

British Society of Neuro-Otology (also known as BSNO)

Constitution

1 TITLE

- 1.1 The Association shall be known as the British Society of Neuro-Otology or BSNO.

2 AIMS

- 2.1 To provide a forum for formal and informal discussions, and the opportunity to present research, in the related topics of Neuro-Otology, Balance Disorders and Vestibular Science, with a primary focus on vestibular disorders. To provide a network of individuals who may collaborate to further Neuro-Otology science in the UK.
- 2.2 The principal forum to be a meeting held at least once every other year.
- 2.3 The meeting to consist of two invited speakers, who will speak on a basic science topic and a clinical topic respectively. This may take the form of one UK and one overseas speaker, at the discretion of the President and Council. The remainder of the meeting will consist of free papers selected in advance on merit by the Council and with a strong emphasis on vestibular disorders or the science behind them. There will also be as many poster presentations as quality allows.
- 2.4 To actively encourage the collaboration of colleagues and specialist organisations across disciplines to promote and further research in Neuro-Otology, and Vestibular Science.
- 2.5 To act as advocates for patients, research groups, and for public health and clinical services in Neuro-Otology.
- 2.6 To liaise with similar organisations in Europe and worldwide.

3 MEMBERSHIP

- 3.1 Full membership is open to any active physician, surgeon, physiotherapist, audiologist, health care professional, or vestibular scientist with an interest in neuro-otology and vestibular science in the UK, without the necessity of election, who has attended at least one BSNO meeting.
- 3.2 Overseas membership is open to those with an interest in Neuro-Otology, who reside abroad, are active in vestibular medicine in a clinical discipline or vestibular science, and have attended at least one BSNO meeting.

- 3.3 Any member may introduce guests to a meeting. There is no limit to the number of guests who may be invited.

4 RESPONSIBILITIES OF FULL MEMBERS

- 4.1 To promote outstanding clinical care and research in Neuro-Otology and Vestibular Science.
- 4.2 To encourage interested colleagues to attend the meetings and become members.

5 COUNCIL

- 5.1 Membership of Council shall consist of the following Members who will have recognised expertise in Neuro-Otology or Vestibular Research, and who are willing to work with Council to organise the AGM and meetings.
- 5.1.1 **President:** To organise Council meetings, the running of BSNO, and co-ordinate the organisation of the AGM and academic meetings. To be elected every 4 years at the AGM. To be considered for election the prospective President should have been a member of Council for at least 1 year. The term of the President to be 4 years. Presidents will be elected at the AGM prior to the handover.
- 5.1.3 **The Past President.** The Past-President to remain on Council for the two meetings or 4 years after demitting from office, whichever is the longer. The past-president is eligible to serve on the Council in other roles after completing term as past-president, subject to the same rules as other members.
- 5.1.4 **The President-elect.** The president-elect will be on the Council from election.
- 5.1.4 **Secretary.** Term 4 years. To be elected at the AGM. Extendable with the agreement of Council.
- 5.1.5 **Treasurer.** Term 4 years. To be elected at the AGM. Extendable with the agreement of Council.
- 5.1.6 **Optional office: Overseas Officer.** To promote BSNO and its meetings to an overseas audience. Term 4 years. To be elected at the AGM. Extendable with the agreement of Council.
- 5.1.7 **Optional office: Education Officer.** To promote Education in Neuro-Otology and Vestibular Research. Term 4 years. To be elected by Council. Extendable with the agreement of Council.
- 5.1.8 **Optional office: Interdisciplinary Liaison Officer.** To promote collaboration with colleagues and Societies in related disciplines. Term 4 years. To be elected by Council. Extendable with the agreement of Council.
- 5.1.9 **Other Members:** the total Council members numbers to be agreed by Council, but to be no less than 6 and no more than 10. Term 4 years. To be elected at the AGM.

Extendable with the agreement of Council. May also stand for re-election at the end of their term. The President may also invite advice from past serving Presidents whose service is completed at discretion.

5.1.10 Members can be co-opted to serve on Council as required.

5.1.11 A quorum of four members, including one executive officer, shall be required for Council meetings.

5.1.12 The President, Secretary and the Treasurer are the executive officers of the Society.

5.2 Election of Council

5.2.1 Full members at the Annual General Meeting shall elect The Council.

5.2.2 Nominations will be accepted from full members of BSNO as directed by the President prior to each AGM.

5.2.3 Vacancies at each meeting will be published on the BSNO website and by email to the membership prior to each meeting to allow nominations.

5.3 Terms of Office

5.3.1 The President shall normally serve for 4 years only. They will remain on Council for a further 2 years as "past President."

5.3.2 The Secretary and Treasurer shall normally serve for 4 years, and be eligible for re-election at each meeting thereafter.

5.3.3 Other Officers shall normally serve for 4 years, renewable for a further term if successful following re-election.

5.3.4 Council Members shall normally serve for 4 years, renewable for a further term if successful following re-election.

5.4 All Council Members are required to commit actively to BSNO and to the neurotology research community, as evidenced by as many as possible of the following:

- i) Attendance at BSNO at least twice in the last three meetings
- ii) Relevant peer reviewed publications in the last five years
- iii) Contributions to BSNO meetings either by poster or oral presentations within the last three meetings

5.5 Professor Adolfo Bronstein is acknowledged in this Constitution with gratitude as the Founder of the BSNO. The Founder may stay on the Council for 4 years after the adoption and ratification of the constitution by the membership.

6 MEETINGS

- 6.1 The AGM and scientific annual meeting shall consist of a concise Annual General Meeting and a scientific programme.
- 6.2 The Annual General Meeting shall present the Associations accounts, elect new officers to the Council and report on the business of the Association.
- 6.3 The content of the scientific programme shall be the responsibility of the Council. The meeting to consist of 2 invited speakers, usually at least one UK based, who will speak on a basic science topic and a clinical topic respectively. The remainder of the meeting will consist of free papers selected in advance on merit by the Council and with a strong emphasis on vestibular disorders or the science behind them. There will also be as many poster presentations as quality and space allow.
- 6.4 The venue and date of the Annual General Meeting will be agreed by Council.
- 6.5 Other meetings may be convened by Council at times other than the Annual General Meeting. Council may also arrange academic meetings at other times than the Annual General Meeting.

7. FINANCES

- 7.1 The finances of BSNO should be identified and protected by the Treasurer and Council.

7 CONSTITUTION

- 7.1 The constitution may be changed by a two-thirds majority of Full Members attending an Annual or Extraordinary General Meeting.
- 7.2 Proposed changes to the Constitution will be notified to Full Members, in writing, if possible with two weeks advance notice.

Draft for consultation 21 February 2023