

The Dukes' Club Constitution

Updated September 2020

The Dukes' Club was founded in 1998 as the representative body for United Kingdom & Republic of Ireland trainees in Coloproctology. It exists under the auspices of the Association of Coloproctology of Great Britain and Ireland (ACPGBI, charity no 1118063).

Objectives

- To provide educational and professional support to coloproctologists in training.
- To further national and international collaboration with the aim of continuous improvement of training in Colorectal Surgery.
- To provide a forum for discussion regarding professional aspects of training in coloproctology.
- To offer consensus opinion on issues pertaining to the present or future of Coloproctology in the UK/ROI.

Constitution and Rules

The Dukes' Club shall consist of the following members:

- Ordinary Members:
 - Medical Graduates with a committed interest in coloproctology may apply to membership of the Dukes' Club through acceptance of an application for Associate membership of the ACPGBI, and the receipt of relevant subscription fees. Application should be supported by 1 existing ordinary member of the ACPGBI.
 - Membership of The Dukes' Club confers the benefits of:
 - Supplemented attendance at the Annual Dukes' Club Educational Weekend;
 - Discounted rates on Attendance at the Annual ACPGBI Conference;
 - A Monthly Newsletter;
 - Access to the members' area of the Dukes' Club website
 - Free or discounted attendance at Dukes' Club educational days and courses
 - Free attendance at the ACPGBI Motorway course after 2 years' ACPGBI membership
- Honorary Members:
 - Honorary Members may be elected by the Council from persons nominated by the Membership or Executive Committee for their distinguished service to the practice of Colorectal Surgery or the training of Colorectal Surgeons.
 - Honorary Members are not required to pay membership subscriptions
 - Honorary Members may not vote on any business of The Dukes' Club.
 - Honorary Members are entitled to attendance to educational meetings of The Dukes' Club.

Structure of The Dukes' Club:

The Dukes' Club will consist of Ordinary Members, an elected Committee, an Executive Committee and a President. The Dukes' Club President, Vice-president and Research and Audit representative will sit on the DCRC committee. The RCS/ ACPGBI appointed association Surgical Specialty Leads will sit on the DCRC committee and not the Executive committee of The Dukes' Club.

- The Committee shall consist of the President, Executive Office Bearers and Elected Regional Representatives.
- The Executive Office Bearers shall be as follows:
 - President
 - Vice President
 - Immediate Past President
 - Secretary
 - Research & Audit Representative
 - Education and Training Representative
 - Endoscopy (JAG) Representative
 - Pelvic Floor and Proctology Representative
 - Inflammatory Bowel Disease and abdominal wall Representative
 - Emergency General Surgery Representative
 - Advanced Cancer Representative
 - Association of Surgeons in Training (ASiT) Representative
- The Regional Representatives will be appointed from various regions aligned to ACPGBI Chapter representatives

The selection of these Officers will be as follows:

- The President shall be elected annually by the ordinary members at the annual general meeting on the nomination of the Executive Office Bearers. It is understood that the Vice President will succeed as President the following year except in exceptional circumstances.
An outgoing President shall not be eligible for re-election. The President shall hold the appointment for 1 year.
- The Vice President shall be elected by the ordinary members at the ACPGBI annual general meeting on the nomination of the Executive Office Bearers in Spring of each year. VP self-nominations will be open to all Dukes' executive committee members and made in writing to the current President and VP. The Vice president will hold office for 1 year. It is understood that the Vice President will succeed as President the following year.
- The Immediate Past-President will continue to sit on the Executive Committee the year following their Presidential year. Election to this role will not be required.

- Election of the Research and Audit, Education, Endoscopy, Pelvic Floor and proctology, Inflammatory Bowel and Abdominal wall reconstruction, Emergency General Surgery, ASiT, and Secretary Representatives will be by majority vote of members in attendance at the Annual Educational Weekend. Application to each ballot will be by self-nomination from the Dukes' Club Membership. Each post will be held for 1 year. Sitting representatives are permitted to re-apply.
- Election of the Regional Representatives will be a joint appointment process between the Executive council of the Dukes' Club, and the Executive Council of the ACPGBI. Self-nomination will be invited from Ordinary Members who must be training grade doctors in the applicable region. Posts are to be held for a period of 2 years. Re-application is permitted at the end of each term.
- It is permitted for Committee members to hold more than one role, or to hold both Executive Committee and Regional Representative posts, although this is not encouraged.
- An individual Member may be removed from the Dukes' Club Committee. The decision will require unanimity among the Executive Committee Office Bearers, or remaining Executive Committee Office Bearers in the event that the person in question is an Executive Committee Office Bearer. Committee Members may be removed only in the event of:
 - Behaviour likely to damage the reputation of the Dukes' Club or ACPGBI, or
 - Lack of engagement with their role.

Roles and responsibilities

- All Dukes' Club office bearers and regional representatives will uphold the professional standards of The Dukes' Club and ACPGBI, and act as a local 'ambassador' for the organisations.
- They will promote and attend the ACPGBI Conference each year to support the work of The Dukes' Club and ACPGBI, including helping to deliver Dukes' Club Parallel sessions.
- They will promote, attend and help to deliver the Dukes' Club Annual Educational Weekend.
- Failure to fully engage with the above generic and below specific responsibilities will lead to a discussion of your position within the Executive committee. In such cases, Dukes' Club is within their remit to remove the role from said individual and re-advertise the position.
The President is responsible for the overall running of the Dukes' Club and should attend national ACPGBI events and meetings as requested.
- The Vice President should support the President in their roles and responsibilities and provide trainee representation on the Multidisciplinary Clinical Committee
- In addition to the above, the Executive Office Bearers should exhibit full engagement with the relevant specialty committee they represent (e.g. ASiT, endoscopy etc.) and feedback to the committee via a short, written report on a regular basis.

- The secretary is responsible for taking of minutes, running the Dukes' Club twitter and Eventbrite account and liaising with the website developer to ensure up to date and timely dissemination of relevant information via the Dukes' Club website and newsletters. The secretary will facilitate expense reimbursement via the ACPGBI for invited speakers at Dukes' Club events.
- The four specialty group representatives (Pelvic Floor and Proctology Representative, Inflammatory Bowel Disease and Abdominal Wall Reconstruction Representative, Emergency General Surgery Representative, Advanced Cancer Representative) are expected to deliver one specialty education day per annum. The JAG representative is expected to work with the Education representative to deliver an endoscopy course per annum.

Regional representatives

- In addition to the above generic responsibilities, regional representatives will be expected to deliver a regional networking event within their first 12 months of office to advertise the Dukes' Club and its activities on a regional basis, provide regional networking opportunities for medical students, trainees and consultants and provide educational content relevant to colorectal surgery. A report or twitter feed should be provided as evidence for this.

Travel expenses

Executive and regional reps will have reasonable travel expenses reimbursed for:

- **one face-to-face committee meeting per annum**
- **one further specialty event per annum**

This is subject to financial review on an ongoing basis. Travel expenses to ACPGBI and Dukes' weekend will not be covered

Subscriptions

Members (other than Honorary Members and Temporary Members) shall pay an annual subscription of such a sum as determined by the Executive Committees of ACPGBI & The Dukes' Club, to be fixed at an annual general meeting of the ACPGBI. The subscription shall be paid to the Honorary Treasurer of the ACPGBI on joining the Association and subsequently on the anniversary of this date each year. Any member whose subscription lapses for more than 12 months shall forfeit membership, at the discretion of the Executive Committee, but will be eligible for re-election.

Amendments to the Constitution

No addition or amendment of this constitution shall be effective until approved by not less than two-thirds of the Members present and voting at an extraordinary general meeting of

the Members called for the purpose by the ACPGBI Council or Dukes' Club Executive Committee upon not less than 21 days' notice.

Dissolution of the Association

The Dukes' Club may be dissolved by resolution by not less than three-quarters of the Members present and voting at an extraordinary meeting called for the purpose by the ACPGBI Council or the Dukes' Club Executive Committee on not less than 21 days' notice. Such resolution may give instructions for the disposal of any assets held by or on behalf of, or in the name of, The Dukes' Club, provided that, if any property remains after satisfaction of all debts and liabilities, such property shall not be paid or distributed among the members, but shall be given or transferred to such other charitable associations or institutions having objectives similar to the objectives of The Dukes' Club.