

# **CONSTITUTION OF THE NATIONAL COMMITTEE OF THE GASTROINTESTINAL & FLUOROSCOPIC IMAGING RADIOGRAPHERS SPECIAL INTEREST GROUP (GIRSIG)**

## **1. Purpose and Terms of Reference**

The purpose and terms of reference of the group are;

1.1. To provide a forum for the collection and dissemination of relevant information, and exchange of views on matters of common interest, to practitioners working in gastrointestinal (GI) and other fluoroscopic imaging.

1.2. To provide a professional network offering the opportunity to enhance relationships and partnerships across other similar institutions in areas such as research and good practice.

1.3. To advise on and promote relevant membership of similar committees concerned directly and indirectly with GI radiography and other fluoroscopic imaging.

1.4. To consider relevant issues at local, national and international levels.

## **2. Membership**

2.1. The focus of the group is on supporting radiographers / practitioners who are involved in GI in all modalities and other fluoroscopic examinations.

2.2. Membership is open to any health care professionals involved with GI or fluoroscopic examinations (i.e. radiographers, nurses, radiographic assistants, speech therapists, radiologists etc).

2.3. Membership is determined annually by the payment of fees to the Group's Treasurer. The way in which the membership fee is levied shall be determined by the committee members, each member has one vote. If necessary casting vote is normally exercised the chair. (Current fees are £15 annually and run from 1st June to 31st May).

### **3. Termination of membership**

3.1. A person shall cease to be a member of GIRSIG if:

3.1.1. The person submits written notice of resignation from the GIRSIG to the Secretary.

3.1.2. The person's subscription becomes more than three months overdue.

### **4. Executive Committee**

4.1. There shall be an Executive Committee (known as the National GIRSIG Committee), comprising the elected offices of Chairperson, Secretary and Treasurer. Nominees must be a senior representative at the time of the appointment.

4.2. Up to a maximum of 10 committee members from non-elected offices may hold various posts, which include Website officer, Academic Advisor, Study day organiser etc. All committee members will work voluntarily on behalf of the group.

### **5. Terms of Office**

5.1. It was agreed that the Elected Officers should remain in post normally for a two year term, with a rolling programme of replacement, providing there are volunteers to replace them. Ideally no individual should hold the same office for more than two consecutive terms, unless there are no volunteers and the current serving officer is willing to continue service in the post.

5.2. Election of committee members will follow a request from the Secretary for expressions of interest from individuals, which should be supported by two other members (proposer and seconder). The officers will be elected from the nominations by existing Committee members only, either by a show of hands (at a National Committee meeting) or an "electronic" ballot in exceptional circumstances (e.g. if an officer resigns well in advance of a meeting). In the event of a tie between nominations, the existing Chair will have the casting vote. If the Chair is nominated, the Secretary will hold the casting vote.

5.3. Consideration should be given to members of an upcoming election, where appropriate each fee-paying member shall be entitled to 1 vote per position. The nominees receiving the greater number of votes shall be appointed to the Executive Committee.

## **6. Committee meetings**

6.1. Committee meetings will be held approximately biannually, and committee members should make every effort to attend. Where members are unable to obtain funding from their employer, reasonable travel expenses will be wholly met from GIRSIG to a maximum of £500 per meeting, and a maximum of £200 per member. Subsistence charges will not normally be offered. Any member requiring GIRSIG funding should where possible email the Treasurer 1 month prior to the meeting.

6.2. One of the 2 meetings per year will be a teleconference, or Skype meeting to reduce costs to the group.

6.3. Any committee member who is unable to attend/ join a meeting should inform the secretary in advance. Online communication will be counted as contact. If no communication is received from a committee member for 2 consecutive meetings their membership may be revoked. It is encouraged that no more than 2 meetings in a row can be missed to maintain committee membership. No contact will count as an absence.

6.4. Annual General Meeting should be held approximately every two years in conjunction with the National Conference or other Study Events. This is to enable the membership to be able to attend, and an Open Forum should be included to encourage questions by the membership. Decisions made at the AGM would ideally require a quorate number of 20 members.

6.5. Quorum: where significant decisions are to be made by the committee on behalf of the group by means of a vote, a simple majority of votes shall be required (two of the three core).

## **7. Liaison with S&CoR**

7.1. Representatives of the committee to liaise regularly with the Society and College of Radiographers via a nominated SOR Officer.

## **8. Role of executive committee members**

### 8.1. Chair

The Chair's role is to:

#### 8.1.1. Chair group meetings.

8.1.2. Lead the group.

8.1.3. Interact with other similar bodies both inside and outside the profession.

8.1.4. To be a spokesperson for the group

8.1.5. Be a signatory on cheques issued on behalf of the group.

## 8.2. Secretary

The secretary's role is to:

8.2.1. Deal with all communication on behalf of the Group.

8.2.2. Co-ordinate and disseminate agenda for meetings.

8.2.3. Produce minutes of meetings.

8.2.4. Establish and disseminate an annual programme of dates for the committee meetings.

## 8.3. Treasurer

The treasurer's role is to:

8.3.1. Implement a scheme for the collection of fees and maintain a list of member showing contact name/s and full postal address in a secure encrypted location. This list will be available for audit purposes to the chair and secretary at any point. The exact total of the list number of members will be presented at each committee meeting.

8.3.2. Control the funds and bank in a way which is most appropriate.

8.3.3. Monitor all income and expenditure, and ensure all records are all up-to-date.

8.3.4. Maintain accounts and submit the accounts for audit on an annual basis, providing a formal report at AGM.

8.3.5. Raise cheques for cover expenses of any member of the Group who has incurred costs as a result of Group business.

8.3.6. Maintain a list of permissible expenses.

8.3.7. Arrange payment of other costs (e.g. working group allocation of funds) as decided by the committee and agreed by the Group.

8.3.8. Ensure there is a minimum of 2 members on the mandate with authority to sign cheques.

8.3.9. Send members confirmation that they have renewed their membership.

## **9. Funding**

### Fees

9.1. Fees must be paid by no more than three months after the date they were due.

9.2. When setting membership fees, the amount should cover anticipated administrative and running costs.

## **10. Financial governance**

10.1. The incumbent treasurer will prepare an annual Statement of Account which will normally be presented as audited at the Annual General Meeting.

10.2. Two designated representatives (not Executive Committee members), or an external accountant, shall be appointed to act as auditors to the Statement of Account. This should take place no later than 6 month's after the study day which will be held every 2 years..

10.3. Travel and subsistence expenses for meetings of the Committee (and any working groups) shall be at rates agreed by the Executive Committee and ratified by the Group.

10.4. Cheques issued on behalf of the Group shall be signed by 2 members; chair, secretary or treasurer.

10.5. In the event of the dissolution of the Group any funds remaining in the accounts of the Group shall be distributed in accordance with the wishes of the Group at the time of the dissolution.

## **11. Study day expenses**

11.1. Venue location, catering and associated costs to be agreed by the committee prior to booking

11.2. Speakers costs;

11.2.1 Travel for presenters will be second class reimbursement, to a maximum of £200

11.2.2. Fee for non-committee members presenting is currently £100 and free attendance at the study day

## **12. Amendments to this constitution**

12.1. Will be considered at AGM.

12.2. Amendments to this constitution require the voting support of not less than 50% of the committee members. This can be either at the committee meeting or via email afterwards.

11.3. Any amendments to this constitution proposed by non-committee members must be received in writing by the Chair 6 weeks prior to the date of the Annual General meeting.