association while their subscription is in arrears. If it remains unpaid for three months they shall automatically cease to be a Member. Re-election and re-registration may be granted by the Board and agreed by the Honorary Secretary and Honorary Treasurer as advised by the BOA Chief Operating Officer.

### **Finance**

- 16. The Association's financial year shall extend from 1 January to 31 December inclusive.
- 17. No member of any Committee shall incur any expense on behalf of the Association except with the written authority of the Honorary Secretary or Honorary Treasurer stating the amount to be incurred.

### **Annual Congress**

- 18. A Congress shall be held each autumn and a venue is determined in advance by the Executive Group in conjunction with the Board which shall be empowered to charge participants a registration fee.
- 19. The principal purpose of the Annual Congress is to focus on surgical revalidation and contemporary professional issues. There remain dedicated free paper sessions within the programme.
- 20.
  - (a) The programme for each Congress shall be constructed by the Honorary Secretary and BOA Staff for consideration by the Executive Group.
  - (b) For those wishing to submit free papers or posters there is a specified time frame for submission of abstracts. The Honorary Secretary and the Executive Group decide which abstracts will be selected for podium/posters presentation in accordance with details on the BOA website.
  - (c) The Association shall have the right to publish, in whole or in part, in the official publication of the Association or elsewhere, every free paper or poster presented to it.
  - (d) Every person presenting a communication shall supply a comprehensive abstract within a reasonable time before the meeting, and, if requested, they shall also supply, within a reasonable time, a full typescript and illustrations in a form suitable for publication.

## **Publications**

21. The official publication of the Association shall be 'The Bone and Joint Journal'.
22. The official newsletter of the Association shall be the Journal of Trauma and Orthopaedics.
23. Council shall appoint the editor of the Journal of Trauma and Orthopaedics, to coincide with the rotation of the Presidential Line.

## **Benevolent Fund**

24.
  - (a) The Benevolent Fund shall be administered by the Trustees in accordance with the Deed of Trust (1938) and any schemes or orders of the Charity Commissioners of England and Wales made from time to time. The Honorary Treasurer shall be responsible for preparing the accounts of the Benevolent Fund and shall submit them to the Executive Group of the Fund and to the Board annually before the meeting of the Board preceding the general meeting of the Association at which they are presented as part of the Annual Report and Statement of Accounts.
  - (b) The Benevolent Fund shall be an item on the agenda for a meeting of the Board at least once a year and on the agenda for the Annual General Meeting of the Association as part of the presentation of Accounts by the Honorary Treasurer.

## **Alteration of Rules**

25.
  - (a) The Rules shall be altered only by the vote of 75% of all Voting Members present at a general meeting. The Honorary Secretary shall despatch notice of every proposed alteration to every Voting Member and to every Fellow, whether or not a Voting Member not less than twenty-one days before the date of the meeting.
  - (b) If there are insufficient members to form a quorum at that meeting then within one month of that meeting a ballot of all Voting Members will be conducted. The majority of 75% of a minimum return of forty votes will be required for a change of the Rules. No alterations or additions shall be made to the Rules which will cause the Association to cease to be a charity in law or which shall be inconsistent with, affect or repeal anything contained in the Articles.
  - (c) The Association in general meeting shall have power to alter or amend the articles of association. The articles of association may only be altered by the vote of at least 75% of all Voting Members present and voting. No ballot shall be allowed. All Voting Members will be notified of proposed alterations at least 21 days before the date of the meeting. Notwithstanding article 11.1 of the Articles, forty Voting Members or one quarter of the total number of Voting Members, whichever ever is the lesser, shall form a quorum at a meeting convened to alter the memorandum and articles of association.