

Constitution of the Scottish Council of The Society of Radiographers

As amended by Scottish Council AGM

1 Name and Area:

1.1 The name of the Scottish Council and the area it covers is determined by the United Kingdom Council of the Society of Radiographers (hereinafter called 'the UK Council').

2 Objects:

2.1 The objects of the Scottish Council are to further the aims and objects of The Society of Radiographers (hereinafter called 'the Society'), so far as they are applicable within the area of the Scottish Council.

2.2 The pertinent objects are given below, as published in the Amended Memorandum and New Articles of the Society of Radiographers Limited:

The objects for which the Society is established are:

(1) to promote and develop for the public benefit the science and practice of radiography and radiotherapeutic technology and allied subjects;

(2) to promote, study and research work in radiography and radiotherapeutic technology and allied subjects and to publish the results of all such study and research;

(3) to further public education therein;

(4) to protect the honour and interests of persons engaged in the practice of radiography and radiotherapeutic technology and allied subjects including the regulation of relations between such persons and employers or employers' associations;

(5) to further all such objects which a trade union may lawfully pursue in accordance with statute.

3 Composition of the Scottish Council:

3.1 Membership of the Scottish Council is confined to members of the Society as defined in the Memorandum and Articles of Association and having their addresses in the Register of Members of the Society within the area of the Scottish Council. Whenever possible, the Executive's membership should include:

1 representative from each Health Board (HB)

1 representative from each Higher Education Institution (HEI)

1 representative from each Radiotherapy centre.

Cognisant of a range of geographical locations, employer and job roles.

3.2 Scottish Council consists of:

A Senior Executive with responsibility for the management of Scottish Council consisting of:

Chair

Vice-chair

Secretary

Treasurer

Executive members consisting of:

Council Member for Equality, Diversity, Inclusion and Belonging

Council Member for Professional Development (enhanced, advanced or consultant practitioner)

Council Member for Radiotherapy Management

Council Member for Radiotherapy

Council Member for Education

Student(s) Council Member

Council Member for Diagnostics Management

Assistant Practitioner Council Member

Council Member for Communications
Council Member for Research and Innovation
Five Members without portfolio

Non-voting members:
IR Representative
H&S Representative
ULR Representative
UKC Members
National Officer
Professional Officer

3.3. A person may hold a council member position on the board for a maximum of three consecutive terms, with each term lasting three years. Additional terms beyond this limit may be granted under exceptional circumstances, such as demonstrated outstanding performance and leadership, critical need for continuity in ongoing projects, or unique expertise or skills that are essential to the board's objectives. Any extension of terms must be approved by a majority vote at AGM.

3.4 Members without portfolio typically serve a three-year term, during which they gain valuable experience and contribute to SC's activities. After completing one three-year term, these members may be considered for senior or executive member roles based on their performance, commitment, and the needs of SC.

4 Council Operations and Governance

4.1 Elections to the Scottish Council

Elections to the Scottish Council will take place at the Annual General Meeting (AGM) of the Scottish Council

- i) Nominations for vacant positions should be submitted electronically to the Secretary in advance of the AGM.
- ii) Where seats remain unfilled, nominations may be accepted during the AGM.
- iii) Where more than one nomination is received for a single seat, a ballot will be held at the AGM to determine the elected candidate. The method of ballot will be decided by the Council.
- iv) Candidates will be elected by number of votes counted.

4.2 The Scottish Council Executive shall meet as required between meetings of the Scottish Council. All Executive members at such meetings shall be entitled to vote. Decisions of the Scottish Council Executive shall be subject to ratification and endorsement by the Scottish Council and/or the UK Council as appropriate.

4.3 Voting rights are reserved exclusively for Executive members of the Scottish Council. Non-voting members listed in 3.2 do not hold voting rights. A quorum shall consist of a minimum of six voting members, which must include the Chair or a person nominated to Chair in their absence.

4.4 Membership of the Scottish Council Executive may be reviewed following absence from three consecutive meetings. Absences submitted with apologies will be considered on a case-by-case basis, considering circumstances such as ill health or prior approval. Decisions regarding continued membership will be made at the discretion of the Scottish Council Senior Executive.

4.5 Any elected member of the UK Council may attend meetings of the Scottish Council in a non-voting, role

4.6 The Scottish Council Executive shall meet at least four times annually and one such meeting shall be the Annual General Meeting of the Scottish Council.

4.7 The Scottish Council Executive shall have the power to co-opt any member to fill any casual vacancy on the Scottish Council, providing that such a person shall retire or seek election at the AGM next following the appointment by co-option.

4.8 A record of attendance at Scottish Council meetings shall be maintained by the Secretary to the Scottish Council and shall be presented in the Annual Report.

5 Annual General Meeting:

5.1 The AGM of the Scottish Council shall be held after 1st September but not later than 31st October. The business of the meeting shall include:

- i. the presentation of a financial report of the Scottish Council for the year preceding the 30th September.
- ii. Scottish Council elections
- iii. Reports from the Scottish Council Executive.

5.2 All members attending the AGM shall be entitled to vote and the Chair shall have the casting vote. Voting shall be by a show of hands but may be taken by ballot of those present at the request of five members present.

5.3 A notice convening the AGM shall be circulated to members with registered addresses within the area of the Scottish Council not less than eight weeks prior to the meeting. Motions and nominations for inclusion in the agenda of the AGM shall be forwarded in writing to the Secretary of the Scottish Council not less than six weeks prior to the meeting.

5.4 The agenda for the AGM of the Scottish Council, which shall include details of all motions and nominations, shall be circulated to members prior to the meeting. Motions submitted after the closing date for the receipt of motions shall only be accepted for debate as motions of urgency at the discretion of the Chair and two Executive members.

6 Extraordinary General Meetings:

6.1 The Executive of the Scottish Council may call an extraordinary general meeting at any time or at the request of at least fifteen members. The Executive of the Scottish Council shall convene an extraordinary general meeting for a date not later than eight weeks after the receipt of the request

6.2 No business shall be transacted at any annual or extraordinary general meeting of the Scottish Council unless a quorum of at least twenty members is present.

7. Finance

7.1 Financial Year

The financial year of the Scottish Council shall correspond with the financial year of the Society.

7.2 Treasurer's Responsibilities

The Treasurer of the Scottish Council shall oversee all funds of the Scottish Council and be responsible for all legitimate disbursements made on its behalf. At each meeting of the Scottish Council, the Treasurer shall present any financial statements requested for inspection, along with any relevant online banking records, reports, or documents required by the Scottish Council or requested by the Society of Radiographers Headquarters (SoR HQ). The Treasurer shall provide all financial records, documents, funds, and any other property of the Society in the possession of the Scottish Council whenever requested by the UK Council or the Scottish Council.

7.3 Banking and Financial Transactions

A bank account shall be maintained in the name of the Society. All payments from the Scottish Council's bank account must be reviewed and approved by the Treasurer. In cases where payments are to be made directly by SoR HQ, the Treasurer must be copied in for awareness and approval as needed. The Treasurer shall ensure that financial records are maintained accurately and kept up to date in line with online banking statements. Annually, the accounts up to 30 September shall be submitted to the Director of Finance of the Society of Radiographers no later than 30 October.

7.4 Expense Reimbursements

Expenses incurred by elected representatives, members, or others on Scottish Council business, where not otherwise covered, shall be paid from Scottish Council funds.

Subsistence and travel expenses shall be reimbursed up to the maximum rates currently authorised by the Society.

7.5 Budgeting and Financial Planning

The Scottish Council shall receive a statement of the UK Council's aims and objectives for the upcoming financial year by 30 June each year and submit funding bids to the UK Council by 31 July to support these objectives.

By 31 August each year, the Scottish Council shall receive a Regional Budget Letter from the Director of Finance and Operations. This letter will request the preparation of the Scottish Council's budget for the next financial year, commencing on 1 October. The budget submission deadline will be specified in the Regional Budget Letter to assist the Finance Department in preparing the overall organisational budget and identifying any required funding.

Statutory financial returns for the year ending 30 September must be submitted to SoR HQ no later than 31 October each year to facilitate the Society of Radiographers' annual audit in early November.

7.6 Additional Funding

Receipt of financial assistance from the UK Council, as deemed necessary for the proper functioning of the Scottish Council, does not preclude the Scottish Council from raising and retaining additional funds as required.

8 Minutes:

8.1 The Scottish Council shall record minutes of all Scottish Council and Scottish Council Executive meetings.

9 Amendments to the Constitution:

9.1 Amendments to the Constitution may be considered at the Annual General Meeting, or an extraordinary meeting of the Scottish Council convened for the purpose. A motion to amend the Constitution must be supported by not less than two-thirds of the votes cast to become effective. All amendments to the Constitution shall be subject to the approval of the UK Council.