



# The Institute of Anatomical Sciences

## The Institute of Anatomical Sciences Constitution/Rules:

These Rules shall be binding on ALL members of the Institute. No rule shall be inconsistent with, or shall affect or repeal anything contained in the Constitution.

### 1. NAME OF THE INSTITUTE

The name of the Institute shall be the "Institute of Anatomical Sciences" (hereinafter called "the Institute").

### 2. OBJECTS OF THE INSTITUTE

To advance the education, training and professional standing of anatomical technicians and members of related fields; To encourage regular communication amongst the membership;

(c) To promote study and research within the field of anatomical technology and related fields and to publish the results of such study and research;

(d) To disseminate information on matters affecting anatomical techniques and related technologies;

(e) To form a relevant archive of information;

(f) To arrange lectures, seminars, symposia, conferences, discussion groups and to exhibit apparatus and demonstrate experiments and techniques;

(g) To print, publish, illustrate, translate, sell, lend or distribute relevant information relating to the purpose or proceedings of the Institute;

(h) To establish and maintain a Benevolent Fund;

(i) To undertake and execute any charitable trusts which may be lawfully undertaken by the Institute

(j) To invest monies of the Institute not immediately required for working purposes, in such investments including land and/or property, as the Council shall from time to time determine;

(k) To borrow or raise monies for the purpose and for the promotion of the objectives of the Institute on such terms as the Council shall consider expedient in the interests of the Institute;

(l) To establish and support or aid in the establishment and support of any charitable institutions having objectives similar to those of the Institute and to subscribe or guarantee monies for charitable purposes in any way calculated to further the objectives of the Institute;

(m) To raise, invite and receive contributions by way of appropriate subscriptions, donations and otherwise approved by Council, providing that the Institute shall not undertake any permanent trading activities in raising funds for its charitable objects.

### 3. CONDUCT OF THE BUSINESS OF THE INSTITUTE

(a) The Institute of Anatomical Sciences shall comprise the Membership (Sub section 5);

(b) The Membership shall elect the Council (Sub Section 11);

(c) The election shall take place at the Annual General Meeting (Sub section 15);

(d) To promote those activities which, in the opinion of Council, encourage the purposes of the Institute as listed above;

#### **4. REGISTER**

A register shall be kept of members of the Institute by the Membership Secretary and the Treasurer

**(b)** The register shall be updated regularly and made available to any paid up member on request

#### **5. MEMBERSHIP (General)**

***The Institute is non-sectarian, non-political and does not discriminate against colour, creed, sex, religion, disability or sexual orientation.***

**(a)** Application for membership whether by a new member or a lapsed member of the Institute, shall be made on a form obtainable from the Membership Secretary or via the website, and must be submitted including details of two Proposers (one of which should normally be an IAS Member in good standing)

**(b)** When an application has been processed and accepted by the Membership Secretary, the applicant will be notified and will receive an online link for subscription payment.

**(c)** Once payment is received, the new member's name will be added to the Register (Membership database) and will receive logo on details for the IAS Website, Member's Only Areas.

**(d)** All subscriptions become due on 1st January each year and must be paid within three months of this date.

**(e)** Members whose subscriptions have not been paid by the 1st April shall receive notification that their subscriptions are in arrears and from receipt of such notice will be given twenty-eight days to remedy. On failure to pay, their names shall be removed from the Register;

**(f)** Membership cards are awarded to members subject to the condition that they remain the property of the Institute;

**(g)** Certificates of success in IAS examinations conducted by the Institute are awarded to the candidates in perpetuity;

**(h)** Council can by resolution, and after discussion, suspend, revoke or terminate the membership of any person, who in the Council's opinion has brought the Institute or the profession into disrepute.

#### **6. SUBSCRIPTION RATES**

Council shall be empowered to determine the subscription rates for each grade of membership, according to the needs of the Institute.

#### **7. CATEGORIES OF MEMBERSHIP**

Members of the Institute shall consist of Fellows, , Members, Licentiates, Associates, Affiliates, Honorary Fellows, Honorary Life Members and Student Members.

##### **(a) Fellows;**

Fellowship shall be awarded to a member who has gained over 1000 accreditation points and has at least ten years' experience in anatomical or related sciences in accordance with the Regulations laid down by Council;

##### **(b) Honorary Fellows;**

Honorary Fellowship for life shall be conferred on:

- (i) The President;
- (ii) The Vice President;
- (iii) Any other person elected thereto by Council;
- (iv) Honorary Fellows shall not pay a subscription;

**(c) Members;**

Membership shall be awarded to a Licentiate or Associate who has gained over 500 accreditation points and has

at least five years experience in anatomical or related sciences in accordance with the regulations laid down by

Council;

**(d) Honorary Life Members;**

Life membership may, at the discretion of Council, be awarded to a person who retires from employment, and

has, over many years, been actively involved with the IAS and its aims. Life members shall not pay a subscription.

**(e) Licentiate Members;**

Licentiate membership shall be awarded to an applicant or Associate who has gained over 250 accreditation points and

has at least three years experience in anatomical or related sciences in accordance with the regulations laid down

by Council

**(f) Associate Members;**

Associate membership shall be awarded to an applicant who has gained over 50 accreditation points and is not a student.

**(g) Affiliate Members;**

Affiliate membership shall be awarded to an applicant who has less than 50 accreditation points and is not a student.

**(h) Student Members;**

Student membership shall be awarded to an applicant who is not less than 16 years of age and is currently following a full-time course of study leading directly to an approved qualification. Student Members shall pay a reduced subscription at the current figure set by Council;

**8. MEMBERSHIP RIGHTS**

**(a) Fellows**

- (i) To receive a Certificate of Fellowship;

- (ii) To use the letters FIAS;
- (iii) To have one vote on each issue at General Meetings;
- (iv) To nominate Candidates for Council;
- (v) To stand for Council if nominated;
- (vi) To vote in the election for Council;
- (vii) To receive all routine publications of the Institute;
- (viii) To enjoy such other rights as may from time to time be determined by Council;

**(b) Honorary Fellows**

- (i) To receive a certificate of Honorary Fellowship;
- (ii) To use the letters Hon.FIAS;
- (iii) To have one vote on each issue at General Meetings;
- (iv) To nominate Candidates for Council;
- (v) To stand for Council if nominated;
- (vi) To vote in the election for Council;
- (vii) To receive all routine publications of the Institute;
- (viii) To enjoy such other rights as may from time to time be determined by Council;

**(c) Members**

- (i) To receive a Certificate of Membership;
- (ii) To use the letters MIAS;
- (iii) To have one vote on each issue at General Meetings;
- (iv) To nominate Candidates for Council;
- (v) To stand for Council if nominated;
- (vi) To vote in the election for Council;
- (vii) To receive all routine publications of the Institute;
- (viii) To enjoy such other rights as may from time to time be determined by Council;

**(d) Honorary Life Members**

- (i) To receive a Certificate of Honorary Life Membership
- ii) To use the letters Hon.MIAS
- (iii) To have one vote on each issue at general Meetings
- iv) To nominate Candidates for Council
- (v) To stand for Council if nominated

- (vi) To vote in the election for Council
- (vii) To receive all routine publications of the Institute
- (viii) To enjoy such other rights as may from time to time be determined by Council

**(e) Licentiate Members**

- (i) To receive a Certificate of Licentiate Membership;
- (ii) To use the letters LIAS;
- (iii) To have one vote on each issue at General Meetings;
- (iv) To nominate Candidates for Council;
- (v) To stand for Council if nominated;
- (vi) To vote in the election for Council;
- (vii) To receive all routine publications of the Institute;
- (viii) To enjoy such other rights as may from time to time be determined by Council;

**(f) Associate Members**

- (i) To receive a Certificate of Associate Membership;
- (ii) To use the letters AIAS;
- (iii) To have one vote on each issue at General Meetings;
- (iv) To nominate Candidates for Council;
- (v) To stand for Council if nominated;
- (vi) To vote in the election for Council;
- (vii) To receive all routine publications of the Institute;
- (viii) To enjoy such other rights as may from time to time be determined by Council;

**(g) Affiliate Members**

- (i) To receive a Certificate of Affiliate Membership;
- (ii) To use the title in full orally or in writing but without the right to use an abbreviated title;
- (iii) To have one vote on each issue at General Meetings;
- (iv) To nominate Candidates for Council;
- (v) To stand for Council if nominated;
- (vi) To vote in the election for Council;
- (vii) To receive all routine publications of the Institute;
- (viii) To enjoy such other rights as may from time to time be determined by Council;

**(h) Student Members**

- (i) To receive a Certificate of Student Membership;
- (ii) To use the title in full orally or in writing but without the right to use an abbreviated title;
- (iii) To have one vote on each issue at General Meetings;
- (iv) To nominate Candidates for Council;
- (v) To stand for Council if nominated;
- (vi) To vote in the election for Council;
- (vii) To receive all routine publications of the Institute;
- (viii) To enjoy such other rights as may from time to time be determined by Council;

## **9. ABBREVIATED TITLES**

No member shall adopt or describe himself by any description or abbreviation other than is provided in these **rules**.

## **10. PROFESSIONAL CONDUCT AND RESPONSIBILITIES**

Every member of the Institute shall be bound:

- (a)** To uphold the dignity and welfare of the Institute and to observe its Constitution;
- (b)** To observe the provision of all the rules of the Institute currently in force;
- (c)** Not to enter into any contract or pledge the credit of the Institute or represent or hold out that they have the power to do so without specific written instructions from Council.
- (d)** To pay and make good to the Institute any loss or damages which the Institute may sustain through any wilful act or default of such member or any representative of such member but only if such act or default shall be a breach of any provision of any rules of the Institute applicable at that time.

## **11. THE COUNCIL**

**(a)** The Council shall consist of:-

i. A President; up to five Vice-Presidents.

ii. Elected Council Officers: Chairman; Two Vice Chairman; Secretary; Treasurer; Education Officer; Public Relations Officer; Membership Secretary; Journal Editor, News Magazine Editor; Webmaster; and Meetings Officer.

iii) Elected Deputy Council Members: Deputy Council members will deputise for Council Officers (will be eligible to vote) in their absence at council meetings. There are no limits on number of Deputy Roles per Council Officer role.

**(b)** The business of the Institute shall be managed by the elected Council.

**(c)** The Council shall have control in all matters concerned in running the Institute and be answerable to the membership through the AGM.

**(d)** The President and Vice-Presidents shall hold office for a term of three years. The President and Vice-Presidents shall be eligible for re-election. Any vacancy shall be nominated by Council.

(e) The posts of President and Vice-Presidents are honorary and advisory and shall by virtue of their elections be deemed to be Honorary Fellows of the Institute from the date of their election.

(f) The retiring President and Vice-Presidents are eligible for re-election.

(g) Officers and Members of Council shall be elected at the Annual General Meeting. If there is but one nomination for a post the election will be by show of hands at the AGM. If more than one person is nominated for a post, election shall be by a ballot of all members in good standing in the month prior to the AGM where the results shall be given. Any Fellow, Member, Licentiate, Associate or Affiliate, provided that he/she is of good standing may be nominated by any two Fellows, Members, Licentiates, Associates or Affiliates of the Institute for a seat on Council and such nominations shall be to the Secretary.

(h) All Officers and Members of Council shall hold office for a term of three years. Any member in good standing is eligible for re-election.

(i) Should the ballot result in a tie for a seat on Council the successful candidate will be determined by a casting vote by the IAS Chairman at the Annual General Meeting.

(j) Sub-Committees (Teams) shall be set up with such powers and duties as determined by Council. These committees shall be advisable. Council shall not delegate to committee matters of policy whether General or Financial.

## **12. DUTIES OF OFFICERS**

### **A. President**

(i) To support, guide and advise the Institute on all appropriate matters.

(ii) To Chair sessions at Scientific meeting of the Institute when in attendance and give an annual 'vision' of the future outlining future initiatives for the coming year at AGM and to uphold the Constitution at such meetings.

(iii) To take the chair at business meetings of Council and the AGM when the Chairman is absent and to uphold the Constitution at such meetings.

### **B. Vice President**

(i) To deputise for the President as required.

(ii) To support, guide and advise the Institute on all appropriate matters.

(iii) To take the chair at business meetings of Council and the AGM when the Chairman/President is absent and to uphold the Constitution at such meetings.

### **C. Chairman**

(i) To ensure the business of the Institute is conducted in a professional and legal manner.

(ii) To take the chair at all business meetings of Council and the AGM and to uphold the Constitution at such meetings.

(iii) To present an Annual Report to the membership on the work of the Institute.

(iv) To perform such duties as Council may from time to time determine.

(v) Take the Chair at the Executive group.

(vi) To monitor, liaise with and support the 'working teams' of the Institute in their continued activities and to take appropriate actions to ensure the teams are carrying out the business of the Institute as set out.

#### **D Vice Chairman**

- (i) To deputise for the Chairman as required.
- (ii) To co-ordinate the work of all Sub-Committees/Teams of the Institute.
- (iii) To perform such duties as Council may from time to time determine.

#### **E. Secretary**

- (i) To organise the general administration of the Institute including record keeping.
- (ii) To uphold the Constitution.
- (iii) To liaise with and support the working teams and encourage their continued activities.
- (iv) To perform such duties as Council may from time to time determine.

#### **F. Membership Secretary**

- (i) To maintain and administrate the database of the membership of the Institute, coordinating/processing all applications for membership.
- (ii) In conjunction with the Treasurer the post holder shall be responsible for processing membership subscriptions.
- (iii) To produce and issue Membership cards and Membership grade certificates.
- (iv) Each year to facilitate the self-declaration online document to membership of their accumulated accreditation points and obtained grade.
- (v) To lead the 'Membership team' encouraging recruitment to the Institute.
- (vi) To perform such duties as Council may from time to time determine.

#### **G. Treasurer**

- (i) To control the finances of the Institute on behalf of the Council.
- (ii) In conjunction with the Membership Secretary the post holder shall be responsible for processing membership subscriptions.
- (iii) To be responsible for keeping accounts of all monies received and expended.
- (iv) To give a financial report to the Council.
- (v) To arrange an annual audit for the purposes of presenting a financial statement to the membership.
- (vi) To raise funds for any special purposes.
- (vii) To supervise any investments of the Institute as instructed by Council.



(viii) To perform the duties of their office as required by Council.

#### **H. Public Relations Officer**

(i) Together with the Chair and President to be responsible for representation of the public image of the Institute, including social media platforms

(ii) To be responsible for ensuring that the maximum publicity is available to encourage membership, in consultation with the Membership Team.

(iii) To seek sponsorship for the Institute.

(iv) To procure merchandise which may be sold on behalf of the Institute.

(v) To perform the duties of their office as required by Council.

#### **I. Education Officer**

(i) To be responsible for co-ordinating and setting up instruction courses and syllabi for the Institute's examinations in consultation with the Education Team.

(ii) To be responsible to Council for the appointment of examiners and the arrangement of examinations in consultation with the Education Team.

(iii) To be responsible for organising annual Dissection, Museum and Open prize competitions.

(iv) To perform the duties of their office as required by Council.

#### **J. Meetings Organiser**

(i) To organise venues for two meetings each year on behalf of the Institute

(ii) To liaise with the local organisers to facilitate the meetings of the Institute

(iii) To organise speakers for the Institute meetings.

(iv) Where necessary to organise accommodation and catering for the Institute meetings

(v) To perform such duties as Council may from time to time determine.

#### **L. News Magazine Editor**

(i) To produce a quality bi-monthly News Magazine on behalf of the Institute

(ii) To perform such duties as Council may from time to time determine.

#### **M. Webmaster**

(i) To administer and maintain a current/up to date Website on behalf of the Institute.

(ii) To regularly review/compare the site to other 'professional' sites and advise any software/design upgrades when appropriate.

(iii) To perform such duties as Council may from time to time determine.

#### **N. Journal Editor**

(i) To produce a quality annual Journal on behalf of the Institute reflecting the work and interests of the general membership and council.

(ii) To perform such duties as Council may from time to time determine.

### **13. PROFESSIONAL CONDUCT**

A member of Council shall cease to hold office if:

i. He/she resigns office by giving notice in writing.

ii. He/she ceases to be a member of the Institute.

iii. He/she is deemed by Council as not meeting the requirements of his/her role as outlined in the duties and responsibilities.

iv. His/her attendance at Council Meetings is deemed as unsatisfactory by missing two successive meetings of Council without good reason.

v. He/she is guilty of any conduct which in the opinion of Council is prejudicial to the interests of the Institute.

(a) No Council member shall enter into any contract or pledge the credit of the Institute or represent or hold out that he has the power to do so without specific written instructions from Council.

(b) All services on Council shall be honorary without remuneration except for expenses incurred. No salaried officer of the Institute shall be eligible to serve on the Council in any capacity. The Institute may from time to time in General Meeting increase or reduce the number of members of Council.

Council shall have the power to co-opt.

### **14. AUDITORS**

(a) Two Honorary Auditors for the following year shall be elected from the membership at the Annual General Meeting.

(b) Retiring Auditors shall be allowed to stand for re-election.

(c) Auditors may not hold office in the Institute.

### **15. MANAGEMENT**

(a) Council shall meet at least Two times each year. Once before

the Annual General Meeting of the same year and on at least one other occasion. FIVE Council members shall form a quorum.

(b) The Executive group, consisting of the President, Vice Presidents, Chairman, Vice Chairmen, Secretary and treasurer, is an advisory focus group for Council, and will meet prior to council meetings as and when required.

(c) The business of the Institute shall be managed by an elected Council who are hereby empowered to exercise all duties in connection therewith except such powers and duties as are required by these rules to be exercised or carried out by the Institute in General Meeting provided however that all such actions taken by them must not be inconsistent with the rules or such provisions as may be prescribed by the Institute in a General Meeting. It is further provided that no rule made by the

Institute in General Meeting shall invalidate any prior act by Council which would have been valid but for the rule so made by the Institute in General Meeting.

(c) Council shall form standing Teams to conduct aspects of routine work throughout the year.

## **16. FINANCE**

(a) The funds of the Institute may be used by Council to meet expenditure incurred in furthering the aims of the Institute as laid down in the general management of the Institute.

(b) The Treasurer shall be responsible for the fund of the Institute in the manner laid down under the duties of his office.

(c) Authority to sign cheques on behalf of the Institute to meet any expenditure approved by the Council shall be signed by two members of Council.

(d) The Financial Year shall commence on 1st April.

(e) In the event of the Institute being dissolved at any time for any reason, then the surplus funds that may be remaining after the payment of debts and liabilities shall not be distributed amongst members but shall be paid or transferred to another charitable institute(s) having objectives similar to those of this institute and which shall prohibit the distribution of the income amongst their members.

(f) Such institution(s) shall be determined by members of the Institute at or before the time of dissolution and if effect cannot be given to this provision, the surplus funds shall be donated to some charitable object(s).

## **17. ANNUAL GENERAL MEETING**

(a) The Annual General Meeting of the Institute shall be held as soon as possible after the end of the financial year.

(b) The business of the Annual General Meeting shall be to:

i. Receive Council's Annual Reports.

ii. Receive and, if approved, adopt the audited accounts.

iii. Elections

iv. Appointment of Auditors.

v. Discuss and vote on any resolutions raised by Council.

vi. Discuss and vote on any resolutions raised by members of which prior notice has been given.

(c) At an Annual General Meeting twenty paid up members in good standing shall constitute a quorum.

(d) Only paid up members in good standing shall be entitled to vote.

(e) Each member shall have one vote on each issue.

(f) In the case of a tie of votes on general business the Chairman of the meeting shall have a casting vote.

(g) Voting on resolutions at General Meetings shall be by show of hands unless the Chairman of the meeting directs otherwise.

(h) Two tellers shall be appointed by the Chairman at the beginning of each meeting if a vote is likely.

(i) All members of the Institute shall receive at least one calendar months' notice of the date, venue and time of the Annual General Meeting.

(j) Members wishing to place an item(s) on the Agenda for the Annual General Meeting shall notify the Secretary, in writing, of the details of such items, giving at least 28 days notice prior to the date of the Annual General Meeting.

(k) All members shall receive at least seven clear days notice prior to the Annual General Meeting of the agenda and any other relevant details necessary for the meeting.

(l) Unless it has been communicated in writing as provided above no business shall be discussed at the Annual General Meeting or Extraordinary General Meeting. This however shall not apply to any business which Council shall at any time authorise to be placed on the Agenda of any Annual General Meeting or Extraordinary General Meeting.

#### **18. EXTRAORDINARY GENERAL MEETING**

(a) Council shall be empowered to call on Extraordinary General Meeting at any time that Council deems it necessary to do so.

(b) An Extraordinary General Meeting shall be called on the demand of ten members in good standing

(c) Such a request must be submitted, in writing, giving at least one month's notice to the Secretary of the Institute and must contain the reason(s) for calling such a meeting.

(d) Such a meeting shall be held within 28 days and all members shall be given 14 days clear notice, in writing, of the meeting.

(f) At any Extraordinary General Meeting twenty paid up membership shall constitute a quorum.

(g) Copies of all resolutions which it is desired to submit to the Extraordinary General Meeting shall be sent to the Secretary at the same time as the demand for such a meeting.

(h) All voting at such meetings shall be conducted in accordance with the rules governing the Annual General Meeting.

#### **19. ALTERATIONS TO THE RULES OR REGULATIONS OF THE INSTITUTE**

(a) These can only be made at an Annual General Meeting or at an Extraordinary General Meeting called for this purpose.

(b) Fourteen days notice of the proposed alterations must be given to members.

(c) Any alterations of the rules or regulations must be carried by two-thirds majority of the quorum of such a meeting.

*djf 07/01/2004*

*amended dha 31/03/2005*

*amended dha 08/02/2006*

*amended dha 08/04/2010*

*amended SG/CD 14/12/2017*