

REGULATIONS

These Regulations to govern the Administration of the Society are consistent with the Society's Article 6: "Council's Powers":

1. Council
2. Nomination of Officer and Council Members
3. Election of Officer and Council Members
4. Tenure of Officer and Council Members
5. Duties and Responsibilities of Council Members
6. Council Proceedings
7. Meetings of the Society
8. Categories of Membership
9. Publications
10. Changes to the Regulations
11. Transitional Arrangements

n.b. If the regulations are found to be ambiguous or do not cover a specific eventuality, they should be interpreted by Council in the light of the following principles as identified by the BSA's Constitutional Review of 2003:

- I. The governance of the Society where possible should reflect its multidisciplinary nature*
- II. The governance should be as open and democratic as possible*
- III. The governing body should be renewed through regular introduction of new personnel without comprising the need for continuity and experience*

1 COUNCIL

1.1 Council is the governing body of the Society

1.2 Council Members are the Trustees of the Society:

1.2.1 There will be a minimum of 12 and a maximum of 16 elected Council Members who shall be made up of the following:

- (a) 5 Officers (Chairman, Vice Chairman, Immediate Past Chairman, Secretary and Treasurer) and
- (b) Other Council Members who shall be expected, at some stage during their term of office, to fulfil a specific role on Council i.e. to represent Council on one of its committees or special interest groups, or other role as specified by Council from time to time.

1.2.2 The composition of Council should, where possible, reflect the multidisciplinary nature of the Society.

1.3 Meetings of Council will be attended by Council Members and Council Advisors.

1.4 Council Advisors:

1.4.1 will be appointed by Council in an "ad hoc" fashion as required to meet the needs of the Society;

1.4.2 will be expected to attend Council on a regular basis;

1.4.3 are not Trustees and do not have voting rights; and

1.4.3 will include the Immediate Past Secretary and Immediate Past Treasurer for a period of between 6 months and one year after leaving office, as required.

2 NOMINATION OF OFFICER AND COUNCIL MEMBERS

2.1 The Office roles of the Society are the Vice Chairman, Chairman, Immediate Past Chairman, Secretary and Treasurer.

2.2 Nominations for the Officer roles should be sought as follows:

2.1.2 Vice Chairman/Chairman/Immediate Past Chairman

- (a) Membership shall be consulted for nominations of individuals, not more than 6 months and not less than 3 months before the subsequent AGM when the vacancy will arise.
- (b) The nominee must be a full member of the Society and be agreeable to his/her nomination.
- (c) One proposer and two seconders, who must be either full or retired members of the Society and of whom at least one must be a current member of Council, are required for the nomination process.
- (d) Where possible, nominations for the Vice Chairman's post should reflect all sections of the Society, taking into account its multidisciplinary nature and the professional affiliations of previous holders of the post.
- (e) Nominees should submit a brief statement supporting their candidacy, consisting of not more than 250 words, and a recent photograph.

2.1.3 Secretary/Treasurer

- (a) Council Members shall be consulted for nominations not more than 6 months and not less than 3 months before the subsequent AGM when the vacancy will arise.
- (b) The nominee must be a full member of the Society and must be agreeable to his/her nomination.
- (c) One proposer and two seconders, who must be either full or retired members of the Society and of whom at least one must be a current member of Council, are required for the nomination process.
- (d) Nominees should submit a brief statement supporting their candidacy, consisting of not more than 250 words, and a recent photograph.

2.2 Nominations for the role of non-officer Council Member should be sought as follows:

- (a) The membership shall be consulted for nominations of individuals to fulfil the role of Council Member, not more than 6 months and not less than 3 months before the subsequent AGM at which the vacancy will arise.
- (b) One proposer and one seconder will be required for the nomination process, and these must be either full or retired members of the Society.
- (c) Nominees should submit a brief statement supporting their candidacy, consisting of not more than 250 words, and if possible a recent photograph.

3 TENURE OF OFFICE FOR OFFICER AND COUNCIL MEMBERS

3.1 All newly elected Council Members and Officers will take up their roles at the conclusion of the AGM at which they have been appointed.

3.2. Officers

3.2.1 The Vice-Chairman shall hold office for 2 years and, on vacating that office, s/he shall take up the role of Chairman for a further period of 2 years and on vacating that office, shall take up the role of Immediate Past Chairman for 2 years.

3.2.2 The Secretary and Treasurer shall each hold office for a term of 3 years;

(a) The Secretary and Treasurer may be re-elected by membership for one further 3 year term of office;

(b) After vacating office after either one or two terms, the Secretary and Treasurer will be appointed by Council as an Advisor for a minimum of 6 months and maximum of one year, to advise their successor.

3.2.3 Having served 6 years as Vice Chairman/Chairman/Immediate Past Chairman, or one or two 3 year terms as Secretary or Treasurer, the Officer cannot be re-elected to Council for a further 2 years.

3.2.4 In exceptional circumstances where there are no nominations of eligible candidates, Officers may continue to serve for a further one year term.

3.3 Other Council members

3.3.1 All other Council members shall be appointed for 3 years and may be re-elected for one further 3 year term of office.

3.3.2 On vacating his/her role as Council member after one or two terms of office, s/he is not eligible to serve again as a Council member for a further 2 years.

3.4 Council Advisors

3.4.1 Advisors are invited to attend Council in an advisory capacity at the invitation of Council.

3.4.2 This advisory role should be reviewed by Council on a regular basis according to the needs of Council

- 3.4.3 This period of advising Council does not disqualify Advisors from subsequently seeking election as a Council member, subject to the provisions of the Articles.

4 ELECTION OF OFFICER AND COUNCIL MEMBERS

- 4.1 A ballot of the Membership will be conducted only when there are more nominees than vacancies for the post:
- 4.1.1 The ballot paper shall state the name of the proposers and seconders;
 - 4.1.2 The ballot shall take place not more than 3 months and not less than 1 month before the vacancy shall arise;
 - 4.1.3 All Full and Retired/Reduced Rate Members are eligible to vote;
 - 4.1.4 In the event of a tied vote, the decision will be made by a majority vote of Council.
- 4.2 The outcome of the election will be made known to the membership at the AGM; by placing an announcement on the website and/or by whatever electronic means are available and in the next Secretariat's notes.

5 DUTIES AND RESPONSIBILITIES OF COUNCIL MEMBERS

- 5.1 Council Members shall be expected to sign a "Declaration of Willingness to serve as Trustee" on appointment to Council before being eligible to vote at Council meetings (see Appendix: Role of Trustee).
- 5.2 Council Members shall be expected to take on an additional responsibility within BSA either:
- 5.2.1 stand for election as officer; or
 - 5.2.2 become an active member of a BSA Committee/Special Interest Group steering committee; or
 - 5.2.3 take on such other role as may be designated from time to time by Council.

6 COUNCIL PROCEEDINGS

- 6.1 Council Meetings may be called
- 6.1.1 at the request of the Chairman or two other Council members, one of whom must be an Officer;
 - 6.1.2 with seven clear days notice given to Council Members specifying the time, date, place and agenda.
- 6.2 Council and Officer Minutes

- 6.2.1 shall be made of the proceedings of all business meetings of the Society;
- 6.2.2 when duly agreed, shall be signed at the next succeeding meeting by the Chairman of the Society, or if unavailable by another officer.

6.3 Council Members reasonable expenses

- 6.3.1 shall be reimbursed out of the funds of the Society on account of any act, deed, matter or thing which shall be executed, done or permitted by them respectively in good faith or about the execution of their respective duties, at the discretion of Council (see Appendix: Expenses Policy).

7 MEETINGS OF THE SOCIETY

7.1 The meetings of the Society shall be as follows:

- 7.1.2 Academic, scientific and educational meetings;
- 7.1.3 The Annual General Meeting;
- 7.1.4 General Meetings.

7.2 The Annual General Meeting

- 7.2.1 shall be held in the September or October of each year; and
- 7.2.2 shall be held in accordance with the provisions of Article 2.11

7.3 General Meetings

- 7.3.1 may be called by Council at any time for any specific purpose relating to the direction and management of the affairs of the Society;
- 7.3.2 may be called by Council on a requisition in writing from not less than 25 Full Members of the Society, specifying the general nature of the business to be transacted;
- 7.3.3 shall be conducted according to the rules governing the conduct of an AGM as specified in the Articles.

7.4 Proxy votes will be used in the place of postal votes at an AGM or GM (see Articles).

7.5 Committees of the Society and Special Interest Groups shall be governed by Terms of Reference as provided by Council.

8 CATEGORIES OF MEMBERSHIP

8.1 There shall be eight categories of membership:

- 8.1.1 **Full Member:** Council may elect as a full member any person who holds a professional qualification in Audiology or an audiology-related field, or who is considered by Council to have made or be making a significant contribution to the field of Audiology.
- 8.1.2 **Associate Member:** Council may elect as an associate member any person who is not working directly in the field of Audiology but who demonstrates an interest in audiology or related field.
- 8.1.3 **Student Member:** Council, at its discretion, may elect as a Student Member a person who is registered for their first course of study or training in Audiology, or unsalaried during further training in Audiology.
- 8.1.4 **Honorary Life Member:** Council may award Honorary Life Membership to a member with an outstanding record of service to Audiology.
- 8.1.5 **Retired/Reduced Rate Member:** Council may grant Retired/Reduced Rate Membership to a member of at least five years' standing who is retired or temporarily not in employment.
- 8.1.6 **Honorary Member:** Council may award Honorary Membership to a non-member whose temporary membership of the Society is deemed to be in the Society's best interests. Honorary membership is held for a defined term, renewable on an annual basis (see 8.3).
- 8.1.7 **Sponsor Member:** Council may elect as a Sponsor Member an organisation with a commercial interest in Audiology (see 8.3).
- 8.1.8 **Affiliate Member:** Council may elect as an Affiliate Member a non-commercial organisation with an interest in Audiology (see 8.3).

8.2 Election to any grade of membership is open to those resident overseas, subject to Council's approval and reimbursement of any necessary additional costs, and these members will be classed as **international members**. Their voting rights will be determined by the category of their membership.

8.3 Honorary, Sponsor and Affiliate Members are classed as **informal members** and are not Company members with voting rights (see Articles: Glossary).

9 PUBLICATIONS

9.1 Council shall at all times seek to support its international and in-house publications.

9.2 International Journal of Audiology

- 9.2.1 BSA Council shall nominate 2 representatives to serve on IJA Council;
- 9.2.2 The IJA representative shall serve for a period of 6 years on IJA Council except in exceptional circumstances as agreed by a majority vote of Council;
- 9.2.3 Ideally, one of the 2 IJA representatives will have served as Treasurer of the Society;
- 9.2.4 If not already Council Members, the IJA representatives will be appointed as Council Advisors.

9.3 BSA News

- 9.3.1 Council shall nominate a BSA Member to serve as Editor of the BSA News;
- 9.3.2 A second, trainee or additional editor/s may be appointed as required after consultation of the Editor with Council and advertisement of any such vacancy;
- 9.3.3 A yearly fee is to be paid to the Editor and any amounts from this sum to be paid to trainee or additional editors as proposed by the Editor and agreed by Council;
- 9.3.4 If not already a Council Member, the Editor of the BSA news will be appointed as a Council Advisor.

10 CHANGES TO REGULATIONS

A two thirds majority of council members present and voting at any duly convened Council meeting in accordance with the regulations, shall have the power to make such additions, deletions or alterations to these regulations for the good governance of the Society.

11 TRANSITIONAL ARRANGEMENTS

Prior to the first AGM after incorporation of the Society, the Council will determine the terms of office of Council Members and Officers and their rights of re-election on expiry of the said terms having regard to their service on the governing body and tenure in office prior to incorporation.