

The Society of Clinical Perfusion Scientists of Great Britain and Ireland

Definition

A Clinical Perfusion Scientist is any person who holds the accreditation of the Society of Clinical Perfusion Scientists.

Active clinical perfusionists must also be registered with the College of Clinical Perfusion Scientists.

A trainee Clinical Perfusion Scientist is a person who is employed by an organisation and has the sole intention of training to become an accredited Clinical Perfusion Scientist. They must also be registered with the College of Clinical Perfusion Scientists as a Trainee.

BY-LAWS

ARTICLE 1 – OBJECTIVES OF THE SOCIETY

To promote the advancement of Perfusion Technology for the benefit of the public at large by any or all of the following means:

- a. providing opportunities for collective discussions and action on scientific matters.
- b. discussing and, when necessary, taking action in matters relating to the profession and the Society.
- c. establishing appropriate primary education leading to Accreditation by the Society.
- d. providing training for and maintain a register of examiners for the Society's Accreditation exam.
- e. establishing a liaison with scientific associations, societies or institutions for the mutual advancement of qualifications and standards.
- f. monitoring and advising on the terms and conditions of service of its members. The Society's objectives shall not extend to the regulation of relations between workers and employers or organisations of workers and employers to the intent that the Society shall not be a trade union within the meaning of trade.
- g. setting professional guidance in the form of 'codes of conduct' and 'standards of practice' documents which will form the benchmark for minimum standards.

ARTICLE 2 – MEMBERSHIP

SECTION 1

The membership of the Society will be divided into the following categories, as defined below. The Executive Committee shall have the right to revoke the membership of any category of member; such member will have the right to appeal.

(a) **FELLOW**

Fellowship shall be awarded by the Executive Committee to those persons who have contributed exceptionally to the development of the Society and its purposes. Only current Members of at least ten years shall be eligible.

(b) **MEMBER (FULL)**

A Full Member must be carrying out the practice of perfusion in Great Britain or Ireland and possess the Society's Certificate of Accreditation in Clinical Perfusion Sciences and be registered as qualified with the College of Clinical Perfusion Scientists of Great Britain and Ireland.

(c) **TRAINEE MEMBER**

Membership is limited to those who are currently employed in a perfusion department in Great Britain or Ireland to undertake the vocational part of their training leading to the Society's Certificate of Accreditation in Clinical Perfusion Sciences and be registered as a trainee with the College of Clinical Perfusion Scientists of Great Britain and Ireland. Trainee Members must be nominated by two Full Members and accepted by the Executive Committee. Full Members who have their nominees turned down shall have the right to appeal.

(d) **ASSOCIATE MEMBER**

An Associate Member shall be any individual interested in, or concerned with Clinical Perfusion, but not employed directly in the practice of Clinical Perfusion.

(e) **HONORARY LIFE MEMBER**

Honorary Life Membership can be conferred on any person who, in the opinion of the Executive Committee, has contributed outstanding service to the Society.

(f) **OVERSEAS MEMBER**

An Overseas Member is a member who is employed as a clinical perfusion scientist outside Great Britain and Ireland.

(g) **RETIRED MEMBER**

Retired membership shall be open to Full Members retiring from clinical perfusion practice.

(h) **TRANSFER OF MEMBERSHIP CATEGORY**

Persons wishing to transfer from one category to another must submit an application form clearly marked 'TRANSFER APPLICATION'. Requests to transfer must be duly proposed and seconded for approval by the Executive Committee.

Any Full Member who ceases to meet the criteria for full membership will automatically become an Associate Member.

SECTION 2

Membership shall be open to all those who are nominated by a Member, for any of the classes listed above and whom have their nominations approved by the executive committee.

Members who have their nominees turned down shall have the right to appeal at the Annual General Meeting.

ARTICLE 3 – SUBSCRIPTIONS

SECTION 1

Subscriptions may be reviewed by the Society at the Annual General Meeting.

SECTION 2

Subscriptions are due on the 1st July each year. Any payment made after this date will be subject to a 25% late payment surcharge.

SECTION 3

All subscriptions shall be payable in £ sterling or equivalent in Euro.

ARTICLE 4 – EXECUTIVE COMMITTEE, COMMITTEES AND APPOINTMENTS

SECTION 1 – PRESIDENT

- (a) The President shall be elected by the Executive Committee of the Society for a period of two years.
- (b) The President can only hold office for a maximum of two consecutive terms.
The President shall receive copies of all agendas and minutes.
- (c) The President shall be an ex-officio member of all committees.
- (d) The President shall at all times act in the best interests of the Society.

SECTION 2 – CHAIRPERSON

The Chairperson shall be elected by the members of the Society for a period of two years.
The Chairperson shall be ex-officio of all committees and also of the Council of The College of Clinical Perfusion Scientists.

SECTION 3 – SECRETARY

The Secretary shall be elected by the members of the Society for a period of two years.
The Secretary shall be ex-officio of all committees and also of the Council of The College of Clinical Perfusion Scientists.

SECTION 4 – TREASURER

The Treasurer shall be elected by the members of the Society for a period of two years.

SECTION 5 – REGISTRAR

The Registrar shall be elected by the members of the Society for a period of two years.
The Registrar shall be a member of the Council of The College of Clinical Perfusion Scientists.

SECTION 6 – EXECUTIVE COMMITTEE

The Executive Committee is made up of six other elected members, three of whom are elected/re-elected at each Annual General Meeting and serve for a period of two years.

Members of the Executive Committee who fail to attend two thirds (2/3) of executive committee meetings in any one year of their two-year term will not be eligible to stand for re-election at the next AGM.

SECTION 7 – NOMINATION / ELECTION OF EXECUTIVE COMMITTEE AND OFFICERS

With the exception of the President, all Officers and members of the Executive Committee must be full members of the Society who hold the Certificate of Accreditation.

- (a) Nominations duly proposed and seconded by those holding Full and Trainee membership shall be forwarded to the Administrator.
- (b) In the event of the nominations exceeding the number of places, ballot forms will be distributed in advance and votes counted at the AGM.
- (c) Only in the event of a shortfall of nominations will these be received at the AGM. The nominations received will be to fill the shortfall only.

SECTION 8 – VOTING

- (a) The Executive Committee can only be elected by Full or Trainee members of the Society.
- (b) Only Full Members are allowed to vote on Society business, with the exception of officers and committee.
- (c) In the event of a ballot being required, ballot forms will be issued to eligible members for return as decided by the Executive Committee.
- (d) Scrutineers shall be appointed by the Executive Committee at a General Meeting.
- (e) Rule changes shall require a two-thirds majority of eligible members attending Annual or Extraordinary General Meetings or via a postal ballot of eligible members.
- (f) All proposed rule changes to be forwarded to the Registrar, to be received no later than 1st August.

ARTICLE 5 – MEETINGS

SECTION 1 – TIMING

An Annual General Meeting shall be held in the Autumn of each year. All members shall be notified accordingly. The Society's reports including accounts, AGM agenda and minutes of the previous meeting will be distributed to each member in advance.

SECTION 2 – SEMINARS & SCIENTIFIC

Seminars and Scientific meetings shall be held as frequently as possible.

SECTION 3 – NOTIFICATION OF MEETINGS

- (a) **ANNUAL GENERAL MEETING**
No less than twenty eight days' notice in writing shall be given to members. Such notice should be accompanied by the Agenda, Balance Sheet and the minutes of the last Annual General Meeting and any Extraordinary General Meeting minutes that may have taken place in the current year.
- (b) **EXTRAORDINARY GENERAL MEETING**

No less than fourteen days' notice in writing shall be given. Such notice should be accompanied by the Agenda. Such meetings shall only be called as follows:

- (i) By the Executive Committee.
 - (ii) By 60% of the membership.
- (c) ANY OTHER BUSINESS
No item shall be discussed under any other business unless 30% or over of those present agree.

SECTION 4 – EXECUTIVE AND SUB COMMITTEES

- (a) EXECUTIVE COMMITTEE
The first meeting shall be held no later than six weeks following the Annual General Meeting and then as and when required. No less than 14 days, notice in writing shall be given for Executive Committee Meetings.

At this first meeting the Executive Committee shall appoint the following officers and where relevant the following committees.

- (i) Vice-Chairperson. This should be an Officer as per Article 6 and is nominated by the Chair.
- (ii) Minute Secretary
- (iii) Committees
 - (I) Finance and General Purposes Sub-committee
 - (II) Education and Training Sub-committee
 - (III) Meetings and Seminars Sub-committee
 - (IV) Terms and Conditions Sub-committee
 - (V) Safety Committee
 - (VI) Appoint up to 8 members to the Council of the College of Clinical Perfusion Scientists.

See “Article 10 – Terms of Reference” later.

- (b) The Society of Clinical Perfusion Scientists shall invite an officer/member of the College Council to attend all general meetings in an ex-officio capacity.
- (c) CO-OPTION
Only the Executive Committee shall have the power to co-opt. Co-opted persons shall be ex-officio.

SECTION 5 – QUORUM

- (a) A quorum at a General meeting shall be 20% of the full membership.
- (b) A quorum at an Executive Meeting shall be five, at least two of who are Officers.
- (c) All changes made will be effective from the first Executive Committee Meeting following the relevant General Meeting.

SECTION 6 – EXPENSES

Reasonable expenses shall be made to members attending on Society Business. Such expenses should not exceed the rates as laid down by the General Council for NHS staff. It shall be the treasurer's duty to keep an updated list of the NHS General Council rates.

ARTICLE 6 – OFFICERS

The Officers of the Executive Committee shall be Chairman, Secretary, Treasurer, Vice-Chairman and Registrar.

ARTICLE 7 – DUTIES OF OFFICERS

SECTION 1 – CHAIRMAN

To chair all Executive Committee Meetings and the Annual General Meeting.

SECTION 2 – SECRETARY

- (a) The secretary shall record and maintain official records of Executive Committee and Annual General Meetings and with the Chairman prepare the Annual Report.
- (b) The Secretary shall perform all other secretarial duties relevant to the Society.

SECTION 3 – TREASURER

- (a) The Treasurer shall collect fees and receive and dispense all monies belonging to the Society and shall prepare, for each Executive Committee and Annual General Meeting a Financial Statement.
- (b) The Treasurer shall establish and maintain accounts and records, using book-keeping and accounting procedures and shall perform all other duties of the Treasurer including maintenance of bank accounts.
- (c) The Treasurer shall within thirty days of the completion of each fixed year, submit said accounts and records to a chartered accountant for audit.
- (d) All financial transactions shall require two signatures, the Treasurer's being one.

SECTION 4 – VICE-CHAIRMAN

The Vice Chairman shall in the absence of the Chairman assume the responsibilities of the Chairman.

SECTION 5 – REGISTRAR

The Registrar shall maintain all records of the Society pertaining to membership.

SECTION 6 – AUDITORS

Two auditors who need not be members of the Society shall be appointed by the Executive Committee.

ARTICLE 8 – AWARDS

THE CLIFF DAWSON MEMORIAL SALVER AND TRAVEL AWARD

This shall be awarded to the FULL or TRAINEE MEMBER presenting, in the opinion of the adjudicators, the best paper at the Society's AGM (up to £1,000 travel award to scientific meeting/Silver Salver/Shield).

THE BOB MOSES FELLOWSHIP AWARD

This shall be awarded to members attaining Fellowship of the Society.

THE ANDY PASTELLOPOULOS TRAINEE AWARD

This shall be awarded to a trainee member for the best paper given at the Society's AGM (Registration, accommodation and travel expenses to SCPS AGM/Shield)

METHOD OF ADJUDICATION

Two impartial adjudicators shall be appointed by the Executive Committee for each scientific meeting.

ARTICLE 9 – THE “PERFUSIONIST”

- (a) The editor shall be appointed by the Membership at an Annual General Meeting and will serve for a two-year term.
- (b) The editor will be an ex-officio member of the Executive Committee.
- (c) The editor will have autonomy over editorial content except each publication will carry the following:

“The contents of this publication are the property of the above Society and may not be reproduced without permission. Published bi-monthly, this Journal is issued free to all entitled to it. The views expressed in it are solely those of the contributors. Articles of scientific and technical interest related to perfusion are welcome; as are letters to the editor regarding Society and perfusion matters. They should be addressed to the editor and if possible be typed with double line spacing, a margin on each side, and on A4 paper. Handwritten letters and articles will be accepted for publication providing they are clearly legible to the non-medical operatives producing this journal.”

- (d) The management of the “PERFUSIONIST” will be the responsibility of the Executive Committee.
- (e) The Perfusionist journal and all monies generated by it will be the property of the society.

ARTICLE 10 – TERMS OF REFERENCE

FINANCIAL AND GENERAL PURPOSES COMMITTEE

The monitoring of the Society’s financial position and expenditure and all other administrative matters.

EDUCATION AND TRAINING COMMITTEE

The monitoring of the changes in practice and ensuring that seminars are held on specific new development.

This committee shall liaise with the College of Clinical Perfusion Scientists with reference to the inclusion/deletion of syllabus items in the training and accreditation of persons competent to practice perfusion.

MEETINGS AND SEMINARS COMMITTEE

The organisation of the Society’s annual and other meetings.

TERMS AND CONDITIONS COMMITTEE

The monitoring of the general terms and conditions of service of its member clinical perfusion scientists and of how the Society conducts itself.

SAFETY COMMITTEE

As per the Terms of Reference document published on the Safety Committee webpage.