



British Laryngological Association

Constitution Document

1. TITLE

- 1.1. The Association shall be known as the British Laryngological Association.
- 1.2. The Society is affiliated to ENT-UK.

2. AIMS

- 2.1 This independent charitable association aims to achieve advancement in laryngology through research, education and training for the benefit of the public
- 2.2. To promote all medical, surgical and rehabilitative aspects of laryngology
- 2.3 To hold meetings at which those interested in laryngology may meet, discuss clinical practice and present clinical and basic scientific research.
- 2.4. To take an overall interest in the development of laryngology (the management of airway, voice, swallowing disorders, including related sciences and health promotion) in Great Britain, with special reference to the needs of those in training and the public at large.
- 2.5. To provide advice on laryngology to ENT-UK, the Department of Health and other organisations and bodies.
- 2.6. To liaise with similar organisations in the USA, Europe and worldwide.

3. MEMBERSHIP

- 3.1. Full membership will be open to full members of ENT-UK with Laryngology in their clinical practice.
- 3.2 Associate membership is open to appropriate health care professionals in the UK with medical or non-medical qualifications who have an interest in laryngology, voice or related disciplines and others at the discretion of council.
- 3.3. Overseas membership is open to those with an interest in laryngology, who resides abroad and is approved by the Society.
- 3.4. Trainee membership. Includes all healthcare trainees with laryngology/voice as part of their training

- 3.5 New members should complete the membership application including provision of information regarding experience, training and qualifications. This application will be reviewed and must be approved by Council.
- 3.6 Any member may introduce guests to a meeting. There is a limit of two guests per member at any one meeting.

4. COUNCIL

- 4.1. Membership of Council shall consist of the following Members with specialist accreditation in otolaryngology:
 - 4.1.1 The President: the President of the Society is also the Chairman of the Council.
 - 4.1.2 The Chairman or his/her nominee will sit on the Council of ENT-UK.
 - 4.1.3 The Past president and the President-elect.
 - 4.1.4 Secretary: the Honorary Secretary
 - 4.1.5 The Treasurer. The office of the treasurer shall be separate from the secretary
 - 4.1.6 Meetings Secretary.
 - 4.1.7 Other Members: no less than four and no more than eight full members, with a cross-section of regional representation.
 - 4.1.8 One Trainee representative, not holding specialist accreditation, who will liaise with the Association of Otolaryngologists in Training and represent trainee matters.
 - 4.1.9 One speech and language representative (Associate Member).
 - 4.1.10 A representative of the British Voice Association.
 - 4.1.11 Members can be co-opted to serve on Council as required.
 - 4.1.12 A quorum of four members, including one executive officer, shall be required for Council meetings.
 - 4.1.13 The President, Honorary Secretary and Treasurer are the executive officers of the Society and will represent the Council by any two joint signatures.
- 4.2 Election of Council.
 - 4.2.1 The Council shall be elected by members of the Annual General Meeting.
 - 4.2.2 Nominations from a Member, seconded by another Member must be received by the Secretary, in writing, four weeks prior to the Annual General Meeting.
- 4.3
 - 4.3.1 The Chairman/President shall normally serve for 2 years only.

- 4.3.2 The Secretary/Treasurer shall normally serve for 3 years, and be eligible for re-election for a further two-year term.
- 4.3.3 Council Members shall normally serve for 3 years, and be eligible for re-election for a further 3 years only.
- 4.3.4 The Trainee representative shall be co-opted for a period of up to 2 years. However, he/she will be eligible to stand for Council election within two years, if specialist accreditation has been achieved.

5. MEETINGS

- 5.1 The annual general meeting shall consist of a concise Annual General Meeting and a scientific programme.
- 5.2 The Annual General Meeting shall present the Association accounts, elect new officers to the Council and report on the business of the Association.
- 5.3 The content of the scientific programme in accordance with the aims of the charity, shall be the responsibility of the Council – co-ordinated by the Honorary Secretary.
- 5.4 The venue and date of the following year's Annual General Meeting will be agreed at the AGM by Council.
- 5.5 Other meetings may be convened by the Council at times other than the Annual General Meeting. Council may also arrange academic meetings at other times than the Annual General Meeting.
- 5.6 A Special General Meeting may be called by one tenth of the Members of the Association, or by a majority of Council Members.

6. FINANCES AND CHARITABLE STATES

- 6.1 The annual accounts of the BLA will be subject to yearly independent review in accordance with the regulations laid down by the Charities Commission from time to time.

7. CONSTITUTION

- 7.1 The constitution may be changed by a two-thirds majority of Full Members attending an Annual or Special General Meeting.
- 7.2 Proposed changes to the Constitution will be notified to Full Members, in writing, generally with four weeks advance notice.

8. SHADOW COUNCIL, 2011

The President: Prof. David Howard
Martin Birchall
Yakubu Karagama
Declan Costello

Khalid Ghufoor
Merryd Harries
Ben Hartley
Ken MacKenzie
Julian McGlashan
John Rubin
Guri Sandhu
Janet Wilson
Sam Majumdar

Attendants at last meeting 6th May 2011

1. David Howard
2. Yakubu Karagama
3. Martin Birchall
4. Guri Sandhu
5. Taran Tatla
6. Romana Kuchai
7. Arvind Singh
8. Tom Harris
9. Mark. Watson
10. Nimesh Patel
11. John Rubin
12. Serge Latis
13. Ian Sherman
14. Mriganka De
15. Sam Majumdar