



Irish Perioperative
Medicine Society

Terms of Reference

Constitution and Rules

Constitution

1. Name

The Name of the Society Shall be

Irish Perioperative Medicine Society – IPOMS

2. Aims and objectives

The main Objective of the Society shall be to promote Perioperative Medicine in Ireland.

To maintain this objective the society shall

1. Improve and promote education in perioperative medicine to healthcare professionals, patients and the public.
2. Promote Multidisciplinary Involvement in IPOMS – interdisciplinary collegiality.
3. Commitment to National Audit of Perioperative Medicine Activity
4. Collate a Database of Irish Perioperative Medicine activity
5. Stimulate Research in Perioperative Medicine in Ireland.
6. Collect relevant information and disseminate to members.
7. Liaise with anaesthesia departments nationally in Ireland.
8. Continue and maintain current relationship with the College of Anaesthesiologist of Ireland.
9. Continue and maintain current relationship with other international societies and groups within Perioperative Medicine.

3. Membership

Membership is open to anyone who:

- Is a healthcare professional on the island of Ireland.
- Is involved in multidisciplinary care of the surgical patient
- Supports the aims of the Irish Perioperative Medicine Society

The Committee may expel or suspend from the Society any member whose conduct is such as may, in its opinion, be injurious to the Interests of the Society.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

4. Equal Opportunities

IPOMS will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and Committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting.

The Committee will meet as necessary and not less than twice a year.

The Committee will consist of 8 members, and be composed of 4 officers and 4 committee members.

Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership secretary, who shall be responsible for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Four members shall constitute as sufficient for a Committee Meeting.

Any committee member not attending a meeting without apology for two consecutive meetings will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of IPOMS wishing to attend, who may speak but not vote.

6. Election of the Committee

- Persons standing for election to the Committee should be duly proposed and seconded by members of IPOMS and the Secretary should be informed three weeks prior to the A.G.M
- A ballot shall be held at the A.G.M for all elections to the committee if required.
- Each Committee member has a period of three years in office
- Committee members can be elected for two consecutive terms only
- Former committee members can stand for office again after a period of one year out of office.

7. Elective of Officers

- The officers – Chair, Secretary, Membership Secretary, Treasurer shall be elected by the Committee
- All members of the Committee shall be eligible for election as Officers.
- Officers shall be elected at the next committee meeting following the A.G.M.
- Each Officers can be elected to their position for a period of three years and may stand for a second term of office.
- In the event of a tie in votes, the Chair will have the casting vote.

8. Meetings

8.1 Annual General Meetings

An Annual General Meeting (A.G.M) will be held within 12months of the previous A.G.M.

All members will be notified within at least 3weeks before the date of the meeting, giving the venue, date, time and agenda.

Nominations for the committee may be made to the Secretary before the meeting (3 weeks before the A.G.M)

At the AGM

- The Committee will present a report of the work of IPOMS for the year.
- The Committee will present the accounts of IPOMS for the previous year.

- The Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

8.2 Scientific Meeting

- At a minimum – one scientific meeting shall be held each year.

8.3 Committee Meeting

- Committee meetings may be called by the Chair or the Secretary. Committee members must receive notice of the meetings at least 7 days before the meeting.
- Set the Annual Subscription.

8.4 Extraordinary General Meeting

- The secretary will call a special general meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.
- The meeting will take place within four weeks of the request.
- All members will be given two weeks' notice of the meeting, given the venue, date, time and the agenda. Notice may be given via phone, email or post.

9. Finances

- IPOMS may be financed by funds from commercial sponsorship, members' annual subscriptions, and, at the discretion of the Committee, by funds from other sources.
- Any annual subscriptions will be determined at the A.G.M.
- Account Statements will be presented by the Treasurer at the A.G.M.
- All money raised by or on behalf of IPOMS will only be used to further the aims of the group as specified in 2.0.

10. Amendments to the Constitution

- Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
- Any motion to amend the constitution must be duly proposed and seconded at least four weeks prior to the A.G.M given to the Secretary in writing. The proposal must then be circulated to all members two weeks in advance of the A.G.M or a Special General Meeting.
- Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.