

# Medical Officers of Schools Association

## Rules

### Introduction

1. The Medical Officers of Schools Association (MOSA) was formed in 1884 in response to “the need for the general adoption of more definite rules for guarding our great educational establishments from the outbreak and spread of preventable infectious disease”.

### Aims and Objectives

2. The aims and objectives of the Association are to support those healthcare professionals, particularly school medical officers and school nurses, working in the field of school health, to encourage excellence in all aspects of professional practice in school health, to work with other relevant professional bodies and to arrange educational meetings from time to time.

### Gender

3. In the following, the male gender shall be deemed to include the female gender.

### Equality, diversity and opportunity

4. MOSA is committed to equality, diversity and equal opportunity and will not discriminate on the grounds of race, gender, religion or belief, sexual orientation, age, ethnicity, nationality, marital status, disability or an individual’s family and caring responsibilities.

### Membership

5. Any healthcare professional currently or previously registered with an appropriate, professionally recognised body is eligible to be a member of the Association and to remain a member should he resign voluntarily from that professional body.

6. Such a healthcare professional wishing to become a member will forward an application to the honorary secretary and the election of the member will take place at a meeting of Council. This will be secured by a majority vote and will be ratified at the following Annual General Meeting (AGM).

7. Any member wishing to resign from the Association must inform the honorary secretary in writing and will be liable for any unpaid subscriptions.

8. A list of members will be maintained, and kept up to date, by the honorary secretary and the executive secretary and will be available on the website in the members’ section.

### Associate membership

9. Non-clinicians working in a school setting are eligible to become associate members of the Association.
10. Such a non-clinician wishing to become an associate member will forward an application to the honorary secretary and the election of the associate member will take place at a meeting of Council. This will be secured by a majority vote and will be ratified at the following AGM.
11. Associate members will be subject to all the rules applicable to ordinary members and will pay the same annual subscription. They will have all the privileges of membership except that they will not hold office in the Association nor have any voice in its management.
12. Any associate member wishing to resign from the Association must inform the honorary secretary in writing and will be liable for any unpaid subscriptions.

### Honorary life membership

13. Ex-office holders, other members of Council or members of the Association of longstanding may be considered by Council to become an honorary life member (HLM).
14. A roll of HLMs will be maintained and will be available on the Association's website.

### Misconduct of members or associate members

15. If a member or associate member is the subject of an enquiry by a court of law, the General Medical Council (GMC), the Nursing and Midwifery Council (NMC) or another professional body into a matter that might imply serious professional misconduct, his membership of the Association may be suspended with immediate effect at the discretion of Council until the outcome of the case is known.
16. If a member or associate member is found guilty of serious professional misconduct or is convicted of a criminal offence or has behaved in a way that is detrimental to the honour and good name of the Association, his membership will cease with effect from the date of the judgement.
17. His expulsion will be ratified at the next meeting of Council although the member or associate member will have the right to make a submission to Council, or to appear before Council at that meeting and to be accompanied by a friend or representative. If the member or associate member is expelled, this will be notified to the Association at the next AGM.

### The Council

18. The general management of the Association will be the responsibility of Council which will consist of the officers and other members of the Association up to a maximum total of 15.

19. Decisions of Council may be taken not only at meetings but in an emergency by electronic communication e.g. email, text, telephone, Skype. If verbal or other communication has been used, a written record of any business so transacted must be made immediately and presented at the next Council meeting.

### Officers of the Association

20. The officers, who will be considered members of Council, will consist of the president, the honorary secretary, the honorary treasurer, the honorary programme secretary, the honorary editor and the honorary archivist, and their election will take place at an AGM.

21. A candidate for the position of president will be selected from the existing members of Council while candidates for the positions of the other officers may be selected from either the existing members of Council or, if deemed appropriate, the general membership of the Association.

22. The term of office of the president will be two years after which the president will be eligible for re-election for a maximum of two further, separate periods of two years. Each election for the position of president will take place at an AGM.

23. The term of office for each of the other officers will be five years after which that officer will be eligible for re-election at the following AGM, except in the case of a vacancy which may be filled at once by Council.

24. At the AGM, the president and each officer will be elected by ballot, their name having been proposed and seconded, with a majority vote securing election.

25. Each officer, with the exclusion of the president, will have a performance review every five years, prior to their re-election at an AGM. The results of the review will be analysed by the president and / or the trustees and a report of poor performance will be reviewed by the whole Council.

26. There will be a job description for each officer which will describe their role, and to which that individual will be expected to adhere.

27. If there is concern about the performance, conduct or behaviour of the president, one fifth of the total membership of Council may make a written submission to that effect to the trustees.

28. If there is concern about the performance, conduct or behaviour of any other officer, one fifth of the total membership of Council may make a written submission to that effect to the president.

29. Retiring officers may leave Council altogether or apply to become an ordinary Council member in the usual way.

#### Honorary trustees

30. Two honorary trustees will be chosen from senior members of Council and, ideally, will have held office in the Association. They will be *ex-officio* members of Council but will not be considered to be officers of the Association.

31. Their role will be to oversee the affairs and running of the Association, to promote its good name and to act in an advisory capacity to Council when necessary.

32. Their term of office will be five years and they will be eligible for re-election at the following AGM.

33. The trustees will have no legal or financial responsibility for the Association.

34. If there is concern about the performance, conduct or behaviour of either trustee, one fifth of the total membership of Council may make a written submission to that effect to the president.

#### The president elect

35. One year prior to the end of the term of office of the president, a president elect, having been recommended previously by Council, will be elected at an AGM, a majority vote securing election.

#### Other members of Council

36. Potential new Council members will produce a biography as part of their initial application for the post.

37. There will be a job description for each member of Council to which that individual will be expected to adhere.

38. The term of office of a member of Council will be three years and they will be eligible for re-election at the following AGM.

39. At that AGM, the Council member will submit a written application, or proposal, together with a résumé of their work, achievements and future plans for contributing to Council and MOSA.

40. Each Council member will have a performance review every three years, prior to their re-election at an AGM. The results of the review will be analysed by the president and / or the trustees and a report of poor performance will be reviewed by the whole Council.

41. If there is concern about the performance, conduct or behaviour of any member of Council, one fifth of the total membership of Council may make a written submission to that effect to the president.

42. On leaving Council, the retiring member will sign a written agreement that he will maintain confidentiality about the Association's business and will always uphold the good name of the Association.

43. Council will have the power to co-opt any individual but that individual will not have a vote. Council will also have the power to elect lay members such as patient representatives or representatives from schools and relevant professional bodies.

#### Meetings of Council

44. The Council will meet three times a year usually, with the honorary secretary, together with the executive secretary, being responsible for the agenda.

45. The quorum for each meeting will be more than fifty percent of the total membership of Council.

46. The chair will be taken by the president or, in his absence, a nominated deputy, usually the immediate past president if available.

47. Officers will be expected to attend every meeting of Council unless sudden, unforeseen circumstances prevent them doing so, while other members of Council will be expected to attend at least half the meetings in any three year period.

48. The frequency of attendance of officers and other members at meetings of Council will be recorded and published at each AGM.

49. If the attendance of any officer, except the president, or any other member of Council is unsatisfactory i.e. falls below the minimum expected number, the matter will be reported to the president who will investigate and decide any appropriate action.

50. The order of business at a Council meeting will be: -

- Announcements
- Apologies for absence
- Declarations of interest
- Approval of the minutes of the previous meeting
- Matters arising from those minutes
- Items previously notified to the honorary secretary under any other business
- The president and all other officers to report on business concerning MOSA that they have conducted since the previous Council meeting
- Discussion of strategic items, if any
- Discussion of operational items, if any
- Date, time and place of the next meeting

51. The honorary secretary's report will include business concerning MOSA that has been conducted by the executive secretary since the previous Council meeting, as well

as a report on the total number of MOSA members, applications for membership and the resignation of existing members.

52. There will be a general discussion annually, usually after an AGM, about Council membership including the number of members, the skill mix and potential new members.

53. Resolutions in meetings will be passed by a majority vote and in the case of a draw, the chair of that meeting will have the casting vote.

54. The honorary secretary and the executive secretary will be responsible for the recording of the minutes of each Council meeting and their distribution to Council members, usually within two weeks of the meeting.

#### Remuneration of officers and other Council members

55. An annual honorarium will be paid in April, in retrospect, to each officer in recognition of their work for Council and the Association, the amount being decided by Council.

56. Officers and other Council members will be remunerated in recognition of their attendance and work at Council meetings. This sum will be paid at an hourly rate, up to a maximum duration of three hours, the rate being decided by Council.

57. Officers and other Council members may claim reimbursement of travel expenses incurred in travelling to and from Council meetings or while conducting other relevant business on behalf of the Association.

58. Travel may be by rail, when they will be expected to find the cheapest method, including taking advantage of early booking, or by use of their own transport when reimbursement will be in line with prevailing NHS rates. They will be required to provide receipts for every monetary claim.

59. Should an officer or other Council member not choose the cheapest method of travel, he may make a case for the re-imbursement of the actual cost incurred to the honorary secretary.

60. Officers and other Council members may also claim remuneration, by application to the honorary secretary, in recognition of any work they have performed for Council or the Association in addition to their usual duties.

#### Annual General Meetings

61. The date, time and place of each AGM will be determined by the honorary secretary in conjunction with Council, and every member of the Association will be notified of the meeting and provided with the necessary documents electronically or by post at least four weeks in advance.

62. The chair will be taken by the president or, in his absence, a nominated deputy, usually the immediate past president, if available.

63. The order of business at an AGM will be: -

- Announcements
- Apologies for absence
- Declarations of interest by officers and other members of Council
- Approval of the minutes of the previous AGM
- Matters arising from those minutes
- Items previously notified to the honorary secretary under any other business
- Reports by the president and each officer
- Adoption of the annual accounts
- The annual subscription for the forthcoming year
- Election of the president two yearly as necessary
- Election or re-election of the officers five yearly as necessary
- Election or re-election of other members of Council three yearly as necessary with each member providing before the meeting a written proposal together with a résumé of their work and achievements in the previous three years and their future plans for contributing to Council and the Association
- Ratification of the election of new members of the Association
- Declaration of the results of voting
- Date, time and place of the next AGM

64. All members of the Association attending an AGM will be provided with a ballot paper for the purposes of voting on tabled resolutions.

65. Any member of the Association who is unable to be present at an AGM will be entitled to cast a vote before the meeting either electronically or by post.

66. The honorary secretary and the executive secretary will be responsible for the recording of the minutes of the AGM and their distribution to all members of the Association, usually within two weeks of the meeting.

#### Extraordinary meetings

67. Any three members of Council may call an extra meeting of Council which will then have the power to call an extraordinary meeting of the Association if necessary.

68. The honorary secretary will call an extraordinary meeting of the Association on receiving a written request to that effect from six members.

#### Educational Meetings

69. The educational programme will be the responsibility of the honorary programme secretary, together with the honorary secretary and the executive secretary. Council will oversee the programme but generally it will be expected that there will be at least two educational meetings a year for members and others.

### Executive secretary

70. Council will appoint, and the Association will employ, an executive secretary to assist in the general management and administration of the Association and will also determine the executive secretary's hours, duties and remuneration. The work of the executive secretary will be overseen by the honorary secretary.

### Finance

71. The Association's financial year will run from 1<sup>st</sup> August to 31<sup>st</sup> July.

72. The Association's finances will be the responsibility of the honorary treasurer with the assistance of the executive secretary.

73. All monies will be banked in the name of the Association and cheques will be signed by any two of three signatories who will be the president, the honorary secretary and the honorary treasurer.

74. Electronic financial transactions will be signed by any two of the three signatories as in Rule 73.

75. The annual accounts will be checked and verified by a firm of independent professional accountants as appointed by Council and will be presented to Council and then at the following AGM by the honorary treasurer or an appropriate deputy.

### Annual subscription

76. The annual subscription will be due on 1<sup>st</sup> April and the amount will be recommended by Council and agreed at the following AGM by a majority vote.

77. Any member joining the Association after 1<sup>st</sup> October will pay only half the total annual subscription.

78. The honorary treasurer and the executive secretary will be responsible for collecting and accounting for the annual subscription.

79. If any member's annual subscription is more than three months in arrears, the honorary treasurer and the executive secretary will investigate the circumstances and make a report to Council.

80. Non-payment of the annual subscription may result in the erasure of the member's name from the list of members.

### General

81. Any changes to these Rules must be agreed by a majority vote at an AGM, the proposed change having been notified in writing to the honorary secretary at least four weeks before the meeting.

82. These Rules will be reviewed by Council at least every five years.

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