

## **Proposed Constitution of the Scottish Paediatric Anaesthetic Network (SPAN)**

### **1. Membership**

Membership of the Scottish Paediatric Anaesthetic Network is open to any Consultant or SAS doctor who provides anaesthesia services to children in Scotland.

### **2. Functions of SPAN**

To provide a network of all those involved in paediatric anaesthesia across Scotland.

To share expertise and provide mutual support by providing an interface between clinicians working in district hospitals and with those working in specialist centres.

To promote education, audit and research.

To set up a web-based educational resource.

To implement regional peer review, care pathways and standards.

### **3. Executive Committee**

The Executive Committee shall comprise:

Chairperson

Secretary / Treasurer (combined role)

Educational co-ordinator

Web-site co-ordinator

Scottish Representative from Association of Paediatric Anaesthetists

Remote and rural representative

The Committee will have the power to co-opt non-voting members including management representatives and representatives of advisory groups to a maximum of eight members on the Executive Committee. It will consider and advise on issues as and when requested by SPAN when, exceptionally, an opinion is required prior to the next meeting of the SPAN.

### **4. Election to executive committee**

Election shall take place following completion of office of the existing officers at a meeting of SPAN. Any two members of SPAN may nominate any one person for each office. The nominees getting a simple majority by a ballot of all ordinary members will be elected to the appropriate office.

### **5. Tenure of office**

There will be a two year limit of continuous service in any one office. A 2<sup>nd</sup> continuous term in office would be acceptable if required, after which a four year break of service in any one office before a member will be eligible for re-election to that particular responsibility.

If vacancies arise within the executive committee they will be filled by election at the next meeting of SPAN and those elected will remain in post until the beginning of the next cycle.

## **6. Meetings**

An Ordinary members meeting will normally be held in April, which will incorporate an Annual General Meeting. Decisions or advice will be given according to a consensus view, but when necessary a vote may be taken. The Executive Committee will meet as and when required.

## **7. Finance**

There will be no annual membership fee. Meetings will be funded by contributions from those members attending. The SPAN bank account will be authorised by the chairperson and secretary / treasurer.

## **8. Extraordinary meetings**

An extraordinary meeting of SPAN may be called on receipt by the chairperson of a request for such a meeting by 10% of the ordinary members of the SPAN and stating reasons for the request and the subject to be discussed.

## **9. Quorum**

10% of ordinary members of SPAN (including at least 2 executive committee members) or four Executive Committee members will constitute a quorum.

## **10. Constitutional change**

A proposal to change the constitution will require at least four weeks prior notification and the approval of more than 50% of those members present at a meeting called for this purpose.

## **11. Advisory Route**

Advice from the SPAN will be forwarded as required and according to the subject matter to appropriate individuals, organisations and forums as decided by a quorum of SPAN.