

# ASSOCIATION OF COURSE ORGANISERS

## CONSTITUTION

1. **TITLE :** "The Association of Course Organisers"
2. **DEFINITION :** A forum for General Practitioners who organise courses for Vocational Training for general medical practice in the British Isles.
3. **AIMS OF THE ASSOCIATION:** To explore and develop the role and responsibilities of Course Organisers. To plan and implement regular education opportunities for Course Organisers. To collect and provide information on all matters relating to the work of Course Organisers. To represent Course Organisers at appropriate local and national representative bodies.
4. **EXECUTIVE COUNCIL:** This will be composed of one representative from each Region, or in their absence, a deputy. The Regions shall be co-terminous with the pre 1994 NHS Regions, ie. fourteen in England, six in Scotland, one in Wales, one in Northern Ireland. There will be one representative from the Services and one from the Republic of Ireland. Each Region shall be responsible for nominating a representative.
5. **POWER TO CO-OPT:** The Council shall have power to co-opt members, or to invite interested parties. The Council will meet twice a year as a general rule, and more often as necessary.
6. **ELECTION OF OFFICERS:** There shall be four officers of the committee, namely the Chairman, Secretary, Membership Secretary and Treasurer, who will be elected by the Executive Council. The Chairman, Secretary, Membership Secretary and Treasurer shall be elected for three years. Retiring officers are eligible for re-election. The Chairman shall have a casting vote in the election of officers.
7. **SUBCOMMITTEES/AD HOC COMMITTEES/WORKING PARTIES:** These shall be formed on the direction of the Executive Council.
8. **QUORUM :** A quorum shall consist of one third of the elected members, including officers.
9. **DECISIONS:** Decisions shall be on a simple majority basis with the Chairman having the casting vote.
10. **NOTICE OF MEETINGS:** Two weeks notice shall be given of an extraordinary meeting.
11. **AGENDA:** The agenda shall be circulated two weeks before a meeting. Items for the agenda, including proposed amendments to the Constitution, should be notified to the Secretary, four weeks before the meeting. Any Other Business should be notified to the Secretary prior to the meeting.
12. **MEETINGS:** The place of meetings shall be once a year in London and once a year in a place to be agreed. It is the responsibility of Course Organisers to bring to the attention of their representative, matters which they wish to be discussed.
13. **SPOKESMAN:** The Secretary shall normally be the mouthpiece of the Council.
14. **SUBSCRIPTION:** The subscription shall be agreed annually by the ACO Executive and confirmed by the AGM.
15. **BANKING :** The Treasurer shall keep accurate financial records. Accounts to be opened at an appropriate bank to be approved by the Executive Committee. The Treasurer should normally nominate accountants annually with the approval of the Committee. Cheques may be signed by any officers of the Council for the time being. Accounts will be certified and presented to the Council once a year.

(July 1997)