

**CONSTITUTION OF THE WELSH INTENSIVE CARE SOCIETY (24th June 2021)**

**1. Definition**

The Society shall be known as the Welsh Intensive Care Society (WICS), or in Welsh “Cymdeithas Gofal Dwys Cymru”.

**2. Terms of Reference**

The purpose of the Society is to enhance and advance critical care in Wales. This will be achieved through the Society’s efforts to:

- (a) Promote education and training of clinical staff working in critical care
- (b) Define and promote standards for critical care in Wales
- (c) Develop, support and coordinate audit and research activity within Wales
- (d) Engage with national professional bodies and authorities on aspects of critical care and represent the views of members
- (e) Represent the Welsh critical care community in partnership with UK-wide and/ or international organisations
- (f) Encourage public understanding and awareness of critical care
- (g) Promote collaboration between staff and health organisations involved with the provision of critical care

Specifically, WICS will:

- (h) Organise and support educational meetings
- (i) Provide a forum for the presentation of original research, audit and clinical presentations
- (j) Financially support non-consultant staff wishing to undertake critical care related elective work outside the UK – “The Colin Wise Travelling Fellowship”
- (k) Where possible, support critical care research through the provision of small, competitively funded grants

**3. Membership**

3.1 All clinical staff affiliated with Critical Care services within Wales are eligible for membership. Doctors in training (including medical students), critical care nurses (including nursing students), advanced critical care practitioners (ACCPs) and Allied Health Professionals (AHPs, adopting the term

in a loose sense to include physiotherapists, occupational therapists, speech and language therapists, dieticians, pharmacists, and clinical psychologists) may become members at a reduced rate of subscription.

3.2 Applications for membership are made via the [Welsh Intensive Care Society](#) website, which involves a direct debit instruction. Members must ensure there is a mechanism in place for annual payment; members who do not pay to renew membership will be reminded in the first year and removed from the membership roll in the second year of non-payment (resumption would then be conditional upon payment of outstanding dues).

3.3 Maintenance of the membership list and website application process is the responsibility of the Secretary.

3.4 Ensuring that members have paid their membership fees and are hence in “good standing” is the responsibility of the Treasurer.

3.5 Trainee and student medical staff who are members of WICS constitute the section of the society’s membership known as the ‘Welsh Intensivists In Training Society’ (WITS). WITS is described further in section 19, below.

3.6 Nursing, ACCP and AHP members of WICS will (as of September 2021) each have an elected representative on Council. The three representatives will be elected for a 3-year term at the WICS Advanced Update meeting, usually held in September, and would normally serve no more than two 3-year terms (in the absence of suitable candidates, they may serve for longer than 6 years with the agreement of WICS Council). WICS will provide financial security for Nurse/ ACCP/ AHP educational meetings, provided expenditure is agreed by either the Chair and Treasurer or WICS Council in advance.

#### **4. Council and Elections**

4.1 The business of the Society is controlled and managed by Council consisting of:

(a) A number of Full Members (see 4.8) who are elected at the AGM. Candidates should ordinarily be in a senior substantive post and have relevant clinical experience caring for the critically ill. All prospective candidates for Council election should be nominated and then seconded by other members of the Society. There should normally be at least one full member elected (or co-opted without voting privileges) from each of the Health Boards that provides critical care services within Wales. Where more than one candidate has been nominated for each Council position election shall be by a show of hands at the AGM.

(b) Council must appoint from its members a Chair, Secretary, Treasurer and Audit and Research Lead. These constitute the “Officers of Council”. The REA and trainee representative are not also eligible to hold a Council Officer post. If a nurse, ACCP or AHP representative is appointed into a Council post then they should relinquish their representative role at the next opportunity for their successor’s election.

(c) The Regional Educational Advisor (REA) for Intensive Care Medicine

- (d) One member who shall be an elected representative from the Welsh Intensivists in Training Society
  - (e) A nurse, ACCP and AHP member elected from the WICS membership (as per point 3.6 above)
  - (f) A previous Chair for a period of 1 year after leaving the post where such a person exists and is willing.
- 4.2 All the aforementioned members of Council shall have full voting rights.
- 4.3 Council has the power to co-opt as non-voting members or invite as observers those whose advice would assist Council's deliberations. Co-opted members must be elected to council as full members at the first available AGM if they are to remain on council.
- 4.4 Elected members of Council ordinarily hold office for three years and are eligible for re-election for a further three years: thereafter they will not be eligible for re-election to Council for three years.
- 4.5 A member of Council who is elected to the office of Chair, Secretary, Treasurer or Audit and Research Lead may continue in office for a further three years notwithstanding that he has completed two terms of three years as a member of Council.
- 4.6 The REA will continue on Council for the period he/she holds that office. The REA may stand for election to Council on completion of their term of office, irrespective of however long they may have held that position.
- 4.7 Candidates for the offices of Chair, Secretary, Treasurer and Audit and Research Lead will be nominated from the elected members of Council. Candidates should ideally have served previously at least one year as a member of Council.
- (a) The Chair will be nominated by the elected members of Council no later than the Council meeting preceding the Annual General Meeting. The incoming Chair's appointment is confirmed at the beginning of the Annual General Meeting and ends with his or her report at the Annual General Meeting at which his or her successor is installed. The normal period of office for Chair is three years. On completion of this term as Chair he or she will hold the office of Immediate Past Chair for one year as an elected member of Council.
  - (b) The Secretary is nominated by the elected members of Council following the same rules that apply to the Chair. He or she will hold office for three years and is eligible for re-election by Council (subject to re-election to council at the AGM) for a successive period of three years.
  - (c) The Treasurer shall be nominated by the elected members of Council following the same rules that apply to the Chair and Secretary. He or she shall hold office for three years and shall be eligible for re-election by council (subject to re-election to council at the AGM) for a successive period of three years.
  - (d) The Chair shall hold office for not more than three years in succession, unless there are exceptional circumstances.

(e) The Secretary shall hold office for not more than six years in succession, unless there are exceptional circumstances

(f) The Treasurer shall hold office for not more than six years in succession unless there are exceptional circumstances

(g) “Exceptional circumstances” may apply if:-

i. Illness or incapacity prevents a suitable candidate from taking up a position of Office

AND / OR

ii. No other suitable candidate is forthcoming from within WICS Council or pre-existing members

(h) In such cases, the relevant officer of Council will hold the post until either a suitable candidate can be appointed or until the following Annual General Meeting.

(i) The Audit and Research Lead will have a maximum tenure of 6 years subject to re-election to council at the AGM three years after initial election. There is no requirement for the Audit and Research Lead to have served on Council before assuming the role.

4.8 The maximum number of elected members to Council is nine full Members. The minimum number of Full Members of Council is six. These figures include an “ex-officio” chair where such a person exists. Including the 5 members appointed by other mechanisms (REA, WITS chair and nursing, ACCP and AHP representatives) the maximum number of council members will be 14 and the minimum 11.

4.9 Council may from time to time and at any time appoint any Full Member of the Society as a member of Council to fill a casual vacancy among the elected members of Council. Any member so appointed shall hold office only until the next Annual General Meeting, when he/she will be eligible for election.

4.10 Council may co-opt – on an ad-hoc basis – an expert in a particular field pertinent to WICS business who may not necessarily be a member of the Society. Such an appointment will be reviewed at each Council meeting.

4.11 No person who is not a member of the Society shall in any circumstances be eligible to hold office as a member of Council.

4.12 Any ordinary member of WICS may, upon email request to the secretary attend Council meetings. They may not vote however, nor should they contribute to or disrupt the meeting.

4.13 Minutes of all Council meetings must be made available to the membership via the website as soon as agreed.

4.14 The Chair, Secretary and Treasurer shall have full “administrative” privileges on the website and social media. The Audit and Research Lead shall have “editorial” privileges on the website. Editorial privileges to the website may also be granted to other Council members as required for the day to day administration of the website.



## 5. Meetings

- 5.1 The Society shall meet at least once annually and this meeting must contain the Annual General Meeting (AGM).
- 5.2 The agenda for the AGM shall be set by the Chair and the Secretary but any member is entitled to place an item on the agenda for discussion provided 14 days' notice is given to the Secretary by email.
- 5.3 The Chair shall preside over the AGM and, when relevant, the incoming Chair shall assume the responsibilities of office once the AGM is completed.
- 5.4 Documentation and meetings will be in the English language but Welsh language translations will be available upon request by society members or as required by any Welsh language legislation.
- 5.5 Communications within WICS and between the members and Council will usually be made in writing. Such written forms of communication encompass electronic mail, which is the preferred method of communication. All emails from and between Council members regarding WICS business should be copied to the secretarial email account for storage for a period no shorter than 7 years. These emails form part of the record of business of the council and society and are available to view upon request by ordinary members of the society.
- 5.6 The website, email contact list and social media will be the primary means by which information is disseminated to both members and the general public.

## 6. Motions

- 6.1 Any member may request that a motion is discussed at the AGM by writing to the Chair no less than 14 days before the AGM.
- 6.2 The Chair may choose to allocate time within the AGM to discuss such a motion by acting as a seconder to the proposer and allocating a place on the AGM agenda.
- 6.3 The Chair may decline to second any such motion and request that the proposer seeks a seconder. The seconder must be identified and confirmed by the Chair no less than 7 days before the AGM.

## 7. Motions Without Notice

- 7.1 When a motion is under discussion or immediately prior to the discussion, it shall be open to any member to move:
- (a) An amendment to the motion
  - (b) The adjournment of the discussion or the meeting

- (c) That the meeting proceed to the next business
- (d) The appointment of an ad hoc committee to deal with a specific item of business

7.2 No motion or amendment to a motion will be considered by the Society unless moved by a member and seconded by another member.

## **8. Withdrawal of Motions or Amendments**

8.1 A motion or amendment once moved and seconded may be withdrawn by the proposer with the concurrence of the seconder and the consent of the Chair.

## **9. Motion to Rescind a Resolution**

9.1 Notice of motion to rescind any resolution (or the general substance of any resolution) which has been passed within the preceding three calendar months shall be from the Chair, or bear the signature of the member who gives it and also the signature of three other members.

9.2 When any such motion has been debated by either Council or the AGM, it shall not be permissible for any member other than the Chair to propose a motion to the same effect within the further period of three calendar months.

## **10. Council Meetings**

WICS Council will usually meet 4 times per year, but the frequency may be varied by the elected representatives as required. Where possible, a minimum of two meetings a year will be face-to-face rather than virtual.

## **11. Extra-ordinary Meeting of the Society**

The Chair may call an extra-ordinary meeting at seven days' notice. The Chair will also call a meeting after a written request for a meeting by at least six voting members. If the Chair fails to do so within seven days then a meeting may be called forthwith by those members.

## **12. Quorum**

At the AGM at least 10 voting members shall constitute a quorum. At a meeting of Council 5 voting members shall constitute a quorum. In the absence of the Chair, the Secretary will preside over the meeting.

**13. Voting**

All full members may vote. All issues will be decided by a simple majority. In the event of a tie the person presiding will decide the issue by means of a second (casting) vote. Voting will be by show of hands. In no circumstances may an absent member vote by proxy.

**14. Chair's Ruling**

The decision of the Chair of the meeting on question of procedure, order, relevancy and regularity shall be final.

**15. Minutes**

The Secretary (or in his/her absence another council member) shall keep a record of the proceedings of all meetings and these "minutes" shall be drawn up and circulated before the next meeting. The minutes shall be signed as a true record at the next meeting by the person presiding.

**16. Finance**

Society funds are administered by the Treasurer who is responsible for establishing and maintain a bank account for the purpose. The bank account will be in the name of "The Welsh Intensive Care Society" and any expenditure should be agreed by the Treasurer and the Chair or the full WICS Council.

**17. Sub-committees**

WICS Council is empowered to convene sub-committees or working parties to consider matters of importance. Any such committee shall be a sub-committee of Council, and Council of the Society will have the right to amend any report generated by one of its sub-committees. The Chair and Secretary of the Society shall have the right to sit on any sub-committee or working party as full voting members.

**18. Council email etiquette**

Email communications between Council members should not be forwarded, copied or otherwise distributed to individuals outside Council without the consent of one or more Council officers. However – as stated previously all official email discussions between Council members shall be copied to the Secretary so that they may be retained for the purposes of record for a period of not less than 7 years. Such emails must be made available to members of the Society who wish to view them upon reasonable request.

**19. Welsh Intensivists in Training Society (WITS)**

Medical trainees (including students) are represented on WICS council by the Chair of WITS (and when required by the Deputy Chair of WITS). The Deputy Chair for WITS is elected at each year's WITS meeting, and will succeed the outgoing WITS Chair at the following year's meeting without further election. WITS Chair and Deputy WITS chair must be WICS members training in Intensive Care Medicine and ideally at ST3+ level. During their terms of office the WITS Chair and Deputy Chair are required to organise the next meeting of WITS. Should the WITS Chair be required to step down from their post for any reason (including on the commencement of a consultant post) then the WICS Deputy Chair will usually "step up" to the WITS Chair's role. Any time spent in this "stepped up" capacity should not count towards the one-year normal term of office of the WITS chair. Should the WITS members of WICS be unable to elect a suitable Chair and secretary then WICS Council may appoint suitable people to undertake these posts until such time as a meeting of the WITS members can be arranged to elect new officials. WICS will provide financial security for WITS educational meetings, provided expenditure is agreed by either the Chair and Treasurer or WICS Council in advance.

**20. Strategic partnerships**

WICS Council will consider the potential benefits of collaboration with organisations which share common interests through a strategic partnership (or equivalent arrangement). Current partnerships exist with the UK Intensive Care Society and the European Society of Intensive Care Medicine.