

## **The Rouleaux Club Constitution As agreed by the Executive Committee June 2021**

The Rouleaux Club is the representative body for trainees in vascular surgery in the UK and Ireland.

### **Objectives**

- To provide educational and professional support to vascular surgeons in training
- To provide educational and professional support to medical students and junior doctors who are interested in pursuing a career in vascular surgery
- To promote national and international collaboration with the aim of improving training in vascular surgery
- To provide a forum for discussion about professional aspects of training in vascular surgery
- To offer consensus opinion on issues relating to vascular surgery training in the UK / Ireland

### **Constitution and Rules**

#### **Membership:**

The Rouleaux Club shall consist of the following members:

- Ordinary members:
  - Medical graduates with a committed interest in vascular surgery
- Affiliate members:
  - Medical students or Allied Health Professionals with an interest in vascular surgery

Membership of The Rouleaux Club confers the following benefits:

- A monthly newsletter detailing current and future activity including courses, conferences, educational resources
- Access to the members-only area of The Rouleaux Club website

#### **Structure:**

The Rouleaux Club will consist of Ordinary Members, Affiliate Members and an elected Executive Committee. The offices of President and Vice President are 1-year tenures; all other offices are 2-year tenures.

Any changes to specified roles may be made by unanimous agreement between the Executive Committee, with written notification to the Ordinary and Affiliate Members.

By standing for election members are agreeing to abide by the constitution detailed in this document.

The elected Executive Committee shall consist of the following:

- President

- Pre-requisites: Vice President (follows on without re-election)
- Vice President (President-Elect)
  - Pre-requisites: Previously held a position on the Executive Committee, must not previously have held the role of president, must be a current NTN (hold a National Training Number)
- SAC Representative
  - Pre-requisites: Must be a vascular trainee with NTN ST5 or above
- Vascular Society (VS) Affiliate Representative
  - Pre-requisites: Vascular NTN who has passed FRCS Vascular Section 1
- Secretary and Treasurer
- Research and Education Representative (2 posts, 1 of which to be held by an NTN)
- ASiT + National Selection Representative
  - Pre-requisites: Must be a vascular trainee with NTN either IST or uncoupled
- Website + Communications Representative
- Medical Student Communications Representative
  - Pre-requisites: undergraduate medical student studying in UK or Ireland
- BSET + National Vascular Training Day Representative (2 posts)
  - Pre-requisite: Vascular NTN ST3 or above
- Venous Representative
- European representative
  - Honorary appointment elected by European Trainee members
- Circulation Foundation & VS ASM Representative
- Welfare Representative
  - Pre-requisites: must have been graduated from medical school for a minimum of 5 years
- FRCS Exam Representative
  - Pre-requisites: NTN who has passed FRCS Vascular Section 1 and 2

The selection of the Executive Committee shall be as follows:

- The Vice President (VP) shall be elected annually by majority vote by the ordinary members. VP self-nominations will be open to all Rouleaux Club Executive Committee members past and present and shall be made in advance of the hustings and election. VP candidates will be required to submit a short written statement supporting their self-nomination and hustings will take place annually at a time specified by the committee. The Vice President shall hold the position for 1 year.
- The Vice President will succeed as President the following year, without need for re-election, except in exceptional circumstances.
- Other roles on the Executive Committee shall be elected by majority vote by the Ordinary Rouleaux Club members at a time specified by the committee on an annual basis. The exception is the role of medical student representative in which both affiliate and ordinary members can

vote. Ordinary and Affiliate members of the Rouleaux Club will be invited to self-nominate for the roles in advance of the hustings and election. They will be required to submit a short-written statement supporting their self-nomination. and hustings will take place annually at a time specified by the committee will take place at the AGM.

- The President and President-Elect will not vote in the ballot unless there is a tie-break situation, in which case the President-Elect will provide the deciding vote
- Sitting representatives are permitted to re-apply to another role at the close of their tenure, with the exception of the President, who shall not be eligible to re-apply to any further role at the end of their tenure
- It is permitted for Vice President candidates to self-nominate during the tenure of their Executive Committee post. If successfully elected to VP, they can choose whether to continue or relinquish their Executive Committee post.
- See full election rules and regulations

### **Generic Responsibilities and Code of Conduct**

- All Rouleaux Club Executive Committee members will act as ambassadors for the organisation:
  - They will promote and attend the Vascular Society Annual Scientific Meeting (ASM) each year (as far as possible) to support the work of the Rouleaux Club, helping to deliver the parallel sessions
  - They should exhibit full engagement with the relevant speciality committee on which they represent the Rouleaux Club (e.g. ASiT, VS, Exam board etc) and feed back to the committee via a short report on a regular basis
  - They should endeavour to attend Executive Committee meetings as far as possible and engage in discussions with the rest of the committee
  - They should act with professionalism during Executive Committee meetings, ensuring that everyone has the opportunity to speak freely
- The President will be responsible for the overall running of the Rouleaux Club and should attend national meetings and events as requested
- The Vice President will support the President and may be required to represent other members of the Executive Committee in their absence
- The Secretary will be responsible for taking and distribution of minutes:
  - Official business will be minuted in order to provide a permanent record of discussions. Minutes will be circulated to Executive Committee members for approval and will then be made available

to all Rouleaux Club members on the members-only section of the website

- Unofficial business (such as informal discussion before or after the official business of the meeting) will not be minuted and should not be discussed with anyone who is not a member of the Executive Committee
- No recordings (video, audio or otherwise) shall be made of any Executive Committee meetings without advanced written consent of all parties present

### **Financial Responsibility**

The Rouleaux Club is classified as a club and society and has an associated bank account as detailed below. The signatories on the account will be the President, Vice president and Secretary and Treasurer. There are 3 methods of payment available with this account and all transactions must be approved by 2 signatories.

ACCOUNT NAME: THE ROULEAUX CLUB  
SORT CODE: 60-24-77  
ACCOUNT NUMBER: 1876\*\*\*\*

#### **Branch Details:**

NATWEST DIRECT BUSINESS BANKING  
4TH FLOOR  
1 HARDMAN BOULEVARD  
MANCHESTER  
M3 3AQ

### **Annual General Meeting (AGM)**

There will be an annual general meeting open to all ordinary and affiliate members which will be held at the Vascular Society ASM. During this meeting an update on the annual activities and the financial status of Rouleaux Club will be given.

### **Removal of a Member from the Rouleaux Club**

- An individual member may be removed from the Rouleaux Club. The decision will require unanimity amongst the Executive Committee, or the remaining members of the Executive Committee in the event that the person in question is a current Executive Committee member. Committee members may be removed only in the event of:
  - Behaviour likely to damage the reputation of the Rouleaux Club *or*
  - Breach of the Code of Conduct *or*

- Lack of engagement with their role
- In the event that a committee member is removed, the VP will fill that role (if eligible) until the next AGM. If the VP is not eligible, another member of the executive committee will fill the role as agreed by two thirds of the remaining executive committee. If there is not an eligible member of the executive committee an emergency interim election will be held.

## **Election Rules and Regulations**

### **VICE PRESIDENT (PRESIDENT ELECT)**

**Tenure:** 1 Year

**Pre-requisites:** Previously held a position on the Executive Committee, must be current NTN

**Voting restrictions:** Ordinary member

### **SAC REPRESENTATIVE**

**Tenure:** 2 Years

**Pre-requisites:** NTN ST5 and above

**Voting restrictions:** NTNs only

### **VASCULAR SOCIETY (VS) AFFILIATE REPRESENTATIVE**

**Tenure:** 2 Years

**Pre-requisites:** NTN with FRCS Section 1, this often means the second year of the role is undertaken in first year as a consultant.

**Voting restrictions:** NTNs only

### **SECRETARY AND TREASURER**

**Tenure:** 2 Years

**Pre-requisites:** None, any member can stand

**Voting restrictions:** Ordinary member

### **ASIT REPRESENTATIVE+ National Selection representative**

**Tenure:** 2 Years

**Pre-requisites:** NTN ST3 and above

**Voting restrictions:** NTNs only

### **EXAM BOARD REPRESENTATIVE**

**Tenure:** 2 Years

**Pre-requisites:** NTN with FRCS Vascular Section 1 and 2, this often means the second year of the role is undertaken in first year as a consultant.

**Voting restrictions:** NTNs only

### **WEBSITE AND COMMUNICATIONS**

**Tenure:** 2 Years

**Pre-requisites:** None, any member can stand

**Voting restrictions:** Ordinary member

### **CIRCULATION FOUNDATION REPRESENTATIVE**

**Tenure:** 2 Years

**Pre-requisites:** None, any member can stand

**Voting restrictions:** Ordinary member

### **EDUCATION REPRESENTATIVE x 2 – one representative will be an NTN**

**Tenure:** 2 Years

**Pre-requisites:** None, any member can stand,

**Voting restrictions:** Ordinary member

### **NATIONAL VASCULAR TRAINING DAY REPRESENTATIVE**

**Tenure:** 2 Years (1<sup>st</sup> year NVTD rep, 2<sup>nd</sup> year BSET rep)

**Pre-requisites:** NTN ST3 and above

**Voting restrictions:** Ordinary Member

### **WELFARE LEAD**

**Tenure:** 2 Years

**Pre-requisites:** Must have been a qualified doctor for 5 years

**Voting restrictions:** Ordinary member

### **MEDICAL STUDENT WEBSITE AND COMMUNICATIONS REPRESENTATIVE**

**Tenure:** 2 Years

**Pre-requisites:** Medical Student in the UK

**Voting restrictions:** Affiliate or ordinary member

### **Process:**

Candidates will be asked to complete a self-nomination form including a photo, their contact details, grade, deanery/medical school, twitter handle, and a 200-word manifesto. Candidates will also need to include the contact details of a proposer. Nomination forms must be submitted by the date specified by the committee.

Candidates may stand for more than one position providing they are eligible.

All nominations will be checked by a member of the current executive committee to confirm eligibility.

Manifestos will be published to the Rouleaux Club membership on a date specified by the committee.

Virtual Hustings will take place on a date as agreed by the committee either via virtual or face to face methods as deemed appropriate by the committee.

Attendance at this event is not mandatory when running for a position but is strongly encouraged.

Voting will open via the online Choice Voting digital platform immediately after the hustings has concluded. Eligible members will receive an email enabling them to vote. Members should ensure membership details are up to date on the rouleaux club website and pre-register should be encouraged.

All positions will have R.O.N. (re-open nominations) as an option for voting.

Voting will remain open until a time specified by the committee.

All votes will be counted and verified and the new committee announced at the Rouleaux Club AGM which will take place at the annual VS ASM.

### **Voting Eligibility**

Rouleaux club members who attend medical school or are a qualified doctors with registration in the UK are eligible to vote subject to restrictions as described previously.

### **Results**

The Candidate with the highest number of votes will be elected to the position. If RON receives the highest number of votes nominations will be reopened and a further election will be scheduled. The current position holder will remain in position until a successor has been appointed.

For the role of Education rep – one role will go to the NTN with the highest number of votes. The second role will go to the candidate with the highest number of votes.

Candidates may only hold one position on committee with exception of Vice President where another role may be held for the VP year only. Where a candidate stands for 2 positions and is elected for both they will be given the choice as to which position, they wish to be elected to. The runner up in the election for the unfilled position will automatically be elected into the vacant post. If this leads to the situation where that second individual would have two roles, they could choose one of the two roles and the runner up for the second role would be elected. This would continue until all roles are filled.

If a candidate decides to withdraw after the elections have commenced and before the committee is announced then the runner up will be appointed.

### **Amendments to the Constitution**

Amendments to the Constitution may be made when approved by no less than two thirds of the Members present and voting at an Extraordinary General Meeting held for the purpose of amending the constitution.

### **Dissolution of the Rouleaux Club**

The Rouleaux Club may be dissolved by resolution by not less than three quarters of the Members present and voting at an Extraordinary Meeting called for the purpose by the Rouleaux Club Executive Committee. The disposal of any assets held by, on behalf of, or in the name of, The Rouleaux Club, after satisfaction of all debt and liabilities shall not be paid or distributed among the members but shall be given or transferred to such other charitable associations or institutions having similar objectives to those of the Rouleaux Club.