DIFFICULT AIRWAY SOCIETY

CONSTITUTION

1. NAME

The name of the society shall be: Difficult Airway Society. Also known as DAS.

2. AIMS OF THE SOCIETY

The Aims of the Society are: -

a) The advancement of public education in the science and practice of the management of patients with difficult or unusual airway problems, by the conduct of courses, lectures, demonstrations and by ensuring that due attention is paid to airway management techniques in the training curricula of medical and paramedical practitioners

b) To promote research and the development of new techniques in dealing with airway problems, and to publish the useful results of that research.

3. MEMBERSHIP

3.01 Categories of Membership

Full UK & Irish Membership
Full Overseas membership
Associate Membership

3.02 Full UK & Irish Membership

Full Membership of the Society is open to all medical practitioners regardless of grade, who remain registered with the General Medical Council.

Each Full Member shall be eligible to vote at the elections of the Society, and shall have one vote which will be made electronically via the Society website in the case of executive committee positions (trainee representative positions will be appointed by voting at AGM).

3.03 Overseas Membership

Overseas Membership is open to all medical practitioners practicing out with UK and Ireland who are registered to an institution equivalent to the GMC in

their country of qualification and who share the common purposes of the Society.

Overseas members will not be eligible to vote in DAS elections.

3.04 Associate membership

Associate Membership is open to persons who are not medically qualified.

3.05 Application for Full Membership

The application process is via the DAS website or via an alternative vehicle at the discretion of the secretary.

3.06 Application for Associate Membership

The application process is via the DAS website:
http://www.das.uk.com/membership_details Those applying for this grade of membership must be sponsored by a full Member of the Society.

3.07 Subscription.

The annual fee is payable by Direct Debit or electronically (see 5.01). The executive committee reserves the right to alter the level of subscription in line with the needs of the Society.

3.08 Rights and privileges

Upon successful application for Full or Associate Membership, the New Member will be issued a membership number, the rules of the Society and will enjoy immediately the privileges of the appropriate grade of membership.

Privileges of the membership of the Society shall include

- email notification of dates of Society meetings
- priority booking at meetings (and reduced rates at registration)
- access to Society information, web forums and a printed version of the DAS newsletter (UK and Irish members only)
- eligibility to vote for new Executive members
- eligibility to attend the ASM Dinner and to invite guests (at standard fee).

Associate and Overseas Members enjoy the same rights and privileges as Full Members, but are not permitted to vote in elections or at the Annual General Meeting; nor can they stand for office on the Executive.

3.09 Communications

As the Committee will mainly use electronic communication with members, members are required to inform the Society of any change to email addresses. The Society cannot be held responsible for any communications which do not reach members because of issues with their email address. In any event, copies of such notices will be posted on the DAS website which Members are encouraged to check regularly. Direct communication with the DAS secretary should be used in cases where electronic communications fail. This can be achieved via the Specialist Society Officer at the AAGBI.

4. OFFICERS OF THE SOCIETY

The Elected Officers of the Society shall make up the Executive and shall consist of a President, an Honorary Secretary and an Honorary Treasurer. No remuneration shall be made to the Officers by the Society for holding their positions, other than travel and subsistence allowance in relation to official DAS business and in line with DAS committee policy.

4.01 Terms of Office and Duties of Officers

The Executive consists of the President, Secretary and Treasurer and will be anaesthetists working in the UK or Ireland.

The President shall serve for 3 years and shall:

- provide leadership for the Society
- promote the Society both within and outside the specialty of anaesthesia
- on behalf of the Society members, develop strategies and plans to further the aims of the society and to put those plans and actions into effect
- manage the business of the society in accordance with the constitution and within the scope of the DAS Committee's Standing Orders and Standing Financial Instructions.

The Honorary Secretary shall serve for 3 years and shall:

- oversee a register of all members (maintained by secretariat)
- organise the committee meetings of the Society
- prepare agendas for, and keep minutes of, the Annual Members' Meeting
- ensure that the governance of the Society as stated in the constitution

and addenda is followed by officers and members
- be responsible for constitutional review
- on behalf of the Society members, develop strategies and plans to further the aims of the society and to put those plans and actions into effect
- manage the business of the society in accordance with the Constitution and within the scope of the DAS Committee's Standing Orders and Standing Financial Instructions.

The Honorary Treasurer shall serve for 3 years and shall:

- keep accounts of all income and expenditure of the Society
- ensure the payment of all bills
- report regularly to the Society on its financial state
- prepare a balance sheet and report for the Annual General Meeting
- complete an annual submission to the Charity Commissioners
- maintain a bank account in the name of the Society
- ensure that the account remains in positive balance
- not raise loans in the name of the Society
- on behalf of the Society members, develop strategies and plans to further the aims of the society and to put those plans and actions into effect
- manage the business of the society in accordance with the Constitution and within the scope of the DAS Committee's Standing Orders and Standing Financial Instructions.

Please refer to addenda, entitled *DAS Standing Orders* and *DAS Standing Financial Instructions* for more details on governance within the DAS committee.

Withdrawals from the Society Bank Account shall require the signatures of two people: the Hon. Treasurer and his/her nominated co-signatory. The latter will be acceptable to the President and Hon Secretary.

4.02. Election of Officers

The DAS website and newsletter will advertise for Executive Officer posts as the incumbents near the end of their term. To be eligible, applicants will require to be Full UK & Ireland members of DAS and will need to be able to demonstrate and provide evidence to the membership that they have been visibly active in the work of the Society. The nominee will require a seconder

who is a Full member of the Society. Applications will be submitted electronically and members shall be able to view these applications on line prior to electronic voting. Election will be based on the applicant who receives the most votes during the designated voting period. Successful applicants will be announced at the subsequent AGM and the new incumbent will commence his or her post at that time.

Officers may, upon proposed retirement from office, be eligible to stand for election for a further term of office (but with a maximum of 2 terms in post). They are also entitled to apply for a separate role on the Executive. If there are no nominations for new officers, incumbent members are eligible to remain in post for 1 year until elections can be repeated. Alternatively, the Executive reserve the right to appoint a selected individual to said post to allow proper functioning of the Society until a further nomination announcement and election can be held. On demitting office, Executive members will remain active members of the committee, with equal voting rights, as immediate past president, secretary and treasurer for a period of 1 year.

4.03 Voting Eligibility

Eligibility to vote in elections will be to Full UK and Ireland members only who have been registered with DAS for a minimum period of 6 months prior to commencement of electronic voting.

It is the responsibility of members to ensure that their email address is up to date in order to vote.

The Executive will appoint a Returning Officer to oversee the conduct of the election and all matters relating to it. Rules regarding conduct during an election will be published on the website, their purpose being to ensure fair play for all the candidates.

4.04 Terms of reference for DAS Committee

The DAS committee consists of the Executive and several co-opted members; these will be appointed at the discretion of the executive and will include a Scientific Officer(s), a Newsletter Editor(s), two Trainee representatives, a Website Lead, a Workshops Coordinator, a Surveys Coordinator, a Lay representative, the RCOA-DAS Airway Lead Advisor, immediate past officers from the Executive and any other roles determined by the Executive to help fulfil the function of the Society.

Each co-opted member shall be appointed by the Executive with the exception of the trainee representatives, who shall be elected by election. All positions will be for a 2-year period initially with the option of continuing for subsequent

periods at the discretion of the executive.
Please refer to *Addendum 1* for more details.

A DAS committee meeting shall be deemed quorate if two of the three executive officers and a total of not less than half the committee are present.

The Committee shall all have equal voting rights. The President shall vote last and have a casting vote should a voting result be tied.

5. ANNUAL SUBSCRIPTIONS

Each full member shall pay an annual subscription.

5.01 Payment

Annual subscriptions shall be paid by Direct Debit or *GoCardless* (Irish and overseas members by *Paypal*)

5.02 Amount

The amount of the annual subscription shall be determined for both Full and Overseas Members by the Annual General Meeting on the advice of the Honorary Treasurer. Notification of any change will take place electronically.

6. MEETINGS

The Society shall hold meetings as follows: -

1. Annual General Meeting: this shall be held annually by notice of at least six weeks delivered to the Members electronically using the email address with which they are registered with the Society or by announcement through the Society's publications and website. The Annual General Meeting shall be held at a date not later than six calendar months from the end of the Society's accounting date.

At the Annual General meeting, the following business shall be transacted:

- receipt of the Account of the Society
- presentation of the Annual Reports of the Society from the President, the Secretary and the Treasurer.
- the announcement of new Officers if appropriate
- fixing of the annual subscription.
- A.O.C.B. as decided by DAS committee.

2. Special Meetings of the Society shall be called as and when they are required, and shall be capable of being called by the Secretary on the instructions of the other executive Officers of the Society. Such meetings shall be called within six weeks of a request being made in accordance with the above terms, must have a minimum of 2 members of the Executive present and will take place no sooner than 6 weeks after the announcement to members. Members will be informed electronically of the intention to hold a special meeting and the reasons for such. A special meeting may be held at the start of the AGM. Constitutional changes may take place periodically at such a special meeting that has been suggested by a member(s) of the Executive.

3. Ordinary meetings of the Society shall be called for the delivery of lectures, demonstrations and reports and shall be arranged from time to time by the Officers of the Society or those appointed by them.

7. AUDIT AND ACCOUNTS

Accounts shall be maintained and prepared in accordance with the Charities Act UK 1993 and the Regulations promulgated under the provisions of that Act, and shall be audited in accordance with the requirements of the Act if appropriate. If an audit is not required under the terms of the Act, the accounts shall be either examined by an Independent Examiner or audited by a properly qualified auditor at the discretion of the Officers of the Society.

8. SUPPORTED PROJECTS

DAS, as a registered charity, will support several academic, educational and service provision processes in the form of grants and awards. It will liaise with the National Institute of Academic Anaesthesia (NIAA) and the International Relations Committee (IRC) within the AAGBI in relation to the awarding of funding for projects.

The Society also supports the appointment of DAS Professors and PhD Scholarships.

The Society facilitates the Airway Device Evaluation Project Team (ADEPT) to promote and oversee robust academic assessment of new airway equipment.

9. ALTERATION

The provisions of this Constitution may be altered from time to time at a

Special Meeting of the Society, a proposed alteration being laid before the Full Members of the Society via the DAS website. No alteration shall be made unless it is carried by the majority of the Full Members present at the AGM or Special Meeting, and in any event, no alteration may be made which would render the Society non charitable according to the law of England and Wales. Members have the right to register their views or voting intentions with the secretary, such as those relating to constitutional changes, if they are unable to attend the AGM.

The constitution will undergo a 5-yearly review.

9. DISSOLUTION

In the event that the Society decides on a two-thirds majority of those present and eligible to vote at a meeting called for the purpose, that it can no longer proceed to carry out its objects, then the Officers shall realise the assets of the Society and, if there be any moneys left after satisfaction of all proper liabilities, that sum shall not be divided upon the members, but shall be passed to another charitable organisation having objects similar to or complementary to the objects of the Society as decided by the Officers of the Society at their absolute discretion.

Amended
Barry McGuire
Hon. Sec. DAS
October 2016