



# CONSTITUTION

**Adopted on the first day of August 2003** (amended February 2004)  
(amended July 2006)  
(amended April 2007)  
(amended Nov 2007)

## RULES

### 1 Title and Objects

The Society shall be called the **UK Dermatology Clinical Trials Network (UK DCTN)**.

*Its objects are:*

The relief of sickness and the preservation and protection of good health in connection with the treatment and prevention of skin diseases.

The current remit of the UK DCTN is to answer questions that are important to the NHS through non-industry funded sources, although we plan to develop ways of working with industry colleagues in the future.

### 2 Powers

In addition to any other powers they have, the trustees may exercise any of the following powers in order to further the objects (but not for any other purpose):

- To stimulate awareness of the need for high quality research into the treatment and prevention of skin diseases.
- To develop a Network of health professionals and consumers who are willing to promote the aims of the Society.
- To conduct independent clinical trials relevant to the aims of the Society.
- To develop the infrastructure necessary to support such a Trials Network.
- To advise government bodies and charitable organisations on matters relating to clinical trials in skin disease.
- To hold conferences, meetings and seminars for the purpose of promoting the aims of the Society.
- To do any and all acts and things which may be necessary, useful, suitable and proper for the furtherance, accomplishment or attainment of the object hereof.

### **3 Membership**

There are two categories of membership:

- Ordinary members who are normally resident in the United Kingdom or Ireland.
- Overseas members who are not normally resident in the United Kingdom or Ireland.

Membership is open to any person over the age of 18 years expressing an interest in research into skin diseases. This may include dermatologists; dermatology nurses; medical researchers; consumers, or representatives of other organisations with an interest in skin disease. Application for membership shall be made via the Network Co-ordinator.

### **4 Structure of the Society**

#### **4a *Executive Committee***

An Executive Committee of seven members will be formed to include a Chairperson, a Co-ordinator/Secretary, a Treasurer, two dermatology members, a dermatology nurse member and a consumer representative. Membership of the Executive Committee will be approved at the Annual General Meeting. Executive committee members shall be nominated by steering committee members not less than three weeks before the AGM. In order to become an executive committee member, the candidate must have served on the steering committee for a minimum term of two years. Nominations will need to be seconded at the AGM and approved by the wider membership or voted on in the vent of an excess number of nominations. Members of the Executive Committee shall initially retire from office through a rolling programme (a third after two years, a third after three years and a third after four years in office). Thereafter, members shall retire every three years but may be re-elected or re-appointed if they so wish. Final decisions relating to the business of the Society shall be made by the Executive Committee. Four shall form a quorum. A member of the Executive Committee shall cease to hold office if he or she:

- Fails to attend at least two meetings in any year.
- Notifies to the Executive Committee a wish to resign.

#### *Responsibilities of the Executive Committee*

The Executive Committee will be responsible for most of the decisions relating to the business of the Society. In relation to applications for possible trials, they will propose a shortlist to be considered by the wider Steering Committee to vote on as priority trials to be developed further. The Executive Committee shall organise refereeing for protocols. The Executive Committee will also have authority to allocate pump-priming funds to conduct pilot/feasibility studies on trial proposals, once the protocols have been approved and prioritised by the wider Steering Committee.

It is also the duty of the Executive Committee to propose further development of the Network structure. The Executive Committee shall also be responsible for the day-to-day business of fulfilling the aims of the Society.

#### **4b *Steering Committee***

The Steering Committee shall be composed of the Executive Committee, plus up to 30

additional members of the Network. The Steering Committee will meet approximately three times a year. Membership of the Steering Committee shall be approved at the Annual General Meeting. Members of the Steering Committee shall initially retire from office through a rolling programme (a third after two years, a third after three years and a third after four years in office). Thereafter, members shall retire every three years but may be re-elected or re-appointed if they so wish. The proceedings of the Steering Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member. Steering Committee members shall be nominated by Network members not less than three weeks before the Annual General Meeting. Nominations will need to be seconded at the Annual General Meeting and approved by the wider membership, or voted upon in the event of an excess number of nominations. A member of the Steering Committee shall cease to hold office if he or she:

- Fails to attend at least two meetings in a two year period.
- Notifies the Steering Committee of a wish to resign.

A quorum of the Steering Committee shall be 15.

#### *Responsibilities of the Steering Committee*

- To review and comment on all proposals (outline and detailed) submitted to the Society for consideration.
- To make final recommendations to the Executive Committee on which proposals should be taken forward for full development for external funding.
- To make recommendations to the Executive Committee on which proposals are eligible for pump-priming funds for further pilot/feasibility work.
- To attend at least two meetings per year to discuss the trial proposals.
- To provide guidance in the aims and objectives of the Society and to ensure that all activities are in line with these aims.
- To make final decisions relating to trials for submission to NHS Health Technology Assessment Board Affiliate Scheme.
- To advertise and promote the aims of the Society whenever possible.

#### **4c** *Regional Co-ordinators*

Regional co-ordinators shall be responsible for raising awareness of the Society amongst local dermatologists and for identifying those who wish to participate in trials that have been agreed by the Group.

#### *Responsibilities of the Regional Co-ordinators*

- To advertise and promote the activities of the Society in their area.
- To represent the views of other clinicians and researchers in their area.
- To promote and co-ordinate patient recruitment activity in their area.
- To act as the point of contact between the Network Co-ordinating centre (currently Nottingham) and other centres.

#### **4d** *Responsibilities of the Treasurer*

- To receive all income due to the Society from whatever source.

- To be an authorised signatory on the account along with the Chairperson and the Network Co-ordinator.

## **5 Meetings**

An Annual General Meeting shall be held once a year at a time and place to be determined by the Steering Committee and there shall be such further general meetings as the Steering Committee shall determine.

At least three weeks notice of all such meetings shall be given to each ordinary member of the Society.

Every matter shall be determined by a majority of votes of the Steering Committee. The Chairperson of the meeting shall have a casting vote.

Records of minutes shall be maintained for all meetings convened by the Steering Committee.

## **6 Visitors**

Visitors may, by permission of the Chairperson, be introduced by members. They may make communications and take part in discussions subject to the same rules as members.

## **7 Receipts and expenditure**

The funds of the Society, including all donations, contributions and bequests, shall be paid into a dedicated society account held by the Network

All cheques drawn on the account must be signed by at least two members of the Executive Committee.

Annual accounts will be prepared for the Society and presented at the Annual General Meeting by the Treasurer.

The funds belonging to the Society shall be applied only in furthering the aims of the Society.

## **8 Alteration of Rules**

Alterations of the Rules of the Society may be made at a General Meeting (whether Annual or otherwise) of the Society provided that a quorum of 10 members is present.

Notice of any proposal to amend or alter the Rules of the Society must be sent to the Secretary not later than one month before the next ensuing General Meeting. The Secretary must then include the proposal on the agenda of the said General Meeting in the form of a motion.

## **9 Dissolution**

Dissolution of the Society may be proposed at a General Meeting (whether Annual or otherwise) provided there is a Quorum of six ordinary members.

Notice of such proposal shall be given in the same way as in relation to a proposal to alter the Rules of the Society.

If the General Meeting shall approve the proposal to dissolve the Society, the Steering Committee shall as soon as possible after the General Meeting take a postal ballot of all ordinary members of the Society on the proposal.

If at least two thirds of the members entitled to vote shall vote in favour of the proposal to dissolve the Society, the Society shall be dissolved immediately the result of the voting has been announced.

If less than two thirds of the members entitled to vote shall vote in favour of dissolution within three months of the date of the postal ballot as shown on the voting papers the proposal shall lapse and be of no effect.

The Steering Committee may make such arrangements for conducting a postal ballot, scrutinising and counting voting papers, announcing the result and all other matters relative thereto as it shall think fit.

Following the dissolution of the Society the funds of the Society (after payment of all debts and liabilities properly payable out of the funds) shall be applied under the direction of the Steering Committee to a charity having or containing objects substantially similar to those of the Society. If in the view of the Steering Committee there shall be no such suitable charity the funds of the Society shall be applied for charitable purposes generally at the discretion of the Steering Committee.