

UK Council for Clinical Communication in Undergraduate Medical Education

Constitution

UK Council of Clinical Communication Skills in Undergraduate Medical Education (UK Council) Constitution

Aims of the UK Council

The discussion and sharing of good practice in the teaching, learning and assessment of communication skills in undergraduate medical education in the UK by:

- Disseminating good practice
- Promoting collaboration between schools
- Encouraging scholarship
- Developing collaborative research
- Influencing policy

Membership

Membership shall be open to 2 nominated members of staff from each medical school that subscribes to the UK Council.

The UK Council may invite people to attend any of its meetings as participants but without the power to vote.

It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the UK Council. Any member may be excluded for breach of this condition, or any other conduct contravening the aims of the UK Council by a majority of those present and voting at any UK Council meeting or General Meeting. Any member so excluded shall have a right to appeal to the following General Meeting.

Conduct of Business

The business of the UK Council shall be conducted by a Committee of four elected at each Annual General Meeting, which shall consist of a Chairperson, Treasurer, Vice-Chairperson, and Secretary, hereafter referred to as the Officers.

The election or removal of Officers or members may only be carried out by a General Meeting of the UK Council. All of the membership will have voting rights at the time an election is called, whether or not they attend the AGM. The Committee may temporarily fill any vacancy arising among the officers of the UK Council from its other members until the next General Meeting of members. Self-nominations and notifications for stepping down should be announced via our website one month prior to the AGM. The process of election/removal will be decided by the officers.

UK Council Meetings

The UK Council shall meet as necessary and not less than twice in each year. The meetings shall be open to any member of the UK Council wishing to attend.

Annual General Meetings

The Committee shall call an Annual General Meeting of the UK Council each year. Not less than 28 days notice of the Annual General Meeting shall be given to all members.

At this meeting:

- The Committee shall present an annual report of the UK Council
- Sub Groups shall present an annual report and accounts of their activities
- The Committee shall present the audited accounts of the UK Council for the previous year
- Elections will be held for any Committee members/Officers as necessary
- Any proposals submitted to the Secretary in writing not less than seven days in advance of the meeting shall be discussed.

Quorum

The quorum for meetings of the UK Council shall be one-third of its elected membership or 10 members, whichever is less.

Notice of Meetings

Notice of all meetings where required shall be posted on the UK Council blog.

Sub Groups

The Committee may appoint such Subgroups as may be required to carry out activities of the UK Council. Such Subgroup shall agree in advance the terms of reference of any Sub Group with the Committee, which may then act and apply any finance raised by itself or on its behalf only within those terms. The Chairperson and Treasurer of the UK Council shall be ex-officio members of any Subgroup.

All Subgroups shall keep proper accounts of income and expenditure, and a proper record of all meetings, and shall report on them or deliver them up as required by the Committee or General Meeting.

The Committee or General Meeting may dissolve any Subgroup whereupon the accounts, records and assets, financial and otherwise of the Subgroup shall pass into the hands of the Committee.

Duties of Officers

The Council may elect a Vice-Chairperson and Vice-Treasurer as necessary to meet the business requirements.

THE CHAIRPERSON (or in their absence the Vice-Chairperson or other Committee Member) shall conduct the meetings of the UK Council and shall have a casting vote. The Chairperson shall be elected for a period of two years.

THE TREASURER *(or in their absence the Vice-Treasurer or other Committee Member)* shall open and maintain a banking account in the name of the UK Council. All cheques shall be signed by the Treasurer or Chair and one other committee member nominated by the Committee as signatories. The Treasurer shall keep proper accounts of income and expenditure and report on them or deliver them up as required by the Committee or General Meeting. Such accounts shall be audited by a qualified accountant or a non-member of the UK Council appointed by the membership at the Annual General Meeting. The Treasurer shall be elected for a period of two years.

THE SECRETARY shall be responsible for the convening of all meetings and the giving of the prescribed notice to members. They shall ensure that a proper record is kept of all meetings of the UK Council, its Committee and Subgroups in the form of minutes and shall arrange for these to be posted on the UK Council website; they shall deliver up such records as required by the Committee or General Meeting. The Secretary shall be elected for a period of two years.

Any member(s) or Officer(s) delegated to represent the UK Council in consultation with any other body shall act on the instructions of the UK Council and shall report back to the following Committee or General Meeting, whichever is sooner. *The Council may elect a Vice-secretary as necessary to meet the business requirements.*

Alterations to the Constitution

Any Proposal to alter this Constitution must be submitted to the Secretary of the UK Council not less than 28 days before the meeting at which it is to be discussed. Not less than 14 days' notice shall be given of such a meeting, together with the wording of the proposed alteration(s). Any alteration shall require the approval of two-thirds of those present and voting at the meeting.

Signed on behalf of the UK Council

Signed

Position Chairperson

Date

Signed

Position Secretary

Date