

## **Constitution of the BSA's Medical Sociology Study Group**

1. The Group shall be called the Medical Sociology Study Group. The objects of the group shall be to foster the development of teaching and research in the sociology of health and illness and communication between persons interested in these areas. In pursuit of these aims, the group will organise an annual conference, encourage and support the establishment of regional and special interest groups, publicise its activities through relevant and appropriate channels of communication, and undertake such other activities to promote these objects, provided that these activities are legal and legally charitable.
2. Membership of the group shall be open to any British Sociological Association (BSA) member. Persons who are not members of the BSA shall be allowed to participate in group activities subject, where applicable, with payment of the appropriate fee for non-BSA members.
3. The Group shall have the power to charge its members fees to cover the costs of holding events or publications in furtherance of the objectives of the group. When such fees are charged there shall be a higher charge made for attendance at events for persons who are not members of the BSA.
4. The Group shall be managed by a committee of ten members (excluding ex-officio members) consisting of two co-convenors and eight members elected at an Annual General Meeting (AGM). All committee members shall be fully paid up members of the BSA. All terms of office shall normally commence and end at an AGM. A quorum of five members, who may include the co-convenors but not any other ex-officio members, shall be required to conduct committee business.
5. The Group shall choose a co-convenor-elect at the end of each second year in a two year cycle who shall serve as co-convenor for a two year term of office. The co-convenor will normally be selected by the committee from among present or previous members of the committee and their selection will be presented for ratification at the AGM prior to commencement of their term of office. If they are not an ordinary committee member they will serve as an ex-officio member of the committee for the year prior to their becoming co-convenor.
6. The senior (first elected) co-convenor will act as the Group's treasurer.
7. Calls for nominations for committee membership will be announced in the run up to the annual conference and circulated via the JISCmail list. Nominations may be received up until 2 weeks before the conference. Nominations must be accompanied by mini-biographies for the nominee. Voting, open to BSA members only, will be online and/or at the conference, with voting closing 1 hour before the AGM.
8. The committee shall have the power to co-opt members to fill vacant committee places and to co-opt to ex-officio membership of the committee any person of their choosing provided there is complete consensus of agreement among them as to their choice. Such co-options shall be presented to the next available AGM for ratification.
9. In addition, 2 postgraduate research students (PGRs), as defined by HEFCE (2012), will be elected at the AGM to serve for one year on the committee, in order to represent early-career researchers within the group.
10. In pursuance of its objectives, the Group will strive to maintain its collegial relationship with the independent journal *Sociology of Health and Illness* (SHI):
  - (a) A member of the SHI Editorial Team shall have ex-officio membership of the committee.
  - (b) Voting for members of the SHI Editorial Board takes place at BSA MedSoc Conference via the SHI Board Election Voting Box placed on the reception desk. Voting slips are inserted into delegate packs. Voting usually closes at 5pm on the second day of the conference and the Chair counts with

one independent observer and announces the elected members at the conference dinner. The elected members' names are posted on the notice board at conference reception.

11. The duties of the co-convenors are to oversee the programme of activities of the Group, to ensure the activities of the Group comply with its constitution and legal requirements and to liaise with the BSA and other bodies as required.

12. In 2012, the BSA Council delegated responsibility for decisions regarding Medical Sociology Study Groups to the Medical Sociology Committee. The Group will therefore receive reports from and provide financial support to MedSoc's sub-groups- the regional and special interest study groups whose activities are consistent with the objectives of the MedSoc Study Group.

13. The MedSoc Study Group's finances shall be organized as follows:

- (a) The Group's financial year will coincide with the financial year of the BSA
- (b) The administration of the finances of the Group shall be the responsibility of the staff at the BSA office
- (c) A designated fund will be held on behalf of the Group within the BSA's main accounting system.
- (d) The accounts of the Group shall be audited by the auditors of the BSA.
- (e) The Group may incur expenditure on the production and distribution of information and/or materials, the hire of rooms for the conduct of meetings, and the cost of speaker's expenses, provided such expenses fall within the pursuance of the objectives of the group.
- (f) The BSA shall pay the costs incurred by committee members associated with committee meetings of the Group and attendance at the annual conference, including any travel and administrative expenses. The BSA may also pay any costs incurred by persons representing or acting on behalf of the Group. No payments shall be made without appropriate written accounting of expenditure.

14. The Annual General Meeting of the Group will be held each year at its annual conference. Notification of the AGM, together with an agenda, will normally appear on the conference website. The business of the AGM will be to:

- (a) receive the report of the senior co-convenor on the activities of the Group
- (b) receive the Treasurer's report and the accounts of the Group
- (c) receive reports from the Editor of SHI, the Chair of the Foundation for the Sociology of Health and Illness and from MedSoc's 'Cost of Living' Blog editors
- (d) elect ordinary and PGR members to fill any vacancies on the group committee
- (e) ratify any co-opted membership of the committee
- (f) ratify the selection of co-convenor

15. The minutes of the AGM shall normally be published on MedSoc Study Group website and be circulated by the JISCMail list.

16. Attendance and participation at the AGM is not confined to members of the BSA but, in accordance with the rules of the BSA, only fully paid up members of the BSA may vote at the AGM. A quorum of 15 BSA members shall be required to conduct the business of the AGM.

17. Constitutional changes shall normally be published on the MedSoc Study Group website and circulated via the JISCMail list prior to the AGM at which they are to be discussed and be made available to the convenor for insertion into conference delegates' information packs together with any written resolutions received by the due date.

18. Any matter not covered by this constitution shall be referred to the Group committee for action.

19. In the event of the winding up of the Group, all monies and assets of the Group shall revert to the BSA.

**This revision of the Group's constitution was ratified at the 2018 AGM of the Group.**