BAETS
BRITISH ASSOCIATION OF
ENDOCRINE & THYROID SURGEONS

## Constitution and Rules

### 1. Name

The organisation shall be known as the "British Association of Endocrine and Thyroid Surgeons", abbreviated as BAETS

**The Objectives of BAETS**

To promote the dissemination of education and information about endocrine and thyroid diseases particularly insofar as they may be treated by surgeons.

To carry out or promote research into the causes, effects and best clinical management of endocrine and thyroid diseases.

To share information and advice on the best treatment of endocrine and thyroid diseases and to facilitate comparative audit of the results of treatment of these diseases by members of the Association.

To promote high quality training for endocrine and thyroid surgeons of the future.

### 2. Application of the Income and Property

2.1 The income and property of the Association shall be applied solely towards the promotion of the Objectives of the Association.

2.2 An officer of the Association may pay out of, or be reimbursed from, the property of the Association reasonable expenses properly incurred by him or her when acting on behalf of the Association.

2.3 None of the income or property of the Association may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Association.

## 3. Membership of BAETS

The Association is composed of Honorary, Senior, Full, Ordinary, Corresponding, Affiliate, Allied Health Professional and Medical Student members. Unless otherwise qualified, the term “member” refers to “ordinary member”.

The exact requirements for membership will be as defined by the Executive Committee and approved by a two-thirds majority of those present and voting at the BAETS Annual General Meeting.

3.1 **Ordinary Members** shall be Consultants (including locum consultants), and Specialist Doctors/Associate Specialists (SAS doctors acting in a senior capacity in independent practice) with a clinical interest in endocrine or thyroid surgery.

3.2 **Full Members** shall be Ordinary members who enjoy voting privileges within BAETS. (see Section 5)

3.3 **Honorary Membership** may be conferred on anyone of special distinction whom the Association, expressing its wishes at the Annual General Meeting, may wish to honour.

3.4 **Senior Members**: Members shall be eligible to convert to senior membership on retirement from operative practice. There is an acknowledgement that some senior members may still undertake some medicolegal work or clinics but not operating.

3.5 **Corresponding Members** shall be those who, because of distance, residence outside Europe or other circumstances, are unable to fulfil the normal conditions of membership, but would be otherwise eligible for membership. They are not charged annual subscription fees.

3.6 **Affiliate Members** shall be either:

3.6.1 Doctors in Training, Specialty doctors and other doctors working in equivalent roles under the supervision of a consultant or Specialist or

3.6.2 Allied Health Professions/ healthcare professionals other than doctors and medical students, with a clinical interest in endocrine and thyroid disease.

Any Affiliate Member who achieves consultant status or undertakes consultant level work (e.g. locum Consultant or SAS Specialist Doctor) must resign from Affiliate Membership, but may then apply for full membership

3.7 **Medical Student Members** shall be persons undertaking a primary medical degree who have an interest in pursuing a career in endocrine or thyroid surgery. Medical Student Members can apply for Affiliate Membership on graduation and registration with the General Medical Council.

Consultants who do not meet all the current requirements for Full Membership (see sections 5 and 6.1) can become Ordinary Members but will not enjoy voting privileges within BAETS.

Honorary, Senior, Corresponding, Affiliate and Medical Student Members shall not enjoy voting privileges within BAETS.

## 4. Process of Application

4.1 Consultants and Specialist Doctors can apply to join BAETS as a Full or Ordinary Member via the BAETS website.

4.2 At the point of membership application, consultant members are required to electronically acknowledge that:

4.2.1 They undertake thyroid, parathyroid, adrenal or pancreatic surgery or a combination thereof;

4.2.2 They understand that voting rights within the BAETS will be granted as stipulated in section 5 below *and*

4.2.3 Data submitted to the national audit will be available for public review as per NHS / HQIP / Department of Health requirements unless the applicant specifically withdraws consent for this process (NB future statutory changes within the NHS may supersede any ability of members to withhold consent).

4.3 Any Member of the Association must not declare their membership as confirming or implying any clinical or technical competence in the practice of Thyroid, Parathyroid, Adrenal and/or Pancreatic Surgery.

4.4 New Retired Members shall declare a past and/or present clinical interest in the practice of Thyroid, Parathyroid, Adrenal and/or Pancreatic Surgery

4.5 BAETS accepts Doctors in Training, Specialty Doctors and others working at a similar level, together with allied health professionals, of all backgrounds, who care for patients with endocrine or thyroid disease, as affiliate members. Application is via the BAETS website.

4.6 Medical students and those eligible for Corresponding Membership can apply by direct email contact, via the BAETS website

## 5. Voting Rights for Full Members

5.1 Ordinary Members are considered Full Members if they:

5.1.1 actively participate in the BAETS National Audit with entry of a minimum of 20 cases per annum (exceptions will be made for newly appointed consultants or those who can provide in writing reasonable explanations for lower figures e.g., ill health) *and*

5.1.2 attend a minimum of one BAETS annual meeting per 3 year cycle *and*

5.1.3 maintain consistent payment of the annual BAETS membership subscription

5.2 Full Members alone, shall enjoy voting privileges in the execution of BAETS business and at the Annual General Meeting and be eligible to stand for election as Executive Officers of the Association.

5.3 Honorary, Senior, medical students and Corresponding members do not pay subscriptions.

## 6. The Executive Officers of the Association

6.1 Are elected from and by the Full Members (with the exception of the Secretary, who shall be a Full Member, appointed by the Executive Committee following a competitive application process) and comprise:

(i) **President:** term of office: 2 years

**Role:** to lead the organisation and promote the values and aims of BAETS as defined in the constitution

(ii) **Secretary:** term of office: 4 years + option of being re-appointed for a further 2 years at the recommendation of the exec committee.

**Role:** to run the administration of the organisation in accordance with the constitution and to liaise with the treasurer to ensure all requirements of The Charity Commission are met; to liaise with the local organisers of the annual BAETS meeting to ensure that the meeting is of a high standard educationally, scientifically and organisationally.

(iii) **Treasurer:** term of office: 3 years + option of being re-appointed for a further 2 years at the recommendation of the executive committee.
**Role:** to ensure the finances of the organisation remain in good standing and to liaise with the secretary to ensure the requirements of the Charity Commission are met.

(iv) **Director of Audit:** term of office: 4 years + appointed for a further 2 years at the recommendation of the executive committee

**Role:** to direct, inspect and analyse results of the BAETS national audit of endocrine procedures as directed by the Executive committee and to publish a regular report from the results, liaising with the secretary and treasurer to ensure that decisions made about the audit are affordable/ cost effective, and to liaise with the secretary to ensure that the database meets regulatory requirements, including those pertaining to GDPR.

To ensure that the minimum audit data requirements are put on the website annually.

(v) **Director of Research:** term of office: 3 years + option of being re-elected in competition for a further 2 years

**Role:** to promote scientific and clinical research in Endocrine and Thyroid Surgery, in line with the constitution, on a national, regional or local level and to contribute to the running of the Executive and of the organisation as requested by the President/ Secretary/ Executive Committee.

(vi) **Director of Education**: term of office: 3 years, + option of being re-elected in competition for a further 2 years

**Role:** to promote endocrine surgery education at a national level and to lead and manage the Thyroid & Parathyroid Masterclass course, as well as any other educational courses deemed appropriate by the Executive in alignment with the aims of the BAETS Constitution.

(vii) **2 Ordinary Members of the Executive:** term of office: 3 years + option of being re-elected in competition for a further 2 years

**1 member representing and promoting Thyroid and Parathyroid Surgery, with particular focus on the District General Hospital setting.**

**Role:** to champion the cause of Endocrine and Thyroid Surgery within District General Hospitals and represent the interests of members undertaking surgery in a DGH setting.

**1 member representing and promoting Adrenal Surgery**

**Role:** To promote best practice in Adrenal Surgery across the UK and represent the interests of members undertaking this Surgery.

(viii) **President Elect:** term of office 1 year leading directly to the role of President of BAETS.

**or**

**Past President:** term of office 1 year leading directly on from post of President of BAETS.

The President Elect and Past President shall alternate on an annual basis.

6.2 **Ex officio Executive Members**

6.2.1 **Co-opted member:** The President of BAETS may exercise the right to co-opt up to 2 Full Members of the Association onto the Executive.

The term of office shall be determined by the President but: (i) shall not exceed the duration of that President's term in office; and (ii) shall conclude upon the President's demission from office.

6.2.2 **Local organiser of Annual BAETS meeting:** term of office 1 year leading up to the meeting. Demits office at AGM and is replaced by the following year's Annual BAETS meeting organiser. The local organiser may be invited to attend executive meetings at the discretion of the President with effect from, no later than, the March executive meeting in the year when they will become a member of the executive committee.

6.2.3 **Trainee representative(s)(maximum 2 people):** term of office 2 years + option of re-election for a further 2 years .

Representatives shall be appointed by the Executive Committee following a competitive application process. Affiliate Members who are Doctors in Training shall be eligible to apply. Ideally, one trainee representative should be from the ENT community and another from the General Surgical Community. They will be invited to attend the executive meetings. The trainee representatives will lead the Kocher Club (The Trainees' Section of BAETS), communicating closely with the Executive of the BAETS. The Kocher Club shall be accountable to the BAETS Executive Committee.

6.3 Only Full Members of the Executive Committee (as defined in sections 7.1 i–viii) shall have voting rights on Executive Committee matters, in the event that a vote is required on a specific proposal.

## 7. Election of Candidates for Office

7.1 A call for nominations for Candidates for Office including President Elect will be circulated to members by the Secretary.

7.2 All nominations will be discussed at a BAETS Executive meeting prior to an election taking place, to ensure nominees are in good standing and eligible to stand for election. In the event of multiple nominations for any Executive post, candidates will forward personal statements for electronic distribution to the membership.

7.3 Full Members will elect the Executive Officers including the President Elect. Full Members may be asked to cast their vote by post or electronically as directed by the Secretary.

7.4 Election is by Single Transferable voting unless there are *two or fewer* candidates for each post, in which case it will be simple majority voting. In the event of a tie for Executive members (excluding President Elect) the President will have the casting vote. In the event of a tie between candidates for the post of President Elect, the successful candidate will be chosen following discussion between the current President and two most recent Past Presidents.

7.5 Successful candidates will be ratified at the Annual General Meeting and assume their position on the BAETS Executive from this time.

7.6 For posts appointed by interview, the interviews will usually be undertaken by the current president, the president elect or the immediate past president, the secretary and the treasurer. In the event of a conflict of interest involving any of these individuals, an alternative member(s) of the Executive Committee may be nominated to serve as a substitute interviewer(s).

7.7 The President assumes office during the Annual General Meeting one year after the meeting at which they were elected President Elect. A new President assumes office every 2 years. They preside at all meetings of the Association and of the Executive Committee. Four members of the Executive including the President or President Elect / Past President, constitute a quorum at Executive Committee Meetings.

7.8 The voting for the elected roles will take place online and the membership shall be given at least 2 weeks to respond

## 8. Annual Scientific Meeting

The Association shall hold an Annual Scientific Meeting, which shall primarily consist of the presentation of papers submitted by, or sponsored by, members of the

Association. These presentations shall be delivered orally rather than read, and, except in exceptional circumstances, shall report work that has not been previously published. Presentations are followed by discussion.
In exceptional circumstances, and at the discretion of both the Local Organising Committee and the Executive Committee, papers may be presented online.

A separate component of the meeting shall include invited presentations, selected by the Executive Committee.

## 9. Annual General Meeting (AGM)

9.1 An Annual General Meeting (Business Meeting) of the members shall be held during the Annual Scientific Meeting and an Extraordinary General Meeting may be convened at other times as deemed necessary by the Executive Committee. These meetings may be conducted in person or online.

The agenda for the Annual General Meeting shall be circulated to all members at least 21 calendar days in advance. Any member wishing to submit an item for inclusion on the agenda must do so by notifying the Secretary no later than 28 calendar days prior to the AGM.

9.2 The AGM receives a report on the previous year's activities from the President, a Financial Statement from the Treasurer, including a recommendation for the level of subscription for the following year, and reports from the Directors of Education, Research and Audit.

9.3 The outcomes of elections for President Elect and/or Executive Members are announced to the AGM.

## 10. BAETS Subscriptions

The level of the subscriptions, payable by full/ordinary and other types of members, should be set at the AGM. Those liable to pay subscriptions who fail to do so within 6 months of due notice are deemed to have resigned but are eligible for re-election.

## 11. Attendance of Members at the AGM / Annual Scientific Meeting

An attendance record should be kept. Any ordinary or associate member who fails to attend at least one annual meeting of the Association in any 3 year cycle loses voting rights.

In extenuating circumstances, the regulations around the annual meeting attendance can be appealed in writing to the secretary and discussed at an Executive meeting.

## 12. BAETS Audits & Outcome Data

12.1 Full Members of the Association are required to participate in any comparative audits formally established by the Association. Applications to have this requirement waived for any member must be made in writing to the Secretary citing reasons. Failure to participate in the audit shall result in Full Membership being downgraded to Ordinary Membership.

12.2 All audit data submitted to the Association will be anonymised in relation to patients.

12.3 The Association will openly publish surgical outcome data for parameters chosen by the Executive Committee or required by governmental bodies (or subsidiaries thereof). Members will be identifiable in these publications unless consent for this is specifically withdrawn by the member in writing to the Secretary. Future regulatory or statutory changes within the NHS may supersede and nullify any ability of members to withhold consent.

12.4 The Association will respect the provisions of any data protection laws and regulations existing at the time of the audit.

## 13. Alterations to the Constitution

13.1 Any proposal to alter this Constitution and Rules must be delivered in writing to the Honorary Secretary of the Association not less than 28 days prior to the Annual General Meeting at which it is to be considered. An alteration will require the approval of a two thirds majority of members present and voting. Notification of the proposal to change the constitution and the wording of the proposed alteration must be sent to members in writing or electronically not less than 21 days prior to the meeting in question.

13.2 No alteration to the constitution shall be made that would cause the Association to cease to be a Charity in law.

## 14. Dissolution of BAETS

14.1 The Association may be dissolved at any time by a resolution passed by a three-quarters majority of the members present and voting at an AGM or Extraordinary General Meeting advised in writing or electronically to all members no less than 28 days prior to the meeting. This shall be subject to a quorum of one half of the ordinary membership.

14.2 Such resolution may give instructions for the disposal of any assets held in the name of the Association provided that if any property remains after the satisfaction of all debts and liabilities such property shall be given or transferred to another charitable institution or institutions having objects

similar to those of the Association as the Executive Committee may, with the approval of the Charity Commission, determine.

**15. Trustees of the British Association of Thyroid and Endocrine Surgeons.**

15.1 The governance of BAETS, as a registered charity will be overseen by a board of at least 5 Trustees (the Board).

15.2 The Board shall meet at least annually, and more often as required. Three of the trustees shall be the Secretary, Treasurer and President and the fourth will be either the immediate Past President or the President Elect. At least one further Trustee shall be a lay member, appointed by the Board, and as such shall not be a qualified medical practitioner.

15.3 The maximum term of office for all new Trustees is 3 years (+ optional further 3 years) – 6 years maximum.

15.4 The Board of Trustees shall be considered quorate when at least three Trustees are present.

**16. Procedures for expulsion of the BAETS**

**See Appendix 1 below.**

Ratified AGM - October 2025

## Appendix 1: PROCEDURES FOR EXPULSION FROM THE BAETS

Introduction

1. This document establishes a procedure, according to which the BAETS may decide to terminate the membership of any person who has been admitted to the BAETS.

2. Any Member who is no longer a fit and proper person to remain in the Society may have their Membership terminated in accordance with this procedure.

3. A person is not a fit and proper person to remain in the Society, inter alia, if:

    a. They have committed a serious criminal offence;

    b. They have been found guilty of serious academic misconduct;

    c. They have committed serious breaches of the GMC publication Good Clinical Practice;

    d. They have undermined or subverted the activities of the BAETS;

    e. Their continued membership is otherwise likely to bring the Society into disrepute.

4. Any Member ('the Complainant') who believes any other Member ('the Respondent') is no longer a fit and proper person to remain a Member/ of the BAETS may make such an allegation to the President in writing (including by email).

5. If the President considers that the allegation does not warrant further consideration, they shall write to the Complainant providing reasons for such a conclusion.

### Suspending or Expelling a Member

1. First, consult the Society's rules relating to misconduct of members. The power of the committee to suspend or expel must be adhered to strictly; otherwise, the decision of the committee may be invalidated. The rules relating to misconduct of members equally apply to all classes of membership.

2. Even if the rules do not provide, an offending member should be dealt with as follows:

    a. They should be summoned in writing to appear before the committee, at least three days' notice being given, and the date and time of the meeting being stated in the letter of summons. In view of the fact that three

perfectly clear intervening days are required from the time the member receives the letter summoning them until the actual committee meeting for practical purposes, at least six days should be allowed for the notice.

b. The specific charge on which the member is being summoned should also be stated in the letter.

c. They should be given the opportunity to be heard and allowed to call witnesses if they so desire.

3. Where a member is convicted by the courts, the GMC (or other statutory body) of an offence which in the view of the committee is of such a nature as to render them unfit for membership of the BAETS, the BAETS rules provide that it shall not be necessary to summon the member before the committee, they can be suspended or expelled by the vote of the majority of the committee.

4. A summoned member may (if their alleged misconduct is serious) be excluded from the BAETS until they are due to appear before the committee.

5. Where a summoned member is unable or fails to appear on the day stated, they can be dealt with in their absence, but if there appears to be any reasonable excuse for non-attendance, they should be written to again and summoned to attend the next meeting. They should be informed that if they fail to attend on the second occasion, the case will be dealt with in their absence. The committee shall give the member every opportunity to attend and meet the charge against them.

6. A member should not be suspended sine die or 'until such time as appears before the committee'. The procedure above should be followed. If suspended, a definite period of suspension should be fixed, the date when it expires being decided and recorded in the minutes. The period of suspension should not exceed 12 months.

7. It is required that two-thirds of the full members of the Executive Committee must vote for the expulsion or suspension. If fewer than two-thirds vote in favour, the motion is lost. Accordingly, it is incumbent upon the President/chairperson of the meeting to clearly inform the members of the committee that any person who abstains is, in fact, voting against the motion. The President/Chairperson has an ordinary vote in the committee.

8. It is not in order to set an amendment against a motion. The President/Chairperson must not ask for the votes for the motion to expel, and then 'for the amendment to suspend'. Each proposal must be taken separately and voted upon, 'for' and 'against'.

9. Where a member has been summoned in accordance with the provisions of the BAETS rules, and their case has been considered by the committee, and

the required majority of votes for the suspension or expulsion has not been obtained, then the matter is finished. Once a member has been summoned in accordance with the provisions of the Society's rules and their case has been dealt with, the member cannot be dealt with further on the same charge.

10. It is advisable that a member summoned to meet the committee should be informed in writing of the committee's decision. A copy of the letter sent to them and of the letter (or letters) summoning them to attend before the committee should be kept by the BAETS Secretary.

11. It should be remembered that the committee, in dealing with a member for misconduct, sits as a judicial body, and must act judicially and without malice. The greatest care must be taken to see that the Society rules are adhered to; otherwise, the committee's decisions may be set aside on an appeal to arbitrators made by the member, or to the court if arbitration is not provided for by the BAETS rules. In particular where a committee member or officer is the person who brings the charge against a member or they is a witness in the case they must not take part in the deliberations of the committee and in the interest of natural justice should leave the room while the committee are considering the evidence and deciding upon punishment. Thus, they would not be included in the number of committee members present and entitled to vote; the members to be counted being only those who take part as the judicial body.