

# THE SOCIETY FOR HEART VALVE DISEASE ("the Society")

## RULES AND REGULATIONS

*These rules and regulations are to be read in conjunction with the Articles of Association of the Society.*

### PART I: MEMBERSHIP

#### 1. **Founding members**

Founding Members are listed in Schedule 1 of the Articles of Association. They shall elect the first officers and councillors, and appoint the first chairmen of committees and working groups. All such powers shall cease at the commencement of the first Annual General Meeting of the Society ("AGM").

#### 2. **Honorary Membership**

- a. Honorary Membership shall be reserved for such distinguished persons who have achieved prominence in the field of heart valve disease and who have contributed to the advancement of their respective speciality.
- b. They shall not have voting rights at General Meetings of The Society nor be eligible for election to office or to the Council. They shall not be liable for subscriptions.
- c. The Founding Members may elect Honorary Members at their discretion prior to the first AGM. Subsequently, upon the recommendation of the Council, Honorary Members shall be elected by a majority vote of the Members present at the AGM.

#### 3. **Membership**

- a. Membership shall be available to those with an interest in heart valve disease who have attained at least a relevant university graduate diploma or equivalent qualification.
- b. Members shall have the right to vote on all matters brought before General Meetings and shall be eligible for election to any office or to the Council. It shall be the duty of each Member to attend regularly the General Meetings, to participate in the scientific programme, to uphold the ideals and objectives and to pay the subscriptions of The Society.
- c. Applications for Membership with a brief curriculum vitae and the recommendation of two sponsoring members shall be submitted to the Membership Committee. The Membership Committee shall consider all applications and submit them to the Council with their recommendations at each Council meeting.
- d. Before refusing to recommend an applicant for Membership, the Membership Committee or Council shall notify the applicant with reasons and give the applicant an opportunity to make representations.
- e. The membership of a Member shall lapse if he or she fails to attend three consecutive General Meetings without adequate reason. The Secretary-Treasurer shall serve notice ("Notice") on the Member of the pending lapse of membership by registered or recorded letter directed to his or her address as shown in the records of The Society. Such Notice shall quote the relevant section of the Rules and Regulations. No membership shall be considered to have lapsed without such Notice of The Council.
- f. A Member whose membership has lapsed may apply for reinstatement by filing a written request addressed to the Secretary-Treasurer. Such request should be received within thirty days of the date of the Notice stating reasons for reinstatement of membership. Reinstatement of membership is at the discretion of the Council and written notice of reinstatement shall be provided to the Member by the Secretary-Treasurer.
- g. Those members who are fully employed by industry cannot be elected as officers, council members, or chairmen of committees and working groups during the tenure of their employment.

#### 4. **Associate Membership**

- a. Associate membership shall be open, on request, for those in postgraduate training, whether clinical or non-clinical, having a vested interest in heart valve disease.
- b. Associate Members shall have the same rights and obligations of Members save that they shall not be eligible for Office. They shall have the right to address meetings but shall not have voting rights at General Meetings.
- c. Associate Members shall apply for membership with the recommendation of their chief of service.
- d. The associate membership shall lapse at the end of the postgraduate training, but associate members may apply for full membership as specified in 3.3 but needing only one sponsoring member.

## **PART II: OFFICERS**

### **1. *Nomination and Election***

#### **Duties**

- a. The President shall preside at General Meetings and at meetings of the Council.
- b. The President elect shall assist the President as requested. In the event that the President is absent or incapable of acting, the President elect shall assume the duties of the President.
- c. Under direction of the Council, the Secretary-Treasurer shall supervise the activities of The Society and facilitate the workings of the various standing committees. He or she shall ensure that all records and accounts as provided for in the Articles of Association of the Society are maintained, and shall perform such other duties incidental to such office or which are assigned to him or her from time to time by the Council. The Secretary-Treasurer, with the approval of the Council, may delegate such duties as he deems appropriate to the Executive Committee.
- d. Under direction of the Council, the Secretary-Treasurer shall supervise the financial affairs of The Society. He or she shall advise the Executive Committee concerning the payment of bills and the collection and management of all funds received by the Society. The Secretary-Treasurer shall approve payment of all bills. All transfers of money either by cheque or telegraphic transfer shall be authorised and/or signed by the Secretary-Treasurer or in his absence by the President. Cheques exceeding an amount to be determined by the Council will be countersigned by authorised signatories.

## **PART III: COUNCIL**

1. The Council has charge of the property and financial affairs of The Society.
2. Special Meetings of the Council shall be called by the President at not less than thirty days notice by sending written notice together with the agenda to each Councilor by registered mail.

## **PART IV: COMMITTEES AND WORKING GROUPS**

1. The Standing Committees of the Society are listed in Schedule 1 to these Rules and Regulations.
2. The first appointment to the Chair and membership of the committees shall initially be at the election of the Founding Members and subsequently at the discretion of the Council.
3. The Working Groups of The Society are listed in Schedule 2 to these Rules and Regulations.
4. The first appointment to the Chair of the Working Groups shall initially be at the election of the Founding Members and subsequently at the discretion of the Council. The appointment of members of the Working Group shall be on personal application and/or at the discretion of the Chair of the relevant working group. Disputes as to appointments to Working Groups will be referred to and resolved at the discretion of the Council.

## **PART V: FINANCES**

1. The fiscal year of The Society shall be determined by the Council.
2. The annual subscription of US\$ 100 shall be paid by Members and US\$ 50 by Associate Members. In special cases, the level of subscription may be reduced at the discretion of the Council. The subscription levels shall be reviewed by the Council annually.
3. Until it has been allocated for the purposes of The Society, all income of The Society shall be held in one or more deposit accounts in the name of The Society at such bank as the Council shall determine at its discretion.
4. The Council may, subject to its duties and obligations as set out in the Articles and Memorandum of Association, open and close such further accounts in the name of The Society as it sees fit to facilitate the purposes of the Society.

## **PART VI: CONDUCT AND DISCIPLINE**

1. A Member of The Society shall conduct his or her relationships with patients, clients, fellow professionals and the public-at-large in a manner consistent with the overriding aims and objectives of The Society, and at all times consistent with the ethical and moral standards of his or her profession.
2. Upon recommendation of the Standards and Ethics Committee, the Council may take disciplinary action against a Member for conduct inconsistent with this part VI of the Rules and Regulations.
3. Any question concerning the conduct of a Member shall be directed to the Chair of the Standards and Ethics Committee for investigation. The Chair shall refer to the full Committee any conduct which, in the opinion of the Chair, may warrant further consideration of disciplinary action. In the event that the Committee determines that disciplinary action should be considered in a particular case, the Committee shall submit to the Council a written recommendation of the action which the Committee proposes to be taken, setting forth its reasons.
4. The Standards and Ethics Committee shall not recommend to the Council that disciplinary action be taken against a Member unless the Committee sends written notice to that Member by registered mail not less than thirty days prior to the relevant meeting of the Committee setting out:
  - a. the date, time and place of the meeting of the Committee;
  - b. the disciplinary action against him or her will be considered by the Committee at that meeting;
  - c. the conduct or charges alleged against the member to be considered by the Committee at that meeting;
  - d. the reasons why the Chair considers that disciplinary action may be warranted in the Member's case;
  - e. the right of the member to appear at the meeting in person or by his or her representative and to make such submissions and present whatever evidence he or she deems proper to refute the charges under consideration and/or to establish why disciplinary action should not be taken.
5. No member of the Standards and Ethics Committee who is also a member of the Council shall take part in or be present at any disciplinary meeting of the Committee. Any member of the Committee who has a conflict of interest in the matter subject to consideration by the Committee shall declare it at the start of the meeting and thereafter shall take no further part in the meeting or the Committee's deliberations.
6. The Council shall not act on any recommendation of the Committee unless the Secretary sends written notice to the member by registered mail not less than thirty days prior to the meeting at which Council proposes to act setting out:
  - a. the date, time and place of the meeting of the Council;
  - b. the disciplinary action against him or her will be considered by the Council at that meeting;
  - c. the conduct or charges alleged against the member to be considered by the Council at that meeting;
  - d. the recommendation of the Council and its reasons therefore; and
    - i. the right of the member to appear at the meeting in person or by his or her representative and to make such submissions and present whatever evidence he or she deems proper to refute the charges under consideration and/or to establish why disciplinary action should not be taken.
7. Any member of the Council who has a conflict of interest in the matter subject to consideration by the Council shall declare it at the start of the meeting and thereafter shall take no further part in the meeting or the Council's Deliberations.

## **PART VIII: RULES OF ORDER**

Any question of order not provided for by these Rules and Regulations shall be determined by the Chair of the relevant meeting at his or her discretion.

### **SCHEDULE 1**

#### **COMMITTEES**

Programme Committee

Membership Committee

Nominating Committee

Standards and Ethics Committee

Extramural Activities, Meeting Co-ordination Committee

Industrial Relations Committee

Inter-Societies Activities Committee

Regulatory Affairs Committee

Nomenclature and Reporting Committee

## **FUNCTIONS**

*Programme Committee:* The Programme Committee shall be responsible for the preparation of the scientific programme of the annual meeting of The Society.

*Membership Committee:* The Membership Committee shall consider all applications for membership, and make recommendations to the Council as to whether the applicant should be accepted as a Member or Associate Member.

*Nominating Committee:* The Nominating Committee shall be elected initially by the Founding Members, and its Chair shall be the President of The Society. Eventually, it shall consist of five consecutive living past presidents, and the most senior of them shall serve as Chair. The Committee shall prepare a list of nominees for election as Officers and Councillors to be put to the Members at the Business Meeting of The Society.

*Standards and Ethics Committee:* The Standards and Ethics Committee shall represent The Society in matters relating to standards of practice, ethics and discipline which involve Members of the Society.

*Extramural Activities, Meeting Co-ordination Committee:* The Extramural Activities Committee shall assess the scientific merits of, and need for, a meeting in addition to the regular meetings proposed by a Working Group or some other body, and shall advise the Council as to whether that meeting should be held under the auspices of The Society.

*Industrial Relations Committee:* The Industrial Relations Committee shall promote relations between The Society and business entities involved in the field of heart valve disease, address issues relating to the presence of industry at the regular meetings and other issues of mutual interest.

*Inter-Societies Activities Committee:* The Inter-Societies Activities Committee shall foster good and mutually productive relations with all relevant societies.

*Regulatory Affairs Committee:* The Regulatory Affairs Committee shall maintain contact with regulatory agencies and laboratories.

*Nomenclature and Reporting Committee:* The Nomenclature and Reporting Committee shall establish guidelines for the assessment and reporting of data related to heart valve disease.

## **SCHEDULE 2**

### **WORKING GROUPS**

Working group on echocardiography

Working group on thrombosis, embolism and bleeding

Working group on tissue engineering

Working group on molecular and cellular biology

Working group on the Ross procedure/Ross registry

Working group on minimally invasive robotic surgery

Working group on materials science

Working group on applied computer science

Working group on cavitation

Working group on calcification

Working group on tissue bio-mechanics

Working group on in vitro testing

Working group on data management

Working group on developmental anatomy and cardiovascular pathology

Working group on epidemiology

*amended June 2011*