

**BYE-LAWS OF THE
BRITISH ASSOCIATION FOR PSYCHOPHARMACOLOGY
NOVEMBER 2016**

*Registered in England as a Private Company No 5866899
Registered Charity No 277825
Registered Office: 36 Cambridge Place, Hills Road, Cambridge CB2 1NS*

These Bye-laws are in accordance with Article 47.

A. MEMBERSHIP

There will be five categories of membership:

- A.1 FULL MEMBERSHIP
- A.2 HONORARY MEMBERSHIP
- A.3 EARLY CAREER MEMBERSHIP
- A.4 TRAINING MEMBERSHIP
- A.5 RETIRED FULL MEMBERSHIP

A.1 FULL MEMBERSHIP

Applicants are eligible for Full Membership if they can demonstrate involvement in areas relevant to psychopharmacology by, for example, qualifications, publications or research activity.

A.2 HONORARY MEMBERSHIP

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

A.3 EARLY CAREER MEMBERSHIP

Early Career Membership is designed to support early career scientists, such as post-doctorates, as well as clinical psychologist trainees and medical doctors in clinical training posts or clinical junior training fellowships (with PhD awarded). Those with university posts which are below the status of Lecturer, such as research assistant or research associate shall also be considered.

A.4 TRAINING MEMBERSHIP

Training Membership is designed to support young scientists with a limited income, such as a research studentship, and will normally be awarded only to those registered for a degree such as PhD/DPhil, MRes or MSc.

A.5 RETIRED FULL MEMBERSHIP

On retirement Full Members may choose 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, or complete the same form online at the BAP website. 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 free subscription and access to the Journal of Psychopharmacology (published monthly online).

- 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 awarded by Council and announced at the Annual General Meeting on the recommendation of Council.
- B.2.2 When a new Honorary Member is awarded, this shall only happen if the total number of Honorary Members does 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 free subscription and access to the Journal of Psychopharmacology (published monthly online).

B.3 EARLY CAREER MEMBERSHIP

- B.3.1 Persons interested in becoming an Early Career Member of the Association shall send to the BAP Office a special application form provided for that purpose, or complete the same form online at the BAP website. Applications will be considered by the Honorary General Secretary who shall make the necessary recommendations to Council.
- B.3.2 Early Career 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 free subscription and access to the Journal of Psychopharmacology (published monthly online).
- B.3.3 Early Career members shall pay a discounted fee of 50% of the current Full Membership subscription. Early Career Members may have the opportunity to pay reduced registration fees at the Summer Meeting and the rate for Early Career Members (up to a limited number on a basis of first come, first served) is set at 50% of that payable by Full Members.
- B.3.4 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.3.5 Early Career Membership is limited to a maximum 6-year term or until they attain a change in status to Lecturer or completion of clinical training, whichever is earliest.

B.4 TRAINING MEMBERSHIP

- B.4.1 Persons interested in becoming a Training Member of the Association shall send to the BAP Office a special application form provided for that purpose, or complete the same form online at the BAP website. Applications will be considered by the Honorary General Secretary who shall make the necessary recommendations to Council.

- B.4.2 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. They shall receive free subscription and access to the Journal of Psychopharmacology (published monthly online).
- B.4.3 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.4.4 Training Membership is limited to a maximum 5-year term or until the Member is no longer a registered student for a research degree, whichever is earliest.

B.5 RETIRED FULL MEMBERSHIP

- B.5.1 Upon retirement, i.e. no longer earning a substantive salary from the NHS or a University, Full Members may choose 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. Retired Full Members are entitled to pay reduced registration fees at the Summer Meeting. The rate for Retired Members is set at 50% of that payable by Full Members. Retired Full Members shall also receive free subscription and access to the Journal of Psychopharmacology (published monthly online).

C. OFFICERS, COUNCIL AND COMMITTEES

Council shall comprise the twenty two Directors of the Limited Liability Company who, by their directorship, are also Trustees of the Charity. They shall have full voting rights.

C.1 OFFICERS

- C1.1 The elected Officers of the Association will be:
 President
 President-elect
 Immediate Past-President
 Honorary General Secretary
 Meetings Secretary
 Secretary for Clinical External Affairs
 Secretary for Nonclinical External Affairs
 Honorary Treasurer
- C.1.2 The elected Officers will be ex-officio members of Council and will have voting rights.
- C.1.3 The elected Officers will be Directors of the Company and Trustees of the Charity.
- C.1.4 The Executive Officer & Company Secretary, appointed by Council as an employee and therefore not elected by the members, shall be an Officer but not be a member of Council and therefore will not have voting rights but will have the right to attend and speak at all Council meetings. The Executive Officer shall not be a Director of the Company or Trustee of the Charity.

C.2 OTHER COUNCIL MEMBERS

- C.2.1 In addition there will be eight elected Ordinary Members of Council. They will also be Directors of the Company and Trustees of the Charity and will have voting rights.

- C.2.2 The Council may appoint up to four additional voting members of Council, who shall be Directors of the Company and Trustees of the Charity, to provide expertise or representation not otherwise available, and they shall be subject to Clause C4.11.
- C.2.3 The remaining two vacancies for Directors of the Company/Trustees of the Charity, who shall have voting rights, may be used for further elected Officer appointments, or further elected members of Council as the Council may determine. These two vacancies may also be used for further appointed additional voting members of Council as the Council may determine and they shall be subject to Clause C4.11.
- C.2.4 The Council may fill casual vacancies on Council until the expiration of the terms of Office of the persons causing the vacancies. The persons so appointed shall have all the rights of those retiring and shall also be entitled to stand for election for that post at the time that the casual vacancy ends.
- C.2.5 Only Full, Early Career, Honorary and Retired Full Members of the Association may stand for election for Council.

C.3 NON-VOTING ATTENDEES OF COUNCIL

- C.3.1 There will be up to five further ex-officio non-voting attendees at Council meetings who may speak but will not have voting rights and will not be Directors of the Company or Trustees of the Charity. These shall include:

Director of Education
 Editor of the Association Journal (Journal of Psychopharmacology)
 Chair of the Psychopharmacology Committee of the Royal College of Psychiatrists

The remaining two may be appointed by Council as the Council may determine

- C.3.2 The Chair of the Governance Panel, or a representative, may attend and speak at all Council meetings but shall not be a member of Council and will not have voting rights. The Governance Panel members will not be current Directors of the Company or Trustees of the Charity and will be bound by their Terms of Reference.

C.4 TERMS OF OFFICE

- C.4.1 The President, who will also be the Chair of Council, will normally assume the post for a period not exceeding two years.
- C.4.2 The President-elect may be elected for a period not exceeding two years.
- C.4.3 The Meetings Secretary may be elected for a period not exceeding four years.
- C.4.4 The Honorary General Secretary may be elected for a period not exceeding four years.
- C.4.5 The Secretaries for External Affairs may be elected for a period not exceeding four years.
- C.4.6 The Honorary Treasurer may be elected for a period not exceeding four years.
- C.4.7 The maximum period of continuous office as an Ordinary Council Member will be four years.

- C.4.8 Following a period of four years, Ordinary Council Members will retire from Council unless elected to Office.
- C.4.9 Following the designated period of office, Officers will retire from Council unless elected to the post of President-elect when they will also serve the designated periods as President-elect, President and Immediate Past President.
- C.4.10 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.4.11 Members may be appointed as an additional voting member of Council for an initial period of two years which may be extended up to four years if deemed appropriate by Council.

C.5 COMPOSITION OF COUNCIL

- C.5.1 It is expected that as far as possible the Council should be adequately representative of all the various scientific disciplines within the Association.

C.6 ELECTION OF OFFICERS AND COUNCIL

- C.6.1 The Officers and Ordinary Members of Council of the Association will be elected by a ballot of all Full, Honorary, Early Career and Retired Full Members.
- C.6.2 Nominations for Ordinary Members and Officers of Council must be proposed and seconded by Full, Honorary, Early Career or Retired Full Members of the Association and confirmed by the nominee.
- C.6.3 Nominations should be received by the Executive Officer not later than 60 days before the date of the Annual General Meeting.
- C.6.4 Ballot papers incorporating a personal statement by each nominee will be distributed not later than 48 days before the date of the Annual General Meeting.
- C.6.5 Ballot papers must be returned to the Executive Officer not later than 21 days before the date of the Annual General Meeting.
- C.6.6 In the event of a tie between two candidates for election, the winner shall be determined by the toss of a coin by an umpire (ideally the President or Honorary General Secretary) as witnessed by at least two additional Full, Honorary, Early Career or Retired Full Members of the Association.

C.7 SUB-COMMITTEES OF COUNCIL

- C.7.1 Sub-committees may be established as deemed necessary from time to time by Council.
- C.7.2 Sub-committees shall be bound by their Terms of Reference.
- C.7.3 Any sub-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.1.2 A quorum shall be 8 voting members of Council. No decision may be made unless a quorum is present, except for the purpose of filling vacancies or the calling of a general meeting.

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/ 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 and Early Career 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 financial administration of the Association.

F. ALTERATIONS OF ASSOCIATION BYE-LAWS

F.1 CONSTITUTIONAL AMENDMENT

F.1.1 No amendment shall be made to these Bye-laws which would have the effect of causing the Association to cease to be incorporated or to be registered as a charity at law and no amendment at all shall be made to this clause (Clause F.1.1).

BYE-LAWS: APPENDIX

JOB DESCRIPTIONS FOR OFFICERS AND COUNCIL MEMBERS

With 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 an 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
- 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 whenever possible
- Organise the method of selection for all prizes and awards in consultation with the President-elect and General Secretary
- 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 and General Secretary 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 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 (non-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
- Liaise with the Executive Officer about the timing and procedure for nominations and elections
- Communicate election results to nominees prior to the Annual General Meeting
- Promote the recruitment of new members to the BAP wherever possible
- Present membership information to Council
- Monitor the balance of different forms of membership (Full versus Training) and groups of members (non-clinical versus clinical)
- Advise the BAP Office regarding individual membership queries
- Liaise with the Director of Education on a regular basis and raise issues with Council when appropriate
- Assist the President and President-elect in the organisation of procedures associated with the selection of prize-winners and award recipients
- Present a report to the Annual General Meeting

HONORARY TREASURER

- Ensure the correct organisation of the financial affairs of the BAP
- Ensure the satisfactory investment of appropriate BAP funds
- 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 and President-elect (Remuneration Committee)
- 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
- Responsibility for the organisation of the scientific programme for the annual summer meeting in consultation with Council and the BAP Office
- 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 wherever possible
- Chair the Annual General Meeting

SECRETARIES FOR EXTERNAL AFFAIRS

- Assist the BAP Office to 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 (e.g. ABPI, Life Sciences Committee, Society of Biology, NICE)
- Advise the BAP Office on matters relating to questions from the public or the media
- To organise, or otherwise delegate the organisation of, mentoring events for training members e.g. a workshop at the annual summer meeting

COUNCIL MEMBERS

- Support the aims and objectives of the BAP by attendance and participation at Council and Programme Committee meetings
- Participate in the development of suitable scientific programmes for scientific and educational meetings
- Join sub-committees and/or groups (i.e., selection of prize-winners etc) as requested by the President, President-elect or Honorary General Secretary
- 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 wherever possible