

Irish Association for Emergency Medicine

Constitution

1. Name

The name of the Association shall be “The Irish Association for Emergency Medicine” hereafter referred to as the “IAEM” or the “Association”.

2. Objectives

The objectives of the Association will be:

- To promote high standards in the diagnosis and management of acute and urgent aspects of illness and injury affecting patients of all age groups with a full spectrum of undifferentiated physical and behavioural disorders.
- To ensure adequate numbers of suitably trained staff and other resources so as to meet and maintain these standards.
- To support and encourage research so that standards are kept under review and improved.

The direct remit of the Association will be the Republic of Ireland although the IAEM will play a role outside this jurisdiction through membership of international bodies such as the European Society for Emergency Medicine (EuSEM) and the International Federation for Emergency Medicine (IFEM).

3. Membership

- 3.1. Membership is restricted to doctors working in the specialty of Emergency Medicine. Consultants in Emergency Medicine appointed to approved, substantive or long-term temporary Consultant posts in public hospitals under the auspices of the Health Services Executive are eligible for Full Membership. Consultants employed in Emergency Medicine in Ireland but who are outside of the public hospital system may apply for consideration for Full Membership by applying in writing to the Honorary Secretary. Locum Consultants in Emergency Medicine, Specialist Registrars, Non-consultant Career Grade Doctors, Registrars and Senior House Officers may apply for election as Associate Members.

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3.2. Applicants for membership shall apply in writing with the appropriate subscription to the Honorary Secretary who shall submit the names of candidates for consideration by the Executive. In exceptional circumstances the Executive may refer the matter for consideration of the General Membership at the next meeting of the Association. Associate members are not entitled to vote on this or any other policy decision under consideration by the Association.

3.3. The Association may admit Honorary Members and Life Members.

3.3.1 Honorary membership will be open to Consultants in Emergency Medicine from overseas or Consultants in other specialties who have made a significant contribution to the development or advancement of the specialty of Emergency Medicine in Ireland or internationally. Applicants will be recommended by the Executive, proposed and seconded by Full Members and will be elected at the next Annual General Meeting of the Association.

3.3.2 Life membership will be open to Full Members on their retirement.

3.3.3 Neither Honorary nor Life members will have voting rights.

3.4. Membership may be terminated by:

- **Resignation** - subject to one month's notice in writing and payment of any outstanding subscription or moneys due to the Association.
- **Expulsion for bringing the Specialty or the Association into disrepute** - This will be by a resolution of the Executive Committee at a meeting of the General Membership. Such a resolution will take place after due inquiry by the Executive Committee. The Executive Committee shall provide the member with details of the allegation and give him/her no less than twenty-eight days' notice of a meeting of the Executive Committee at which the member concerned may present his/her defence.
- **Expulsion for failure to pay subscriptions** - Any member who fails to pay their subscription by the time of the Annual General Meeting shall automatically cease to be a member and shall not be entitled to vote.

4. Subscriptions

- 4.1. The Annual Subscription shall be determined at the Annual General Meeting of the Association on the recommendation of the Honorary Treasurer and will be payable every 1st of January in advance each year.
- 4.2. The Association may levy additional fees in response to particular contingencies. Such a levy will be recommended by the Executive Committee but will require approval of the Membership at an Extraordinary or Annual General Meeting.

5. Visitors

Visitors may be invited by the officers of the Association to attend meetings and take part in discussions but are not entitled to vote.

6. Associate Members

Associate Members are entitled to attend meetings of the General Membership, Annual General Meetings and Extraordinary General Meetings of the Association and take part in discussions but not to vote.

7. Governance of the Association

The governing body of the Association shall be the membership at the annual general meeting, which will have the power to elect an Executive Committee which will oversee the day-to-day business running of the Association.

The Trustees of the Association will be

- The President
- The Honorary Secretary
- The Honorary Treasurer and
- The Penultimate Past President

who will hold property and general funds on behalf of the Association.

8. Officers

8.1. The Officers of the Association shall be the President, the Honorary Secretary and the Honorary Treasurer.

The President shall chair meetings of the Executive Committee and all other meetings of the Association and shall have a casting vote. He/she may nominate another member of the Executive Committee to chair any meeting in his/her absence.

The Honorary Secretary shall maintain a register of all members of the Association. He/she shall deal with all enquiries and correspondence relating to the Association. He/she shall notify members of meetings, prepare agendas and documents for meetings. He/she shall keep a record of attendance at meetings.

The Honorary Treasurer shall receive subscriptions on behalf of the Association. He/she shall disburse the expenses of the Association, including legitimate expenses incurred by any member in connection with work for the Association where approved by the Executive Committee. The financial year shall end on the 31st of December each year. He/she shall present a financial statement including a book of accounts at the Annual General Meeting.

8.2. The Officers of IAEM will normally be responsible for dealing with the media on behalf of the Association. Depending on circumstances and the issue, the President or Honorary Secretary may task other members of the Executive Committee or other IAEM members with responding to the media on behalf of the Association.

9. The Executive Committee

9.1. The Executive Committee of IAEM shall comprise the following, all being full Members of the Association:

- The President.
- The Honorary Secretary.
- The Honorary Treasurer.
- The Chair of the Advisory Committee on Emergency Medicine Training of the Irish Surgical Post-Graduate Training Committee.
- The CEM Training Standards Committee [JCHT (Emergency Medicine) Representative].
- Two Ordinary Members.
- The Immediate Past President/ President-Elect.
- The Immediate Past Secretary.

9.2. Process for Election

9.2.1 Officers and members of the Executive will normally be elected at an Annual General Meeting. The Honorary Secretary will make a written call for nominations where a vacancy is due to arise, 60 days before the proposed meeting date.

9.2.2 Candidates for an Officer or ordinary member vacancy on the Executive committee shall be proposed and seconded by full members. Such proposals shall include the written assent of the nominated full member to allow his/her name to go forward for election and the name and signature of the proposer and seconder. These must be submitted to the Honorary Secretary not less than 40 days before the AGM.

9.2.3 The names of candidates will be distributed to full members with the papers for the AGM not less than 28 days before the date of the meeting. In the event of there being more than one nominee for a vacancy an election by secret ballot will be held.

9.2.4 Where an unexpected vacancy arises, the Executive may fill the post on an interim basis until the formal process can be commenced. If no applications are made for a vacancy the Executive may similarly fill the post on an interim basis until the post is filled definitively.

9.3. Terms of Office

9.3.1 The Officers of the IAEM shall serve for a term of three years and may stand for election for a second term, if suitably proposed and seconded. Thereafter he/she is disqualified from holding the same office in the Association.

9.3.2 The two Ordinary Members of the Executive Committee shall serve for a period of three years after which they rotate off the Committee for at least two years unless elected as an Officer.

9.3.3 The Immediate Past-President will serve on the Executive Committee for a period of two years after the end of his/her Presidency. Thereafter he/she will be replaced on the Executive Committee by the President-Elect. If no President-Elect is in Office by virtue of the President being re-elected for a second term, then the Immediate Past-President will demit from the Executive.

9.3.4 The Immediate Past-Secretary will serve on the Executive Committee for a period of two years after the end of his/her term as Honorary Secretary.

9.3.5 The President-Elect shall be appointed at the Annual General Meeting a year before the end of the term of office of the President. If a President wishes to seek re-election for a second term and is successfully re-elected, a President-Elect will be elected a year prior to the conclusion of the second term of office. He/she will take up office at the following year's Annual General Meeting. The incoming Honorary Secretary and the incoming Honorary Treasurer shall take up office at the end of the Annual General Meeting at which they are elected.

10. The Annual General Meeting

- 10.1. An Annual General Meeting shall be held each year. A quorum shall be two Officers and six non-Executive Committee Full Members or 20% of the Full Membership, whichever is the greater.
- 10.2. Not less than twenty-eight days notice of the time, date and venue of the meeting must be given. Rules of debate shall be adopted when indicated by the Chairman with the words “there is a motion before the meeting”.
- 10.3. The business of an Annual General Meeting shall be:
 - a. To receive minutes of the previous Annual General Meeting
 - b. To receive a report from the President and/or Honorary Secretary on the activities of the Association over the previous year
 - c. To receive reports from Standing Committees, Subcommittees, national and other representatives
 - d. To receive the annual Financial Report from the Honorary Treasurer
 - e. To approve the annual subscription
 - f. To elect officers to the Executive Committee, when due
 - g. To consider amendments to the Constitution
 - h. To consider recommendations for Honorary or Life Membership
 - i. Any other business appropriate to an Annual General Meeting
- 10.4. Any Full Member wishing to table a motion at the Annual General Meeting shall ensure that it is received by the Honorary Secretary not less than twenty eight days prior to the meeting.

11. Committees & Subcommittees

- 11.1. The IAEM will appoint Standing Committees and Subcommittees to assist in achieving the objectives of the Association. In particular the Association will have Standing Committees to lead out on
 - Emergency Department Standards (Standards Committee)
 - Website Development (Website Committee)
 - Education (Education Committee)

Each Committee will have a Convenor (who will chair the Committee) and a number of members and may co-opt further members with the approval of the Executive Committee. Members may include both Full and Associate Members. These committees will report to the Executive Committee, members of which should receive minutes of the Committee meetings. The Convenors should also produce annual reports for the Annual General Meeting and interval reports on new developments for IAEM meetings.

11.2. The Association may also develop further Standing Committees from time to time

11.3. Standing Committee, Subcommittee and Association
Representatives may be appointed at the Annual General Meeting or by the Executive Committee. If appointed by the Executive Committee the appointments should be ratified at the next meeting of the IAEM. Such representatives will report directly to the Executive and will copy minutes of relevant meetings to the Executive Committee. They will also produce a short report for the Annual General Meeting.

12. Extraordinary General Meetings

An Extraordinary General Meeting may be called by two officers of the Association or on petition of five non-Executive Committee Full Members. The petition must state the reasons for the meeting and must be signed by the petitioners. Not less than twenty-eight days notice must be given of the time, date and venue of the meeting.

13. Meetings of the Association

13.1. The Executive Committee shall meet formally at least twice a year. The President may at his discretion invite any number of Full, Life, Honorary or Associate members or visitors to attend an Executive Committee meeting. The meeting will conduct the day-to-day running of the Association and receive reports on ongoing activities, from Standing Committees and Sub-Committees. It will make representations on behalf of the Association for the advancement of Emergency Medicine.

13.2. In addition to the Annual General Meeting, the General Membership shall meet formally at least twice a year. More frequent meetings may be organized at the discretion of the Executive Committee. These meetings will provide the opportunity:

- for the Executive Committee to appraise the Membership of developments which have occurred in the intervening period to which the Executive Committee has responded on behalf of the Association
- to allow debate on issues of importance to the Association
- to allow the Executive Committee to refer issues to the General Membership for consideration and decision
- to discuss relevant issues of concern to the General Membership.

13.3. Meetings of the General Membership, Annual General Meetings and Extraordinary General Meetings will be open to Associate Members. The President, on behalf of the Executive Committee, may determine that all or a portion of an IAEM meeting may only be attended by Full Members.

14. Income and Property

The income and property of the IAEM shall be applied solely towards the promotion of its objectives as set out in this Constitution. No portion of the IAEM's income and/or property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any member of the Association. No officer appointed to any office of the Association shall be paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Association other than re-imbusement of legitimate expenses incurred on behalf of the Association. The IAEM may pay the legitimate expenses of speakers invited to speak at specific IAEM meetings although the payment of expenses to speakers invited to speak at the IAEM Annual Scientific Meeting will be a matter for the local meeting organising committee.

15. Constitution

The Constitution of the Association cannot be amended, repealed or extended other than by giving two months notice of motion of such a proposal coming before an Annual General Meeting. Such a motion must be formally proposed and seconded. It will be circulated to the Full Membership with the agenda of the meeting. Any amendments to the motion must be received by the Honorary Secretary at least one month before the Annual General Meeting and circulated

to the Full Membership at least two weeks before the Meeting. To be adopted, the motion must be approved by at least two thirds of the Full Membership present at the Annual General Meeting.

16. Communication

- 16.1. The standard method of communication with the membership will be by electronic mail (e mail). Minutes, agenda, calls for nominations, AGM and EGM motions, notifications about meetings will, as a matter of course, be disseminated electronically.
- 16.2. It is the responsibility of each individual member to ensure that the Honorary Secretary has an up-to-date and functional email address for him/her. The sending of an email message to such a valid email address will be taken as adequate notification.

17. Dissolution

In the event of dissolution of the Association, the trustees of the Association will hold all the remaining funds of the Association on deposit for a period of five years. If at the end of that time there is no realistic prospect of restarting the Association, they may disburse such funds to a charitable institute or professional association having objectives similar to those of the Irish Association for Emergency Medicine.

IAEM CONSTITUTION 2008 – This Constitution was approved at the Annual General Meeting of the Irish Association for Emergency Medicine on 25th September 2008 at Trinity College, Dublin.