

The International Prehabilitation and Perioperative Exercise Testing Society (iPOETTS)

CONSTITUTION

1. NAME

The name of the society shall be:

The International Prehabilitation and Perioperative Exercise Testing Society (iPOETTS)

2. DEFINITIONS

Prehabilitation can be defined as the process of care initiated before surgery or other treatments to promote healthy behaviours through the needs-based prescribing of exercise, nutrition, psychological and lifestyle interventions. Prehabilitation aims to empower patients to maximise resilience to surgery/treatment, facilitate recovery from surgery/treatment and improve long-term health.

3. AIMS OF THE SOCIETY

The Aims of the Society are:

- 3.1 To promote the **highest standards of care for patients** undergoing prehabilitation and to promote the professional practice of prehabilitation and exercise testing.
- 3.2 To promote and deliver **training and education** in prehabilitation and cardiopulmonary exercise testing including advising on education and training curricula for medical and healthcare practitioners.
- 3.3 To promote the development, conduct and dissemination of audit, quality improvement, **research** and innovation to further the development of prehabilitation.

4. MEMBERSHIP

Membership of the Society is open to all who share the common aims of the Society including for example medical professionals, allied health professionals, exercise professionals, patients and students.

Each Member shall be eligible to vote at the elections of the Society and shall have one vote that may be recorded in person or by written proxy in a form to be prescribed by the Society, and by delivery to the Secretary of the Society.

4.1 Application for Membership

Written application for Membership shall be made to the Honorary Secretary via the website (www.iPOETTS.org). The annual fee is payable on application and every January thereafter.

4.2 Rights and privileges

Upon successful application for Membership, the New Member will be issued a membership number, the rules of the Society and will enjoy immediately the privileges of the appropriate grade of membership.

Privileges of the membership of the Society shall include:

- Priority booking at meetings and courses with preferential rates.
- Receipt of Society newsletter
- Access to membership question and answer forum on the website
- Written notification of dates of Society meetings
- Access to educational material and other outputs of the Society

5. EXECUTIVE OFFICERS OF THE SOCIETY

The Five Elected Officers of the Society shall consist of a President, 2 Vice-Presidents, Honorary Secretary, and an Honorary Treasurer. No remuneration shall be made to the Officers by the Society for holding their positions.

5.1 Terms of Office and Duties of Officers

The President shall serve for 3 years and shall:

- provide strategic and operational leadership for the Society.
- promote the Society.
- work dutifully to further develop the Society.

The Vice Presidents shall serve for 3 years and shall:

- deputise for the president as required.
- promote the Society.
- work dutifully to further develop the Society.

The Honorary Secretary shall serve for 3 years and shall:

- keep a register of all members.
- organise the meetings of the Society.
- prepare agendas for, and keep minutes of, the Annual General Meeting
- ensure that the Rules of the Society are followed.

The Honorary Treasurer shall serve for 3 years and shall:

- keep accounts of all income and expenditure of the Society
- ensure the payment of all bills.
- report to the Society on its financial state
- prepare a balance sheet and report for the annual General Meeting
- complete an annual submission to the Charity Commissioners
- maintain a bank account in the name of the Society.
- ensure that the account remains in positive balance.
- not raise loans in the name of the Society.

5.2. Election and removal of Officers and Representatives

Written nominations for the posts of Officers shall be submitted to the Honorary Secretary no later than 6 weeks before the date of the Annual General Meeting. The nominee must be a Full Member of the Society in good standing, must have a seconder, and must give written notice of a wish to be nominated.

All Full Members shall receive written notice of the nominations for the Officer posts prior to the Annual General Meeting.

Voting shall be by a majority of votes cast by Full Members at the Annual General Meeting, either in person or by post/email to the Honorary Secretary prior to the meeting.

Officers may, upon retirement from office, be eligible for one further term of office. An officer can thus remain in officer for a maximum of two terms.

An officer, or other committee member, may be removed from office or committee position by the vote of a majority of members at an Annual General Meeting or Special Meetings of the Society.

E-mail communication constitutes written notice/nomination.

6. BOARD OF THE SOCIETY

6.1 Composition of the Board

The Board shall consist of not fewer than seven full members in addition to the executive officers. Board members will be elected from among the membership by the society members by a postal or email ballot, normally for a term of 3 years. A Board member may be re-elected for a single further term of 3 years. If the Board member takes on an Executive Officer role, they may extend their term to complete this role. A Board member may be re-elected after a period of not less than 3 years has elapsed since his or her departure from the Board.

The Board will comprise the elected officers of the Society (5 executive officers) and at least two elected representatives, elected by members, from each of the following categories, who shall serve for 3 years:

- Medical consultant
- Trainees: one medical and one non-medical
- Nurses, AHPs, clinical scientists/exercise physiologist

And three additional board members

Where no representative is elected from any of these categories, the board may choose to co-opt representatives.

The Board may elect from within, or co-opt from without, identified leads for:

- Clinical guidelines
- Education and Training
- Research
- Website and newsletter

Project Co-ordinator(s) may be elected by the board and serve for 1 year in the first instance (maximum 3 years). The duration of the post will be reviewed annually, and the holder shall:

- Be responsible for the initiation, organisation, and completion of Society projects.
- Have the ability to co-opt Members into agreed projects and project committees.

- The project-coordinator will be co-opted onto the board for the duration of the project.

6.2 Board function

All questions arising at any meeting of the board shall be decided by a simple majority of those present, excluding the President or in his absence, his or her deputy. In case of equality of votes, the President or his or her deputy shall have a casting vote.

The board shall meet at least once each year.

The board will have a quorum of 5 members: if less than 5 voting members are present, decision will be deferred to a future committee meeting or Annual General or Special meeting of the Association.

There shall be Research, Education and training, Website and Guideline Committees. Members of these Committees will be co-opted from the membership of the Society but will include at least one member of the Board. The maximum term for each member will be six years. Members of each Committee will elect their own Chairman. The Chairman of each Committee will be co-opted to the membership of the Board.

7. INITIAL POST MERGER EXECUTIVE OFFICERS AND BOARD

For the first three years after the merger of POETTS and the International Prehabilitation Society, there will be joint executive officer positions representing the two societies. The board will consist of a merger between the boards of the two societies. For the initial period there will therefore be two co-presidents and one vice president.

Any vacant positions on the board of iPOETTS will be appointed by an email ballot after expressions of interest have been received.

The Executive Officers will stand down or stand for election at the end of the three year period as described above.

8. ANNUAL SUBSCRIPTIONS

Each member of the Society shall pay an annual subscription.

8.1 Due Dates

Annual subscriptions are due on January 15th paid by Direct Debit/PayPal

8.2 Amount

The amount of the annual subscription shall be determined for both Full and Associate Members at the Annual General Meeting, or a Special Meeting, on the advice of the Honorary Treasurer. Notification of any change will take place by e-mail.

9. FREQUENCY OF MEETINGS

The Society shall hold meetings as follows:

9.1 Annual General Meeting:

This shall be held annually by notice of at least four weeks delivered to the Members by e-mail at the address with which they are registered with the Society, and by announcement through the Society's publications and Newsletters. The Annual General Meeting shall be held at a date not later than six calendar months from the end of the Society's accounting date. Annual General and Special Meetings may be held remotely using appropriate technology with documentation of voting.

At the Annual General meeting, the following business shall be transacted:

- receipt of the Account of the Society
- presentation of the Annual Report of the Society
- the election of Officers if appropriate
- fixing of the annual subscription.

9.2 Special Meetings of the Society

Special Meetings of the Society shall be called as and when they are required and shall be capable of being called by the Secretary on the instructions of the other Officers of the Society, or on written representation of one-third of the Full Membership eligible to vote. Such meetings shall be called within six weeks of a request being made in accordance with the above terms.

9.3 Ordinary meetings of the Society

Ordinary meetings of the Society shall be called for the delivery of lectures, demonstrations and reports and shall be arranged from time to time by the Officers of the Society.

10. AUDIT AND ACCOUNTS

Accounts shall be maintained and prepared in accordance with the Charities Act 1993 and the Regulations promulgated under the provisions of that Act and shall be audited in accordance with the requirements of the Act if appropriate. If an audit is not required under the terms of the Act, the accounts shall be either, examined by an Independent Examiner or audited by a properly qualified auditor at the discretion of the Officers of the Society.

11. ALTERATION

The provisions of this Constitution may be altered from time to time at a Special Meeting of the Society, a proposed alteration being laid before the Full Members of the Society with the Notice calling the Special Meeting. No alteration shall be made unless it is carried by two-thirds of the Full Members either present in person or by written proxy, and in any event, no alteration may be made which would render the Society non charitable according to the law of England and Wales.

12. DISSOLUTION

In the event that the Society decides on a two-thirds majority of those present and eligible to vote at a meeting called for the purpose, that it can no longer proceed to carry out its objects, then the Officers shall realise the assets of the Society and, if there be any moneys left after satisfaction of all proper liabilities, that sum shall not be divided upon the members but shall be passed to another charitable organisation having objects similar to or complementary to the objects of the Society as decided by the Officers of the Society at their absolute discretion.