



## By-Laws of The Pathological Society of Great Britain and Ireland (the 'Society').

*These By-Laws are made pursuant to Article 64 of the Articles of Association. These By-Laws may be amended by the Trustees at any time.*

### Membership

1. Any member may, in a form approved by the Committee, submit to the General Secretary the name of any person wishing to become a member of the Society (the 'candidate'), along with a list of any contributions which the candidate may have made to pathological literature or other relevant information relating to the candidate's interest in pathology and/or skills and experience.
2. A candidate's application must be supported by either an Ordinary or Senior member in Good Standing (meaning that person has been a member of the Society for at least one year and is not in arrears for his or her subscription fees).
3. Candidates who have been duly nominated must be accepted by the Committee before membership is confirmed.
4. There shall be three categories of members:
  - 4.1 Ordinary members:
    - 4.1.1 The Committee shall have the power to admit Ordinary members.
    - 4.1.2 Ordinary membership is available to those individuals in a substantive academic or consultant position (or equivalent) in the any field relevant to the understanding of disease.
  - 4.2 Senior members:
    - 4.2.1 The Committee shall have the power to admit Senior members.
    - 4.2.2 An Ordinary or Concessionary member qualifies for senior membership if they retire from full-time employment and has more than twenty years' membership of the Society. For the avoidance of doubt, for the purposes of calculating the twenty years' membership, account shall be taken of the years of membership before the Society became a charitable company.
  - 4.3 Concessionary members:
    - 4.3.1 The Committee shall have the power to admit Concessionary Members.
    - 4.3.2 Concessionary membership is normally available to individuals who do not yet fulfil the criteria for Ordinary membership and may include, individuals training in pathology (including SHO's, Specialist Registrars or equivalent grades), individuals training in any field that is not pathology (including SHO's, Specialist Registrars or equivalent grades), PhD students, Post-Doctoral Research fellows, Biomedical

Scientists and any individual who is a medical graduate or a graduate in a scientific degree with an interest in pathology.

### **Member Subscriptions**

5. Ordinary and Concessionary members shall each pay an annual subscription fixed by the Committee from time to time.
6. Senior members shall pay no subscription.
7. All members shall be entitled to receive the Journal of Pathology at a special rate fixed from time to time by the Committee, as part of the subscription.
8. The subscription is payable in advance and becomes due on the first of January in each year.
9. Depending on when a member is admitted in any calendar year, the subscription shall be adjusted on a pro-rata basis and is payable on the date of admittance as a member of the Society.
10. For membership of the Society to become effective, a direct debit instruction or such other payment method as agreed by the Treasurer, for the payment of the subscription shall be received by the Treasurer before the proposed date of admittance, but the Treasurer shall have power to relax this requirement in exceptional cases.
11. The Treasurer shall have the power to stop the delivery of the Journal of Pathology to any member whose subscription is six months or more in arrears.

### **Removal & Alteration of Membership**

12. In addition to the ending of and removal of membership provisions within the Articles, any member whose subscription is one year in arrears and who has been duly notified of the fact, shall, if the Committee sees fit, be removed from membership of the Society.
13. In addition to the ending of and removal of membership provisions within the Articles, the Committee may remove membership from a member where he ceases to satisfy the criteria set out above for the membership category under which he is registered. Where a removal is made in this instance the member in question may, but need not be offered membership of another category that may be suitable by the Committee (or a Subcommittee charged with considering the persons removal of membership).
14. Where a Concessionary member's circumstances change and he meets the criteria for Ordinary membership, the Committee reserves the right to automatically end a person's Concessionary membership and admit that person as an Ordinary member.

### **Associate Members**

15. Associate members shall have the right of receiving certain benefits as agreed by the Committee and may attend the meetings of the Society and take part in discussions but shall not be members of the Society for the purposes of the Articles or the Companies Act.

They are not eligible to stand for election to any Trustee positions, or to the Trainees Subcommittee and do not have a vote at any General Meetings or Society Meetings.

16. There shall be four categories of Associate members:

16.1 Undergraduate Associate Members:

16.1.1 The General Secretary shall have the power to admit Undergraduate Associate members.

16.1.2 A person qualifies to apply for Undergraduate Associate membership if they at the point of application, are currently enrolled on an undergraduate medical or scientific degree with an interest in pathology, whether full-time or part-time.

16.1.3 A person that satisfies the criteria above is required to complete an application form that is approved by the Committee.

16.1.4 Before a person is admitted as an Undergraduate Associate member, their application must be approved by the General Secretary and subscription fee received by the Society.

16.1.5 The General Secretary will report on accepted applications at each Committee Meeting.

16.2 Foundation Associate Members:

16.2.1 The General Secretary shall have the power to admit Foundation Associate members.

16.2.2 A person qualifies to apply for Foundation Associate membership if they at the point of application, are currently medically qualified and registered as a Foundation doctor, whether full-time or part-time, and have expressed an interest in pathology.

16.2.3 A person that satisfies the criteria above is required to complete an application form that is approved by the Committee.

16.2.4 Before a person is admitted as a Foundation Associate member, their application must be approved by the General Secretary and subscription fee received by the Society.

16.2.5 The General Secretary will report on accepted applications at each Committee Meeting.

16.3 International Associate Members:

16.3.1 The General Secretary shall have the power to admit International Associate members.

- 16.3.2 A person qualifies to apply for International Associate membership if they at the point of application, are medically qualified and reside in a country that is not the United Kingdom or Ireland and has an interest in pathology.
  - 16.3.3 A person that satisfies the criteria above is required to complete an application form that is approved by the Committee and the application must be supported by a member (which must be an Ordinary or Senior only) of the Society who is in Good Standing.
  - 16.3.4 Before a person is admitted as an International Associate member, their application must be approved by the General Secretary and subscription fee received by the Society.
  - 16.3.5 The General Secretary will report on accepted applications at each Committee Meeting.
- 16.4 Honorary Associate Members:
- 16.4.1 Honorary Associate membership is reserved for persons either with distinction in pathological science or with distinction in supporting pathological science, and who have contributed to the advancement of pathology. The number of Honorary Associate Members shall not exceed thirty at any one time. The Committee shall recommend persons suitable for Honorary Associate membership. These recommendations will be put to the members for approval.

### **Associate Members' Subscriptions**

- 17. Honorary Associate members shall pay no subscription.
- 18. Undergraduate Associate members and Foundation Associate members shall pay a subscription fee fixed by the Committee from time to time.
- 19. International Associate members shall pay an annual subscription fee fixed by the Committee from time to time.
- 20. Associate members shall be entitled to receive benefits as determined by the Committee at a rate fixed from time to time by the Committee.
- 21. The subscription fee paid by International Associate members is payable in advance and becomes due on the first of January in each year.
- 22. Depending on when an International Associate member is admitted in any calendar year, the subscription shall be adjusted on a pro-rata basis and is payable on the date of admittance as an Associate member of the Society.
- 23. For International Associate membership of the Society to become effective a direct debit instruction or such other payment method as agreed by the Treasurer, for the payment of the subscription shall be received by the Treasurer before the proposed date of admittance.

24. The Treasurer shall have the power to stop the delivery of any benefit provided under the subscription fee to any International Associate member whose subscription is six months or more in arrears.

### **Ending of Associate Membership**

25. An Associate member stops being an Associate member of the Society if:
- 25.1 the Associate member resigns from membership by giving notice in writing to the Society; or
- 25.2 the Associate member ceases to satisfy the criteria above under which they are registered. Where Associate membership ends in this instance, the Associate member in question may, but need not be offered Concessionary membership (depending on the person's circumstances) by the Committee (or a Subcommittee charged with considering the persons removal of Associate membership); or
- 25.3 the Associate member's subscription (if any) remains unpaid one year after it is due and the Committee resolves to end that Associate member's membership; or
- 25.4 Associate membership is ended under By Law 26; or
- 25.5 the Associate member fails to respond in Writing within 60 days of being sent a notice in Writing requesting confirmation that they wish to remain an Associate member and the Committee resolves to end Associate membership. The notice must contain a warning that Associate membership may be ended; or
- 25.6 the Associate member dies.

### **Removal from Associate Membership**

26. The Committee may terminate Associate membership by giving the Associate member notice in Writing.
27. No later than 28 days after receiving that notice the Associate member can appeal in Writing to the Society against the termination. If an appeal is received within the time limit, the termination must be considered by the Committee or a committee appointed by the Committee. The Associate member has the right to be heard at the meeting or may make written representations. The meeting shall either confirm the termination or reinstate the Associate member.

### **Elected Trustees**

28. There are three categories of elected Trustees:
- 28.1 Up to six elected Officer Trustees;
- 28.2 Up to twelve elected Committee Trustees; and
- 28.3 Elected chair of Subcommittee Trustees.

29. Should an elected Trustee resign or be removed before completing his or her term in office, the Trustees may in their sole discretion decide whether to hold an election to fill that vacancy or whether a member elected to fill the vacancy shall hold office for a full term as stated below.

#### **Officer Trustees**

30. President:

- 30.1 The Society shall elect from its Ordinary or Senior members a President who shall be appointed for a period of three years. An Ordinary or Senior member elected as President may be re-elected for one further three-year term only.
- 30.2 To ensure continuity, the President will be elected one year in advance to commencing his or her term in office. During this year, the member will be referred to as President-elect. For the avoidance of doubt this year does not form part of the three-year term in office.
- 30.3 The President's duties include but are not limited to, chairing the Annual General Meeting and reporting on the work done by the Society during the previous year at the Annual General Meeting.

31. General Secretary:

- 31.1 The Society shall elect from its Ordinary or Senior members a General Secretary who shall be appointed for a period of five years. An Ordinary or Senior member elected as General Secretary may be re-elected for one further five-year term only.
- 31.2 To ensure continuity, the General Secretary will be elected one year in advance to commencing his or her term in office. During this year, the member will be referred to as General Secretary-elect. For the avoidance of doubt this year does not form part of the five-year term in office.
- 31.3 The General Secretary's duties include but are not limited to, calling Committee meetings and circulating the Committee meeting agendas, keeping the minutes of (Annual) General Meetings and Committees of the Society.

32. Treasurer:

- 32.1 The Society shall elect from its Ordinary or Senior members a Treasurer who shall be appointed for a period of five years. An Ordinary or Senior member elected as Treasurer may be re-elected for one further five-year term only.
- 32.2 To ensure continuity, the Treasurer will be elected one year in advance to commencing his or her term in office. During this year, the member will be referred to as Treasurer-elect. For the avoidance of doubt this year does not form part of the five-year term in office.
- 32.3 The Treasurer's duties include but are not limited to, chairing the Finance and General Purposes Subcommittee, collecting the Subscriptions of members and notifying the Committee of any payments that are in at least six months in arrears, reporting to the

Committee on financial matters of the Society, ensuring that the annual accounts and returns are circulated to the members of the Society.

33. Meetings Secretary:

33.1 The Society shall elect from its Ordinary or Senior members a Meetings Secretary who shall be appointed for a period of five years. An Ordinary or Senior member elected as Meetings Secretary may be re-elected for one further five year term only.

33.2 To ensure continuity, the Meetings Secretary will be elected one year in advance to commencing his or her term in office. During this year, the member will be referred to as Meetings Secretary-elect. For the avoidance of doubt this year does not form part of the five year term in office.

33.3 The Meetings Secretary's duties include but are not limited to, organising and giving notice of the scientific meetings of the Society.

34. Deputy Meetings Secretary:

34.1 The Society shall elect from its Ordinary or Senior members a Deputy Meetings Secretary who shall be appointed for a period of five years. The incumbent Deputy Meetings Secretary may be re-elected for one further five year term only.

34.2 To ensure continuity, the Deputy Meetings Secretary will be elected (at least) one year in advance to commencing his or her term in office. During this time, the member will be referred to as Deputy Meetings Secretary-elect. For the avoidance of doubt this year does not form part of the five year term in office.

34.3 The Deputy Meetings Secretary's duties include but are not limited to, supporting the Meetings Secretary and administrative team with organising the scientific meetings of the Society.

**Committee Trustees**

35. The Society shall elect from its Ordinary or Senior members up to twelve Committee Trustees who shall each be appointed for a period of 3 years. A Committee Trustee so elected shall not be eligible for re-election until he has had at least one year out of office.

**Elected Chairs of Subcommittee Trustees**

36. The Society shall elect from its Ordinary or Senior members Chairs of Subcommittee Trustees who shall be appointed for a period of three years. An Ordinary or Senior member elected as a Chair of Subcommittee Trustee may be re-elected.

37. To ensure continuity, the Chair of Subcommittee Trustees will be elected one year in advance to commencing his or her term in office. During this year, the members will be referred to as Chairs of Subcommittee-elect. For the avoidance of doubt this year does not form part of the three-year term in office.

38. The Chair of Subcommittee Trustees duties include but are not limited to, being responsible for the organisation of their particular Subcommittee and providing regular reports to other Subcommittees and the Committee.

### **Trustee Duties**

39. All Trustees, whether elected or co-opted, must comply with their company and charity law duties.
40. All Trustees, whether elected or co-opted, will sit on at least one Subcommittee as decided by the Committee.

### **Nomination & Election of Elected Trustees**

41. By 31 March of each year or such other date as determined by the Committee, the General Secretary shall circulate to the members of the Society, the list of elected Trustee positions that are available for election at the (Annual) General Meeting. The General Secretary shall also circulate with that list, instructions on how a member can nominate him/herself for election for an elected Trustee position (becoming a 'candidate'), including the deadline by which nominations must be received.
42. A member may only stand for one elected Trustee position at any one time.
43. To stand for election, an eligible member must be supported by a member of the Society who is in Good Standing (which must be an Ordinary, Senior, Trainee or Concessionary member only).
44. A list of candidates for elected Trustee positions and ballot papers will be circulated with the notice of the (Annual) General Meeting.
45. Members will have the option to vote by post or email as an alternative to attending the (Annual) General Meeting. The ballot paper will contain information on how and when a postal ballot can be deposited.
46. Where a member submits a postal ballot they will be asked to provide their name. This information is used for internal identification purposes only, to ensure that each member only votes once. The Society will not record how each individual member voted in an election.
47. All elections shall be held by first past the post.
48. The nomination and election process and procedures shall be administered by the General Secretary. Queries from members in regard to the nomination process and election procedures must be directed to the General Secretary. The General Secretary shall have the authority to determine all matters relating to the nomination and election process. Where the General Secretary himself is standing for a position at an election, he or she shall not undertake the duties and authorities set out in this By-Law and the duties and authorities shall be given to another Officer Trustee who is not standing for election.



49. When making decisions in relation to the nomination and election process, the General Secretary, or such other Officer Trustee, may take advice from other Trustees or persons (who are not standing for election) as he or she may in their sole discretion determine.

**Editor or Editor-In-Chief of the Journal of Pathology and the Journal of Pathology: Clinical Research**

50. The roles of the Editor or Editor-In-Chief of the Journal of Pathology and the Journal of Pathology: Clinical Research are set out below.
- 50.1 An Editor or Editor-In-Chief of the Journal of Pathology shall be appointed by the Committee. The Committee and the Editor / Editor-In-Chief of the Journal of Pathology will enter into a written agreement setting out the terms and conditions of such appointment. The Editor / Editor-In-Chief will sit on the Committee in an advisory capacity as a Non-Trustee.
- 50.2 An Editor or Editor-In-Chief of the Journal of Pathology: Clinical Research shall be appointed by the Committee, either as a separate individual or as part of a combined post with editorship of the Journal of Pathology. The Committee and the Editor / Editor-In-Chief of the Journal of Pathology: Clinical Research will enter into a written agreement setting out the terms and conditions of such appointment. The Editor / Editor-In-Chief will sit on the Committee in an advisory capacity as a Non-Trustee.

**Subcommittees**

51. The Society has the following Subcommittees:
- 51.1 Education Subcommittee;
- 51.2 Finance and General Purposes Subcommittee;
- 51.3 Programme Subcommittee;
- 51.4 Research Subcommittee;
- 51.5 Trainees Subcommittee;
- 51.6 Molecular Pathology Subcommittee;
- 50.7 Undergraduate Subcommittee
52. Each Subcommittee meeting may be held in person, by telephone, or by suitable electronic means as agreed by each Subcommittee in which all participants may communicate with all other participants.
53. Aside from any other meetings that may be arranged, the following Subcommittees will usually meet in the following months:
- 53.1 Education Subcommittee - May and November.

- 53.2 Research Subcommittee - May and November.
- 53.3 Finance and General Purposes Subcommittee – March, June, September and December.
- 53.4 Molecular Pathology Subcommittee – May and November.
- 53.5 Trainees Subcommittee – at the discretion of the Chair.
- 53.6 Undergraduate Subcommittee – at the discretion of the Chair.
  
- 54. Each Subcommittee Chair will convene their respective Subcommittee meetings. The Administrators will assist with sourcing suitable venues, where necessary and will attend the meetings to take minutes.
- 55. Agendas and papers should be submitted to the Administrator at least two weeks prior to a meeting.
- 56. The Chairs of each Subcommittee will provide reports of key decisions and issues in good time for each Finance and General Purposes Subcommittee. All reports will also be submitted to and included in the Agenda of each Committee meeting.
- 57. Subcommittee members must be aware that communication may also be by email in addition to participation in, and where appropriate attendance at meetings. All Subcommittee members should respond to requests for views within a reasonable time-frame in order to ensure smooth and efficient running of the Subcommittees.
  
- 58. Finance & General Purposes Subcommittee
- 58.1 Terms of Reference
  - 58.1.1 To conduct the day-to-day business of the Society;
  - 58.1.2 To monitor the finances of the Society;
  - 58.1.3 To prepare annual reports and to advise the Committee on future available resources;
  - 58.1.4 To oversee and develop Society strategy; and
  - 58.1.5 To make strategic recommendations to the Committee.
  - 58.1.6 To receive recommendations from the other Subcommittees in relation to, inter alia, the named lectures and awards, and funding schemes, that form part of their remit.
  - 58.1.7 To make recommendations to the Committee on, inter alia, named lectures and awards, and funding schemes, including those not covered by the other Subcommittees i.e. the Open Scheme, the Doniach lecture, the Goudie lecture and the Ritchie medal.

58.1.8 In circumstances where a Subcommittee member becomes unable to fulfil the duties and responsibilities of Subcommittee membership due to either long-term illness or other long-term lack of availability (for 3-6 months), as evaluated by the Subcommittee Chair following appropriate informal investigations, the Subcommittee Chair can remove this individual from the Subcommittee.

## 58.2 Membership

58.2.1 Treasurer (Chair), President, General Secretary, Meetings Secretary, Deputy Meetings Secretary, Chair of Research Subcommittee, Chair of Education Subcommittee, Chair of Molecular Pathology Subcommittee, Chair of Trainees' Subcommittee, Chair of Undergraduate Subcommittee, The Editor / Editor-In-Chief of the Journal of Pathology and the Editor / Editor-In-Chief of the Journal of Pathology: Clinical Research are expected to attend. President-elect and other Trustees-elect may also attend.

## 59. Programme Subcommittee

### 59.1 Terms of Reference

59.1.1 To develop a strategy for the Society with regard to scientific meetings and advise the Committee on such issues;

59.1.2 To plan the regular scientific meetings of the Society; and

59.1.3 To ensure the set up of a local organising committee for each scientific meeting within the host department, as well as an Operational Group, which would include the Society Administrator.

### 59.2 Membership

59.2.1 Meetings Secretary (Chair), Deputy Meetings Secretary, Meetings Secretary-elect (where appropriate), Deputy Meetings Secretary-elect (where appropriate), lead Society member for immediate past venue of scientific meeting, lead Society member for next scientific meeting, lead Society member for four future meetings. Other Officers may attend. Close links with the BDIAP will exist and the Meetings Secretary of the BDIAP will be invited to attend. Under exceptional circumstances other persons may be co-opted.

## 60. Research Subcommittee

### 60.1 Terms of Reference

60.1.1 To further the interests of the Society through the support of research activities of the membership;

60.1.2 To develop the Society's research strategy and advise the Committee on such issues;

- 60.1.3 To advise the Finance and General Purposes Subcommittee, and the Society Committee, on all research grant funding schemes; and
- 60.1.4 To advise the Finance and General Purposes Subcommittee, and the Society Committee, on the recipient of the Oakley and Wright lectureships.
- 60.1.5 In circumstances where a Subcommittee member becomes unable to fulfil the duties and responsibilities of Subcommittee membership due to either long-term illness or other long-term lack of availability (for 3-6 months), as evaluated by the Subcommittee Chair following appropriate informal investigations, the Subcommittee Chair can remove this individual from the Subcommittee.

## 60.2 Membership

- 60.2.1 The elected Chair of the Research Subcommittee and up to 6 other Trustees may attend. Under exceptional circumstances other persons may be co-opted.

Other persons may be co-opted to ensure good governance and coverage of appropriate research expertise. These may include either Society members of any type (who are not members of the Committee), or non-members of the Society with specific expertise in exceptional circumstances.

## 61. Education Subcommittee

### 61.1 Terms of Reference

- 61.1.1 To further the interests of the Society through the support and development of undergraduate and postgraduate educational and training activities;
- 61.1.2 To develop the Society's education and training strategy and advise the Committee on such issues;
- 61.1.3 To advise the Finance and General Purposes Subcommittee, and the Society Committee, on all education grant funding schemes; and
- 61.1.4 To oversee the Winter and Summer schools.
- 61.1.5 In circumstances where a Subcommittee member becomes unable to fulfil the duties and responsibilities of Subcommittee membership due to either long-term illness or other long-term lack of availability (for 3-6 months), as evaluated by the Subcommittee Chair following appropriate informal investigations, the Subcommittee Chair can remove this individual from the Subcommittee.

### 61.2 Membership

- 61.2.1 The elected Chair of the Education Subcommittee and up to 6 Trustees, although other Trustees may attend. Under exceptional circumstances other persons may be co-opted.

Other persons may be co-opted to ensure good governance and coverage of appropriate educational expertise. These may include either Society members of any type (who are not members of the Committee), or non-members of the Society in exceptional circumstances.

62. Trainees Subcommittee

62.1 Terms of Reference

62.1.1 To act as a forum for trainee members of the Society;

62.1.2 To foster interest in academic pathology;

62.1.3 To develop the trainee section of the Society;

62.1.4 To organise trainee sessions at Society scientific meetings; and

62.1.5 To advise the Committee and Subcommittees on matters of relevance to the trainee body.

62.1.6 In circumstances where a Subcommittee member becomes unable to fulfil the duties and responsibilities of Subcommittee membership due to either long-term illness or other long-term lack of availability (for 3-6 months), as evaluated by the Subcommittee Chair following appropriate informal investigations, the Subcommittee Chair can remove this individual from the Subcommittee.

62.2 Membership

62.2.1 Up to 11 directly elected Concessionary members who are trainees in pathology who are elected by Concessionary members of the Society. The Committee may appoint up to two persons with suitable skills and experience as they deem necessary to sit on the Trainees Subcommittee. Trustees may attend.

62.3 Election of up to 11 directly elected Trainee members

62.3.1 To stand for election as a member of the Trainees Subcommittee a person must be a Concessionary member who is a trainee in pathology at the time of his nomination, election and at all times thereafter until the expiry of his term. If they cease to be a Concessionary member who is a trainee in pathology, before the end of their term of office, they must resign from their position with immediate effect.

62.3.2 All By-Laws relating to the procedures for nominations and elections of Trustees also apply to these positions.

62.3.3 A Concessionary member who is a trainee in pathology so elected shall serve for a period of three years.

62.3.4 A Concessionary member who is a trainee in pathology so elected may be re-elected.

62.3.5 Should a Concessionary member who is a trainee in pathology resign or be removed from this position before completing their term in office, a Concessionary member who is a trainee in pathology elected to fill the vacancy shall hold office for a full term as stated above.

#### 62.4 Chair of Trainees Subcommittee

62.4.1 The Chair of Trainees Subcommittee is not a Trustee and any attendance at Committee meetings is as an observer.

62.4.2 In order to be the Chair of Trainees Subcommittee, the person must already be a member of the Trainees Subcommittee when nominated as a candidate. The members of the Trainees Subcommittee shall decide which of their number shall be Chair of the Subcommittee.

62.4.3 The Chair of Trainees Subcommittee duties include but are not limited to, being responsible for the organisation of the Trainees Subcommittee and providing regular reports to other Subcommittees and the Committee. The Chair of Trainees Subcommittee is expected to attend Committee Meetings and Finance and General Purposes Subcommittee Meetings to report on the Trainees Subcommittee activities.

#### 62.5 Vice-Chair of Trainees Subcommittee

61.5.1 To deputise for the Chair, or to provide additional support and coverage of extra activities, the Trainees Subcommittee may nominate a member of the Trainees Subcommittee to act as Vice-Chair.

### 62. Molecular Pathology Subcommittee

#### 62.1 Terms of Reference

62.1.1 To further the interests of the Society through the support and promotion of research and educational activities of the membership relating to Molecular Pathology;

62.1.2 To develop the Society's Molecular Pathology research and educational strategy and advise the Society Committee on such issues;

62.1.3 To advise the Finance and General Purposes Subcommittee, and the Society Committee on research grant and educational grant funding schemes relating to Molecular Pathology.

#### 62.2 Membership

62.2.1 The elected Chair of the Molecular Pathology Subcommittee and up to 6 other Trustees may attend. Other persons may be co-opted to ensure good governance

and coverage of appropriate molecular pathology expertise, including either Society members of any type (who are not members of the Committee), or non-members of the Society such as an industry representative.

62.2.2 In circumstances where a Subcommittee member becomes unable to fulfil the duties and responsibilities of Subcommittee membership due to either long-term illness or other long-term lack of availability (for 3-6 months), as evaluated by the Subcommittee Chair following appropriate informal investigations, the Subcommittee Chair can remove this individual from the Subcommittee.

## 63. Undergraduate Subcommittee

### 63.1 Terms of Reference

63.1.1 To further the interests of the Society through the support and promotion of pathology amongst undergraduate medical and biomedical students;

63.1.2 To develop the Society's undergraduate strategy and advise the Society Committee on such issues;

63.1.3 To advise the Finance and General Purposes Subcommittee, and the Society Committee, on undergraduate promotional events and on research grant and educational grant funding schemes relevant to undergraduates;

63.1.4 In circumstances where a Subcommittee member becomes unable to fulfil the duties and responsibilities of Subcommittee membership due to either long-term illness or other long-term (for 3-6 months), as evaluated by the Subcommittee Chair following appropriate informal investigations, the Subcommittee Chair can remove this individual from the Subcommittee.

### 63.2 Membership

63.2.1 The elected Chair of the Undergraduate Subcommittee, the elected Chair of the Trainees Subcommittee and up to 4 other elected undergraduate members.

## **Other Society Meetings**

64. As well as the Annual General Meeting, the Society may hold other Society meetings, such as scientific meetings.

65. There shall usually be a scientific meeting that occurs immediately after or before the Annual General Meeting. Where such scientific meeting takes place, the notice of such meeting shall usually be circulated with the notice of the Annual General Meeting.

66. The meetings shall be held in centres in which pathological laboratories are situated in the United Kingdom and Ireland.

67. The business of meetings will include presentations, discussions of these and the giving of demonstrations.

68. Members may introduce visitors to meetings and may also arrange with the Meetings Secretary for communications or demonstrations to be given by visitors.
69. During these meetings, no presentation shall exceed fifteen minutes in duration, unless consent has been obtained from the chair of the meeting. The chair of the meeting will be the head of a laboratory which with the meeting is associated or by some member delegated by that head. Those persons organising the meetings shall ensure that sufficient time is set aside for demonstrations.
70. The Committee may invite any scientific society to join in the work of a meeting.

Accepted by the Committee 06 December 2021. **Changes are highlighted in yellow.**