

BRITISH
ASSOCIATION
FOR
PSYCHOPHARMACOLOGY

BYE-LAWS
July 2009

BYE-LAWS OF THE BRITISH ASSOCIATION FOR PSYCHOPHARMACOLOGY

A. MEMBERSHIP

There will be four categories of membership:

- A.1 FULL MEMBERSHIP
- A.2 HONORARY MEMBERSHIP
- A.3 TRAINING MEMBERSHIP
- A.4 RETIRED FULL MEMBERSHIP

A.1 FULL MEMBERSHIP

Any worker in any relevant discipline, resident in the United Kingdom, may apply and be accepted for Full Membership of the Association providing he/she holds qualifications considered appropriate by Council. Persons resident outside the United Kingdom shall be eligible for Full Membership with the same criteria rights and subscription rates.

A.2 HONORARY MEMBERSHIP

Honorary Membership may be awarded by the Association to persons of distinction.

A.3 TRAINING MEMBERSHIP

Any worker in training in any relevant discipline, resident in the United Kingdom, may apply and be accepted for Training Membership of the Association providing he/she holds qualifications considered appropriate by Council. Persons resident outside the United Kingdom shall be eligible for Training Membership with the same criteria rights and subscription rate.

A.4 RETIRED FULL MEMBERSHIP

On retirement Full Members may elect to become Retired Full Members.

B ELECTION OF MEMBER – RIGHTS AND PRIVILEGES

B.1 FULL MEMBERSHIP

- B.1.1 Persons interested in becoming a Full Member of the Association shall send to the BAP Office a special application form provided for that purpose. Applications will be considered by the Honorary General Secretary who shall make the necessary recommendations to Council.
- B.1.2 Full Members of the Association will enjoy the rights to attend all meetings and functions of the Association, to vote at all general meetings, to become members of Council, to hold office in the Association and to receive the Journal of Psychopharmacology.

- B.1.3 Membership may be terminated by Council if a member is considered to have acted in such a manner as to bring discredit upon the Association provided that notice has been given to the member concerned and opportunity afforded to him to appear before Council to state his case.

B.2 HONORARY MEMBERSHIP

- B.2.1 Honorary Members will be elected at the Annual General Meeting on the recommendation of Council.
- B.2.2 The number of Honorary Members at any one time shall not exceed 5% of the total membership.
- B.2.3 Honorary Members of the Association will enjoy the rights to attend all meetings and functions of the Association, to vote at all general meetings, to become members of Council, to hold office in the Association and to receive the Journal of Psychopharmacology, free of charge.

B.3 TRAINING MEMBERSHIP

- B.3.1 Persons interested in becoming a Training Member of the Association shall send to the BAP Office a special application form provided for that purpose. Applications will be considered by the Honorary General Secretary who shall make the necessary recommendations to Council.
- B.3.2 Training Members of the Association will enjoy the right to attend all meetings and functions of the Association but will not have the rights to vote at general meetings, to become members of Council nor to hold office in the Association.
- B.3.3 Membership may be terminated by Council if a member is considered to have acted in such a manner as to bring discredit upon the Association provided that notice has been given to the member concerned and opportunity afforded to him to appear before Council to state his case.
- B.3.4 Preclinical training membership is limited to a 10-year maximum period (from the point of registration as a preclinical trainee member) or until the trainee attains a tenured post in academia or a full-time position in a pharmaceutical company.

B.4 RETIRED FULL MEMBERSHIP

- B.4.1 Upon retirement Full Members may elect to become Retired Full Members. Retired Full Members shall retain all Full Member rights at a discounted fee of 50% of the current Full Membership subscription.

C. OFFICERS, COUNCIL AND COMMITTEES

C.1 OFFICERS

The Officers of the Association will be:

President
President-elect
Past-President
Honorary General Secretary
Meetings Secretary
Secretary for Clinical External Affairs
Secretary for Nonclinical External Affairs
Honorary Treasurer
Executive Officer & Company Secretary (who shall not be a Director or Trustee in law and who shall be appointed by Council as an employee and not elected by the members)

C.2 COUNCIL/DIRECTORS

- C.2.1 The Officers will be ex-officio members of Council and have voting rights, except the Executive Officer & Company Secretary
- C.2.2 The immediate past-President will be an ex-officio member of Council and have voting rights.
- C.2.3 The Editor of the Association journal (Journal of Psychopharmacology) will be an ex-officio member of Council and have voting rights.
- C.2.4 There will be **eight** elected Ordinary Members of Council.
- C.2.5 The Council will have the right to co-opt up to three additional members
- C.2.6 The Council will have the right to fill casual vacancies until the next Annual General Meeting.
- C.2.7 Only Full, Honorary and Retired Full Members of the Association may stand for election.

C.3 TERMS OF OFFICE

- C.3.1 The President, who will also be the Chair of Council, will normally assume the post for a period not exceeding two years.
- C.3.2 The President-elect may be elected for a period not exceeding two years.
- C.3.3 The Meetings Secretary may be elected for a period not exceeding three years.
- C.3.4 The Honorary General Secretary, who will ensure that educational needs are met, may be elected for a period not exceeding three years.
- C.3.5 The Secretaries for External Affairs may be elected for a period not exceeding three years.
- C.3.6 The Honorary Treasurer may be elected for a period not exceeding five years.
- C.3.7 The maximum period of continuous office as an Ordinary Council Member will be four years.

- C.3.8 Following a period of four years, Ordinary Council Members will retire from Council unless elected to Office.
- C.3.9 Following the designated period of office, Officers will retire from Council unless elected to President-elect when they will also serve the designated periods as President-elect, President and Past President.
- C.3.10 After retiring from Council, a Member may not stand for re-election as an Ordinary Council Member until a period of two years has elapsed.
- C.3.11 Members may be co-opted to Council for an initial period of two years. Co-option may be extended to four years if deemed appropriate by Council.

C.4 COMPOSITION OF COUNCIL

- C.4.1 It is expected that as far as possible the Council should be adequately representative of all the various scientific disciplines within the Association.

C.5 ELECTION OF OFFICERS AND COUNCIL

- C.5.1 The officers and Council of the Association will be elected by a ballot of all Full, Honorary and Retired Full Members.
- C.5.2 Nominations for members and Officers of Council must be proposed and seconded by Full, Honorary or Retired Full Members of the Association and signed by the nominee.
- C.5.3 Nominations should be received by the Executive Officer not later than 60 days before the date of the Annual General Meeting.
- C.5.4 Ballot papers incorporating a personal statement by each nominee will be distributed 35 days before the date of the Annual General Meeting.
- C.5.5 Ballot papers must be returned to the Executive Officer not later than 7 days before the date of the Annual General Meeting.

C.6 SUB-COMMITTEES OF COUNCIL

- C.6.1 There will be two standing committees of Council:

Finance and General Purposes
Programme
- C.6.2 The Finance and General Purposes Committee shall consist of all members of Council.
- C.6.3 The Programme Committee shall consist of all members of Council.
- C.6.4 Other committees may be established as deemed necessary from time to time by Council.
- C.6.5 Any committee not having a member of the Council serving on its body shall report back to Council on any actions or decisions taken under its delegated powers.

D. MEETING OF COUNCIL, COMMITTEES AND ASSOCIATION

D.1 COUNCIL

D.1.1 The Council of the Association should meet at least three times a year.

D.2 COMMITTEES

D.2.1 Committees may meet as and when required.

D.2.2 At least one half of the Membership of a committee will be present for the meeting to be considered properly constituted.

D.3 SCIENTIFIC AND EDUCATIONAL MEETINGS

D.3.1 There will be at least two scientific and educational meetings held each year.

D.4 ADMINISTRATIVE AND FINANCIAL YEAR

D.4.1 The administrative and financial year of the Association will commence on each 1st January.

E. FINANCE

E.1 STAFF

E.1.1 Council shall have the right to appoint staff.

E.2 SUBSCRIPTIONS

E.2.1 The subscription rate for Full Members and for Training Members shall be at such a rate as shall be agreed at the Annual General Meeting. The rate for Training Members shall be substantially lower than that prevailing for Full Members. The rate for Retired Full Members shall be 50% of the rate for Full Members.

E.3 PAYMENT OF ACCOUNTS

E.3.1 Council shall decide from time to time the arrangements for the signing of cheques and bank cards.

F. CONDUCT OF THE SOCIETY

F.1 There will be no formal record of scientific proceedings.

F.2 The proceedings of meetings of the Association are the property of the Association and may not be communicated to any third party without the consent of Council.

G. ALTERATIONS OF ASSOCIATION BYE-LAWS

G.1 CONSTITUTIONAL AMENDMENT

G.1.1 No amendment shall be made which would have the effect of causing the Association to cease to be incorporated or a charity at law and no amendment at all shall be made to this clause (Clause G.1.1)

BYE-LAWS: APPENDIX

JOB DESCRIPTIONS FOR OFFICERS AND COUNCIL MEMBERS

With the increase in the size of the BAP and the wide range of activities undertaken, it is important to ensure good communication by knowing who has responsibilities for what, between the Office in Cambridge, Council and the Officers. The following will be a clear indication to prospective Councillors and Officers as to what they will be responsible for if they take on a position within the BAP.

PRESIDENT

- Responsible for the overall organisation of the BAP in collaboration with the BAP Office
- Chairing meetings of Council and Programme Committee
- Responsible for the effective functioning of the other Officers of the Association
- Promote the role of the BAP at both a national and international level
- Organise the method of selection for all prizes and awards in consultation with the President-elect and Council
- Ensure, in consultation with the President-elect, Honorary Secretary, Secretary and Council, that nominations are made for all Officer Posts including that of President-elect at the appropriate time
- Prepare and present an annual report at the Annual General Meeting

PRESIDENT-ELECT

- Consider future plans and ideas for the development of the BAP and initiate discussion within Council
- Support the President as necessary in the overall presentation of the BAP
- Assist the President in the organisation of procedures associated with the selection of prize-winners and award recipients
- Act on behalf of the President as required
- Support the BAP Office in discussions over issues that arise

HONORARY GENERAL SECRETARY

- Monitor the educational objectives of the BAP and the organisation of all educational initiatives
- Monitor the Bye-Laws and ensure Council works within the remit of the Bye-Laws and that the Bye-Laws are regularly reviewed for their appropriateness
- Ensure that the Council structure meets the requirements of the Bye-Laws and that an appropriate balance (pre-clinical and clinical) of Council members is maintained
- Inform Council of vacancies that will arise in Officers of the BAP and initiate discussions regarding replacements
- Responsibility for the notification and organisation of elections for Officers and Council members
- Promote the recruitment of new members to the BAP
- Review applications for membership and present them to Council
- Monitor the balance of different forms of membership (Full versus Training) and groups of members (pre-clinical versus clinical)
- Liaise with the BAP Office regarding queries from members
- Present a report to the Annual General Meeting

HONORARY TREASURER

- Provide an annual budget
- Ensure the correct organisation of the financial affairs of the BAP so that the proposed budget is adhered to within normal limits of variation
- Ensure the satisfactory investment of appropriate BAP funds
- Attend an annual meeting with the Private Banking Executive
- Ensure the preparation of fully audited accounts by the appropriate date
- Prepare a Trustees Report for the annual audited accounts
- Prepare financial updates for Council meetings
- Prepare a financial report for the Annual General Meeting
- Maintain regular contact with the BAP Office to discuss financial status
- Negotiate annual salary increase for BAP staff, in consultation with current President
- Oversee longer term plans (2-3 years) for income, expenditure and investment for the BAP

MEETINGS SECRETARY

- Ensure that the BAP maintains a full programme of meetings (annual, autumn and regional)
- Responsibility for the organisation of the scientific programme for the annual summer meeting in consultation with Council
- Responsibility for the organisation of the scientific programme for the autumn meeting in consultation with Council
- Responsibility for ensuring that a suitable programme of regional meetings occur that provide a reasonable geographical balance
- Oversee the organisation of events held in collaboration with other groups to ensure Council is kept fully informed
- Promote the development of events that further the aims of the BAP
- Maintain regular contact with the BAP Office on all matters relating to BAP organised events
- Promote publicity for BAP meetings and maintain a regular calendar of events available for inclusion in the Newsletter and on the Website
- Chair the Annual General Meeting

SECRETARIES FOR EXTERNAL AFFAIRS

- Maintain and expand the BAP web site and associated links
- Promote links between the BAP and other appropriate Societies within the UK and internationally
- Promote and utilise links with appropriate national organisations (eg. ABPI, Life Sciences Committee, Society of Biology, NICE)
- Advise the BAP Office on matters relating to questions from the public or the media

COUNCIL MEMBERS

- Support the aims and objectives of the BAP by attendance and participation at Council and Programme Committee meetings
- Participation in the development of suitable scientific programmes for the annual, autumn and regional meetings
- Membership of sub-committees or groups (i.e., selection of prize-winners etc) as requested by the President
- Represent the BAP on national or international committees or organisations as agreed by Council
- Support the scientific activities of the BAP by providing local publicity for meetings and encouraging the recruitment of new members