

NACT UK Constitution and Rules

1. The Association shall be called the "National Association of Clinical Tutors", abbreviated to NACT UK, to recognise the involvement of all Nations in the Education and Training of Doctors
2. The object of the Association shall be the promotion of Medical Education and Professional Development in all its aspects. This object shall be attained by holding at least one meeting annually for the discussion of any relevant matters and by such means as the Council shall approve.
3. Membership of the Association shall be:
 - a) Full membership to be available to Directors of Medical Education/Associate Directors of Medical Education, Postgraduate Clinical Tutors, Foundation Programme Directors, Tutors together with those involved in leading Medical Education and Professional Development in their hospitals and district
 - b) The Council may also approve full membership to persons in categories not included in the above.
 - c) The Council may also approve Associate members e.g. College/Specialty Tutors/Training Programme Directors/Assistant Directors on such terms and conditions and for such periods as the Council may think fit. Such action being subject to confirmation at the next Annual General Meeting.
 - d) The Council shall have the power to nominate Honorary members from time to time on such terms and conditions and for such periods as the Council may think fit. Such action being subject to confirmation at the next Annual General Meeting.

Although the Council shall approve applications for membership, approval will usually be automatic in category (a).

Subscription fees shall be determined by Council. Generally Associate members will pay a reduced subscription and Honorary members none. Reduced subscriptions will be available for third and subsequent members who are in category (a) within one institution.

4. The affairs of the Association shall be managed by a Council, which shall consist of representatives from England, Scotland, Wales and Northern Ireland. In England there shall be representatives from each Deanery/LETB equivalent Organisation; the exact number of representatives shall be determined by the Council from time to time but shall not exceed five. There

shall be at least one representative from both Wales and Northern Ireland. Ten shall form a quorum.

5. In Scotland the Chairman of the Scottish Clinical Tutors Group shall be a member of the Council and up to three other members elected by the Scottish Clinical Tutors Group from amongst their number.

6. The Honorary Officers of the Association shall consist of:-

The Chairman

The Vice-Chairman

The Honorary Secretary

The Honorary Treasurer

The Honorary PR Officer & Editor, *Clinical Tutor*

The Honorary Assistant Secretary

The Officers will function as an Executive Committee. The Chairman cannot remain as a Deanery/LETB Representative.

7. The Honorary Officers shall be re-elected at each Annual General Meeting and their tenure in office shall not be for more than three consecutive years in any one office with the exception of the Vice Chairman who can be re-elected for a further two years to give continuity to the new Chairman.

8. Any casual vacancy occurring amongst the Honorary Officers may be filled by the Council until the next Annual General Meeting where they will formally be elected.

9. The Council shall submit to each Annual General Meeting the nominations for each of the Officers. Any member of the Association may nominate any other member for election as an Officer provided that such nomination is sent to the Honorary Secretary not less than six weeks prior to the Annual General Meeting and all nominations whether by the Council or by individual members of the Association shall be printed on the notice convening the meeting. The names of the representative members nominated by the individual *Deanery* /LETB and co-opted members shall also be printed in the notice convening the meeting.

10. The Annual General Meeting of the Association shall be held once in each year at which a report of the proceedings since the preceding Annual General Meeting will be presented and the Association shall determine the subscription for the ensuing year. Each member shall have one vote and the decision of the majority present and voting will prevail. In the case of equality of voting, the Chair of the meeting shall have a casting vote.

11. The Honorary Secretary shall, on the direction of the Council, or at the request of at least twenty-five members convene an Extraordinary General Meeting of the Association of which not less than twenty-one days' notice specifying the business to be transacted shall be given.

12. The membership of any member whose subscription is one year in arrears

may be terminated, but such a member may be re-instated by the Council upon such terms as the Council shall see fit.

- 13.** Upon the dissolution of the Association, any surplus funds in the hands of the Council shall not be refundable to the members, but shall be decided at the next Annual General Meeting.
- 14.** None of these rules shall be altered or rescinded and no further rules shall be made, except by the Association in General Meeting and with the approval of not less than two-thirds of the members present and voting, provided that no amendment is made that would cause the Association to cease to be a charity at law.

Ratified at the Annual General Meeting May 12th 2016