

LAWS OF THE  
HARVEIAN SOCIETY OF LONDON

## SECTION I - CONSTITUTION AND MANAGEMENT OF THE SOCIETY

1. The Harveian Society shall consist of Ordinary, Associate, Life and Honorary Members. Ordinary members will normally be registered medical practitioners, or others connected with medical science. Associate Membership will normally be available to medical undergraduates and professionals from their final year of university study until they attain 40 years of age, Honorary members will normally be individuals eminent for their attainments in medicine, or in the collateral sciences; or Ordinary Members who have specially promoted the welfare of the Society.
2. The principal business and charitable object of the Society remains that expressed at its foundation:  
**“The society is founded for the purpose of discussing medical, surgical and philosophical subjects connected with medical subjects”.**
3. The affairs of the Society shall be conducted by a President, President-Elect, the Trustees, four Vice-presidents, an Archivist, a Treasurer, up to twelve other Members of Council and two Honorary Secretaries.

## SECTION II - ELECTION AND ADMISSION OF ORDINARY AND ASSOCIATE MEMBERS

4. Every nomination for Ordinary admission into the Society must specify the name and address of the candidate and their qualifications; and every candidate must be recommended by not less than two members. Associate Members may be recommended by a single member if the member is in a supervisory role of the applicant.
5. Associate membership shall be available for younger members from the final year of undergraduate study until they attain the age of 40 years. At this stage, their membership will mature to Ordinary membership. Associate members will pay half the full annual subscription and not initially be eligible to be Councillors or Officers of the Society.
6. Every nomination for election must be presented at an ordinary meeting. Nominations shall be announced by the Secretary with the name of the proposer and seconder and shall be eligible for election at that meeting. The decision shall be by acclamation or, if required by the members, by ballot. If by ballot the concurrence of not less than two thirds of the members voting shall be necessary for election.
7. No election or ballot for new members shall take place unless at least ten members are present.
8. As soon as a candidate has been elected, the Executive Secretary shall send them notice thereof, together with a programme of the meetings and a copy of the Laws. Every newly elected member shall attend at one of the ordinary meetings of the Society, normally within one year of their election, and subscribe their name to the following obligations:

“I promise to observe the Laws and to promote the objects of the Harveian Society of London, so long as I continue to be a member.”

The President shall then welcome them to the Society.

9. The first annual subscription shall be due as soon as a candidate is elected.

### SECTION III - LIFE MEMBERS

10. An Ordinary Member may become a Life Member of the Society if, on reaching the national retirement age they pay the equivalent of 10 years subscription at the current rate. They will not then be required to renew their membership annually.

### SECTION IV - ELECTION OF HONORARY MEMBERS

11. Honorary Members shall be elected by Council. Proposals for Honorary membership may come from within Council or from the wider membership.

12. The number of Honorary Members shall not exceed twelve and they shall be exempt from all contributions. They shall receive all notices of the Society and may attend any of its meetings.

### SECTION V - RESIGNATION, EXPULSION AND READMISSION OF MEMBERS

13. A Member may resign giving one month's notice to that effect in writing to the Executive Secretary, and paying all moneys due the Society. It is a duty of Members to inform the President should there be any reason why their Membership should be suspended or ended.

14. Council will consider the Membership of Members who:

- a. Have been removed or erased from their professional Register, other than through normal retirement
- b. Have been otherwise disciplined by their professional body
- c. Have has been convicted of a criminal offence for which they are liable to a term of imprisonment of one month or more (whether suspended or not)
- d. Have had restrictions placed on their practice
- e. Whose conduct brings into question their continued membership of The Society

Council may suspend or end the Membership of the Member at their discretion.

15. Prior to considering the suspension or ending of Membership Council must give the Member at least twenty one days' notice of the meeting of the Council meeting at which a resolution concerning the Member will be proposed and the reasons why it is to be proposed. The Member or, at the option of the Member, a

Member's representative (who need not be a Member of the Society) will be allowed to make representations to the meeting.

16. A Member has a right of Appeal to a Special General Meeting of the Society, convened by the Council for the consideration of the case, which shall precede the next General Meeting. Council shall give at least one Calendar month's notice, by circular, to all Members of the Society including the Member whose conduct is in question. Such a Special General Meeting shall be quorate only if there are at least 10 Members present. An appeal shall succeed if less than two-thirds of the votes cast are for the expulsion. A Member thus expelled shall thereby forfeit all claim upon the Society.

17. It will be assumed that a Member who has not paid their dues has resigned, such resignation taking effect 6 months after the due date for payment of the dues, having been reminded of the same by the Executive Secretary, by letter or email to the address notified by the Member to the Society 6 weeks previously

18. Members who have resigned or whose Membership has been suspended or ended may be re-admitted on their application for that purpose, upon such terms as the Council may think proper.

#### SECTION VI - ELECTION OF OFFICERS AND COUNCILLORS

19. Council will consider nominations for Councillors annually within the programme of meetings. Once nominations are agreed, Council shall normally make propose candidates for the Officers and Councillors to the Membership. Officers and Councillors will be selected and elected from the Ordinary Membership. Associate Members are not initially eligible for these roles. Should the Associate membership reach 20% of total membership, Council may appoint an Associate Member Representative.

20. At the Annual General Meeting, normally in November, there shall be an election of a President-Elect, a President-Elect (Designate), a Junior Secretary and up to twelve Councillors. Every 3<sup>rd</sup> Annual General Meeting a Treasurer shall be elected and every 5<sup>th</sup> Annual General Meeting an Archivist shall be elected.

21. The election shall be conducted by means of a ballot as follows:

- a. Council will prepare a list of nominations of Officers and Councillors for the following session which is to be sent to Members with the notice of the Annual General Meeting.
- b. Members will either accept the Council's nominations or nominate additional candidates who are to be seconded by another Member.
- c. Where additional candidates are nominated, the final list of nominations is to be sent to the membership 14 days before the Annual General Meeting.
- d. A vote shall be taken at the Annual General Meeting.

22. A vacancy occurring in any office during the session shall be filled as soon as possible by the Council. The President at the next ordinary meeting of the Society

shall announce such appointment.

#### SECTION VII - RESIGNATION AND DEPOSITION OF OFFICERS

23. An officer wishing to resign shall give to one of the Secretaries, or to the Council, a written notice of their intention, having settled the affairs of their office.

24. The deposition of officers shall be conducted in the same general manner as is directed for the expulsion of members.

25. The deposition or resignation of officers shall be announced by the President at any ordinary meeting, recorded in the minutes of the meeting, and communicated by the Secretaries to the persons concerned.

#### SECTION VIII - PRESIDENT AND VICE-PRESIDENTS

26. The President shall be chosen from the members who hold a distinguished rank in their profession, or who have long lent their assistance in promoting the welfare of the Society. They will normally previously have held the position of Honorary Secretary although this is not mandatory. No President shall normally serve for more than one year. The President will normally be inducted by the retiring President at the beginning of the first meeting of the calendar year.

27. The duty of the President shall consist in superintending and conducting the business of the Society according to its laws, in putting motions, announcing decisions, and maintaining good order at its meetings.

28. The President shall normally deliver an address on some subject of interest during the course of their year in office.

29. At any meeting of the Society, or of its Council, or Committees, in the absence of the President, the Vice President who is most immediate Past President shall take the chair. In the absence of a Vice President, the longest serving member of Council, excluding the Secretaries, shall take the chair.

30. The President and Senior Secretary, after their period in office, shall become Vice Presidents for two years in order to retain experience within Council.

#### SECTION IX - ARCHIVIST

31. There shall be an Archivist to the Society who shall be responsible for maintaining the list of benefactors of the Society and ensuring that their bequests are kept safely; for ensuring that the affairs of the Society are run in accordance with its Laws; for advising when changes in the Laws are desirable; for giving general advice to Council on matters relating to the history of the Society. The Archivist shall be ex-officio a member of Council.

32. The Archivist shall be nominated by Council and elected by the method ordered for the election of Officers and Councillors in Laws 19, 20 and 21. Continuity of tenure is achieved by the election of an Archivist at intervals of 5 years unless a vacancy occurs previously. The period of tenure may be renewed once.

## SECTION X - HONORARY SECRETARIES

33. The Secretaries will be elected for two years and their duties shall consist in taking the minutes of the proceedings of the Society, in reading a précis of these minutes at the commencement of the meetings, as likewise any letters or reports that may have been received; in presenting the necessary papers and documents to the President, in sending notices to members of proceedings in which they are concerned, and in conducting any correspondence which may be directed by the Society. The Secretaries shall be responsible for seeking nominations from the Society for Council members and notifying the Society as appropriate about the intention to award the Buckston Browne Prize.

34. The minutes of the Society shall include a concise sketch of the proceedings, the names of members engaged therein and of visitors admitted, the substance of the lectures and proposals made to the Society, together with its votes and decisions.

35. The Secretaries and Archivist shall have charge of all books, papers and other property belonging to the Society, with the exception of its funds and the documents connected therewith. A list of such property, corrected from time to time, shall be inserted in the Treasurer's report.

36. It shall be a duty of the Secretaries to establish and maintain contact with other Harveian Societies.

## SECTION XI - TREASURER AND AUDITOR

37. The Treasurer shall be elected for a period of three years and shall be eligible for re-election once. They will have charge of the funds of the Society; receive sums due to it and pay such bills as are directed by the Council to be discharged.

38. The Treasurer shall make up the accounts of the Society to the 31st of July in each year and present a balance sheet at the Annual General Meeting, normally held in November.

39. The Charity Commission mandated thresholds for independent audit notwithstanding, Council shall consider annually whether the complexity of the accounts or the circumstances suggest that an independent check of the accounts is required. If required, a qualified auditor shall be appointed at the Annual General Meeting in November.

## SECTION XII - APPOINTMENT OF TRUSTEES

40. There shall no fewer than two Trustees of the Society who shall stand possessed of the funds and securities of the Society for the time being, vested in them upon trust, from time to time, to pay the dividends and interests thereof to the Treasurer of the Society, and to apply and dispose of such funds and securities for the benefit of the Society in such manner as shall be directed by the Council, subject to the control of general meetings of the Society; and upon going out of office, the Trustees shall execute all necessary deeds and instruments, as the Council shall require, for vesting all their interest in the funds and property of the Society in the Trustees for the time being. The Trustees shall be ex-officio members of the Council and will be covered

by relevant insurance, along with all other *de facto* trustees.

41. Trustees shall serve for a period of 5 years and shall be eligible for re-election once. In the case of any vacancy of the office of Trustee of the Society, the Council shall at the earliest opportunity nominate from the members of the Society a member to fill any such vacancy that may have occurred. The election shall take place at the next Annual General Meeting, or at an extraordinary meeting of the Society specially summoned for the purpose. The mode of election of Trustees shall be the same as is ordered for the election of Officers and Councillors in Laws 19, 20 and 21.

### SECTION XIII - PROPERTY OF THE SOCIETY

42. So much of the funds of the Society as may not be wanted for immediate use, or to meet the usual accruing liabilities, shall, by order of the Council, be invested by the Treasurer in the name of the Society in recognised investment funds.

### SECTION XIV - COUNCIL

43. The Council shall consist of up to twenty-two members, viz: the President, President-elect, four Vice-Presidents, the Treasurer, not less than six and not more than 12 Councillors, two Honorary Secretaries and the Executive Secretary (Trustees the Archivist and the Executive Secretary are ex-officio members of Council)

44. Excluding service to the Society as an officer, no Councillor shall be elected for more than three consecutive years and shall not normally serve for more than six years in total.

45. The duties of the Council shall consist in appointing the Harveian Lecturer, procuring written communications, or other materials for discussion, and presenting them at the meetings of the Society; and also in examining the accounts, controlling expenses, and generally in conducting and preparing the business of the Society.

46. The Council shall provide a suitable place for the meetings of the Society, and reprint, when thought desirable by Council, its code of laws, and a list of its officers and members, arranged alphabetically, with a statement of the year when each member was elected.

47. The Council is authorized to communicate to the medical journals short reports of the proceedings of the Society, including abstracts of papers, provided the consent of the authors shall have been obtained, and no expense not previously sanctioned by the Council be incurred; and also to send to the medical periodicals notices of papers about to be communicated.

48. No report of the proceedings of any of the meetings of the Society shall be sent to any journal by any member or visitor without the authority of the Council.

49. At all meetings of the Council five of its members shall constitute a quorum, except at the meeting for the nomination of officers for the ensuing year, when seven must be present, if a quorum be not present the Council shall, after the lapse of half an hour, be adjourned to its next ordinary meeting.

50. The Council shall meet at least three times during each session at such time and

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place as it may appoint but normally in October, February and May.

51. An extraordinary meeting of the Council may be convened at any time, through a requisition to the President signed by the Secretaries, who shall give due notice to each member of the time, place, and object thereof.

52. The Council shall have power and authority to make such ByeLaws and regulations and perform such acts as may be consistent with the spirit of the laws, and conducive to the objects and prosperity of the Society. The Archivist shall assist the Council in such matters.

53. At the Annual General Meeting the Honorary Treasurer and the Senior Honorary Secretary shall present reports of the proceedings of the past year, the condition and progress of the Society, and the state of its funds, property and future prospects, and shall be prepared to reply to any questions relating thereto.

#### SECTION XV - MEETINGS OF THE SOCIETY

54. The ordinary meetings of the Society shall usually be held once a month from October to May; the actual number and timing of meetings being determined by Council. Meetings will normally be held on the second Wednesday of the month.

55. An extraordinary meeting of the Society may be convened at any time by Council or, through Council, by any ten members of the Society, who shall sign a requisition to that effect, explaining the object proposed. In either case the Secretaries shall send a notice to each member of the Society at least a week before the appointed meeting, stating the time, place and purpose.

56. The Annual General Meeting of the Society shall be held in November. The business shall consist of the presentation of a concise report of the proceedings during the past year, with a statement of the condition and prospects of the Society, and the state of its funds and property; the election of officers for the ensuing year.

57. At all meetings of the Society, except those for legislation, seven members shall constitute a quorum. If that number does not assemble within one half-hour of the announced time, the meeting shall then be adjourned to the day fixed for the next ordinary meeting.

58. At all meetings, those who speak shall rise and address the President. In discussion, the author or proposer shall have the right of reply, but no other member shall speak more than once, except in explanation, or by permission of the President.

59. At ordinary meetings the order of business shall be as follows:

a. A brief précis of the minutes of the preceding meeting to be read by one of the Secretaries and confirmed.

b. Applications for membership of the Society to be read by one of the Secretaries and elections to be made by consent or by individual ballot if so required by the members

c. New members to be introduced



- d. Proposals of Council to be considered
- e. The speaker will address the meeting

60. At the close of the evening the subject to be discussed at the following meeting shall be announced by the President.

#### SECTION XVI - COMMUNICATIONS MADE TO THE SOCIETY

61. The Secretaries shall receive or invite communications to the Society.
62. One of the Secretaries shall be responsible for preparing an account of the communications made at the meetings of the Society. Council may arrange for a report of the meetings to be sent to the medical journals.
63. A card announcing all the ordinary meetings of the Session shall be sent by the Secretaries to every member before the start of the new session in January.

#### SECTION XVII – NOTICES

64. Any notice required by this constitution to be given to or by any person must be:
- in writing; or
  - given using electronic communications.
65. The Society may give any notice to a member either:
- personally; or
  - by sending it by post in a prepaid envelope addressed to the member at their address; or
  - by leaving it at the address of the member; or
  - by giving it using electronic communications to the member's email address.
66. A member who does not register a postal address or an email address with the Society or who registers only a postal address that is not within the United Kingdom (unless it is a British Forces Post Office address) shall not be entitled to receive any notice from the Society.
67. A member present in person at any meeting of the Society shall be deemed to have received notice of the meeting and of the purposes for which it was called.
68. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Similarly any notice sent by email to the address supplied by the member and successfully delivered to that address shall be conclusive evidence that the notice was given.
69. A notice shall be deemed to be given 96 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

### SECTION XVIII - THE HARVEIAN LECTURESHIP

70. The Harveian Lecture shall be given once a year, on some subject of interest, in medicine, or allied subjects. A copy of the lecture shall be deposited in the Archives of the Society, which should have the right to have the lecture published if they so desire.

71. The lecturer shall normally be a distinguished member of the medical or allied professions. An honorarium may be given at the discretion of Council.

### SECTION XIX - VISITORS

72. Each member may introduce guests at any ordinary meeting. Council may limit the number of such guests at any particular meeting. The President shall invite them to participate in the subsequent proceedings of that meeting.

### SECTION XX - SUBSCRIPTIONS TO THE SOCIETY

73. Each ordinary member of the Society shall pay a subscription annually. The amount shall be agreed by Council on the advice of the Treasurer and Executive Secretary and shall be ratified by the Annual General Meeting. Any such changes shall come into force and be due on 1<sup>st</sup> October of the following year. A new member's subscription shall become due immediately on their election.

### SECTION XXI - DECISIONS OF THE SOCIETY AND NEW LAWS

74. Except in cases otherwise determined by the Laws, all decisions of the Society shall be ascertained by show of hands, unless any member present demands a ballot, which in that case shall be the method employed.

75. All decisions of the Society shall be announced at the time by the President, and recorded in the minutes.

76. The President shall be allowed to vote like other members in full Society and Council meetings and, when in cases determinable by a simple majority there is an equality of votes on each side, they shall decide the matter by their casting vote.

77. Any proposal for altering or adding to the laws of the Society, or for making new ones, shall be considered either at the Annual General Meeting or an extraordinary meeting convened for that purpose by the Council. Not less than ten members shall constitute a quorum at such meetings.

78. At meetings convened for the purpose of legislation, proposals not unanimously adopted shall be determined by ballot; and no such proposal shall be adopted unless it is supported by the votes of at least seventy five per cent of the members voting.

## SECTION XXII – EXECUTIVE SECRETARY

79. The Executive Secretary is the Chief Executive Officer of the charity and together with their deputy, under the general control of the President, Treasurer and Council, conducts the day to day business of the Society including correspondence, finance and liaison with the Charity Commission. The Executive Secretary is an ex-officio member of Council and will prepare minutes of those meetings.

80. The Executive Secretary and Deputy Executive Secretary are salaried employees of the Society and their duties will normally be invested in the Registrar and Deputy Registrar of the Medical Society of London by annual negotiation of an agreed number of working hours and fee.

## SECTION XXIII – DATA PROTECTION

1. The Council of the Society require that the Society complies with the new legislation involved in the General Protection of Data Regulation 2018 (GDPR).

2. In order to comply, the following statements and policy are enacted:

- The Executive Secretary is the Officer Responsible for Data Protection
- The Legal Basis for the requirement to hold limited data about Members is confined to the conduct of Society business
- The Data held on Members will be freely given by Members and will be the minimum amount of data necessary for the conduct of Society business
- Personal data will not be shared by the Society except on the express and individual instruction of the Member involved. This permission will be required in writing and will be retained.

3. The Society will hold the minimum amount of information about any individual pursuant to its aims as a membership society and as an employer. A single database of Fellows is held, containing their titles, names, addresses and qualifications, email addresses and telephone numbers where these have been offered. The database is backed up onto one of two external hard drives each day and one is placed in the Fire Protection Box by the main door. When a Fellow resigns or dies, their names are removed permanently from the database (by overwriting) and a new version saved.

4. The Society holds little specific personal data about its employees apart from their names, addresses, telephone numbers, email addresses, tax details and bank account numbers (held solely for the purposes of paying them). When a member of staff leaves, the only information retained is their name and address apart from statutory records required to be retained for particular periods. This information is weeded annually and arrangements made for the secure disposal of the electronic or paper data.

5. All old computers are gifted to charitable organisations that recycle computers. They are only donated to organisations that provide certification that all hard drives have been securely wiped.

6. The Society is a Data Controller under the terms of the Data Protection Act 1988 but is assessed as exempt from the requirement to notify the Information Commissioner because of the nature of the data held and the type of processing it carries out.

7. The Society is a Data Holder with regard to the fitted CCTV system. The Executive Secretary is to ensure that this is properly registered with the Information Commissioner and that any registration fees are maintained as required.

8. Privacy and Complaint – Fellows and staff members should be assured that their personal data is held securely and used only for the purpose for which it was gathered. The only use of such data within the Society is for the conduct of usual business, with which all Fellows and staff are familiar. Should any Fellow or member of staff have any questions regarding the use of data, or any complaint about the conduct of The Society with respect to their personal data, this should be made in writing (or by email) to The Executive Secretary as soon as possible.

9. The Executive Secretary, as the Data Control Officer, will then inform the Trustees and instigate an investigation into the reported misuse. The result of this investigation will be presented to the complainant and reviewed by the Trustees. All actions recommended to prevent recurrence will be taken and the complainant satisfied.

10. Individual's Rights. All Fellows and staff members have the following rights with respect to their personal data:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict any processing
- The right to object
- The right not to be subject to automated decision-making including profiling (this is not undertaken by the Society)

11. All Fellows and staff members may request to view the information held by The Society. When this is done in writing, a record will be maintained and the response will be well within the prescribed timescales (one calendar month).

12. Lawful Basis – The Society has the lawful basis to request and hold personal data solely for the purposes of administering the Society which Fellows and staff have freely joined.

13. Consent – on the basis that information is freely given by staff and Fellows, consent is assumed. No information is obtained or held which has not been freely given.

14. Breach of Data Protection – Whilst a breach of data protection is very unlikely, should it occur, The Executive Secretary will take the necessary action. The breach will be reported to the ICO by the Executive Secretary if the risk is sufficient and in line with the GDPR regulations. Individuals and the Trustees will be informed and an investigation will be held to assess the risk and measures to be taken.