THE IRISH COLLEGE OF GENERAL PRACTITIONERS

FACULTY BYE-LAWS 2024 - May

Byelaws

Faculties operate under the governance of the ICGP Board of Directors. The byelaws as set out below, are the internal rules that govern how the faculties operate. The byelaws instruct faculties on the procedures and processes, that must be followed, to maintain and ensure best governance.

"Faculty" means each of the local associations of Members, Associates and Associate Trainees recognised by the College as a faculty from time to time, (which term may from time to time include additional local associations or a merger of two or more local associations *at the option of the College*); "*The Irish College of General Practitioners Company Limited by guarantee, memorandum of association passed16/06/2022".*

The faculties currently recognised by the College are listed on its website and constitute the faculties (hereinafter called 'the Faculty' or 'the Faculties') of the Irish College of General Practitioners (hereinafter called 'the Irish College of GPs' or 'the College').

Role & purpose

To further the objects of the College, namely, to encourage the highest possible standards in general practice and to ensure that GPs are at the heart of the College. This will be achieved by:

- Facilitating two-way communication between the College and Faculty members, to echo the voice of general practice to shape and influence College strategy.
- Being the voice and mechanism to raise and discuss local matters with HSE local regions, hospitals etc.
- Providing peer support and collegiality to members.

Membership

The register of the faculty will be College members, associates and trainees who are in good standing and whose provided membership address is within the area of the faculty, or who otherwise have applied to be transferred to it and this has been approved in accordance with the byelaws of the College.

The register of names and contact details of the faculty will be maintained and retained by the College. The faculty register will be provided to the Faculty Officers for the purpose of faculty business only, with the consent of members/associates.

The quorum for faculty meetings, AGMs and EGMs shall be a minimum of 30 attendees if the faculty membership is greater than 100 and 15 if membership is less than 100.

Faculty Annual General Meeting (AGM) requirements

- The faculty secretary must arrange for an AGM of the faculty by end of March each year, to enable the faculty report, elected representative names, financial statement, and motions to be submitted in time for the College AGM. The faculty AGM must be held not more than 3 months before the date of the College AGM.
- The AGM can be held over zoom or in person.
- To ensure the acceptance of proposed motions for the College AGM, the faculty AGM quorum should consist of one third of the faculty membership/register.
- Proposed motions for consideration for the College AGM must be submitted to College ahead of the deadline that is communicated to faculty officers each year.
- Notice of the faculty AGM, including the meeting time, location, and agenda, must be sent to all on the faculty register not less than 10 days prior to the faculty AGM.

- Attendance at the meeting is confined to College members/associates and trainees in good standing on the faculty register.
- The outgoing chairperson presides over the meeting.
- As part of the meeting agenda, the secretary presents for approval, a report of the year's activities and once approved at the faculty AGM, this report is forwarded to the College on the provided report template.
- The treasurer shall present for approval a financial statement and/or balance sheet of faculty funds. Following approval this report is also forwarded to the College. The faculty bank account details and signatories must be advised to the College.
- Following the adoption of these two reports, elections are then held for the following year's faculty officers and council representative(s).

Faculty Officers

- Faculty officers must be elected/re-elected at the faculty AGM each year.

- To be elected they must be a College member/associate in good standing at the time of their election and for the duration of their term of office.

- The number of officers to be elected shall be determined at the faculty AGM prior to the elections, but must include as a minimum the following officers:
    - Chairperson
    - Secretary

- The faculty may decide, that one of the above may also take on the role of Treasurer or an additional person may be elected as Treasurer.

- Associates may be nominated and elected as a faculty officer. No more than one faculty officer position can be held by an associate.

- The term of office as a faculty officer is three years. Following completion of a three-year term, an individual can be voted in for one more term, after a one-year lapse. Consecutive terms are not permitted. A maximum of two terms i.e. 6 years is permitted.

- Alterations in a term of office will only be considered by the College Board in exceptional circumstances and on a case-by-case basis.

- The Chairperson, Secretary and Treasurer comprise the faculty committee.

- Interchangeability of the position of an elected officer does not forego the requirement for a one-year lapse between positions being held.

- The criteria for those eligible to vote at the College AGM is the same for faculty voting. Only College members in good standing are eligible to vote. Associates, trainees, honorary fellows, and retired fellows (aged 73 years not in practice) are not eligible to vote.

- All candidates for election, must have a proposer and seconder, and election will be by a show of hands.

- Associates shall not be entitled to vote at any annual general meeting of the faculty, except upon the election as a faculty officer at a quorate faculty AGM.

- Associate members will not be eligible to vote but may act as propose or seconder of reports.

- In the event of any faculty officer resigning, the remaining officer(s) shall have the power to co-opt a replacement.

- In the event of the chairperson resigning their position, this shall be filled by one of the existing officers until the AGM.

- Any statement/media engagement regarding the affairs of the College is the responsibility of the College communications team and requests for same should be referred to media@icgp.ie.

- One of the faculty officers can act in the capacity of a public relations officer, as nominated by the Chairperson, and only that person will be entitled to make any public statement about affairs that related to the faculty, only following deliberation with both the faculty and College.

- The faculty officers shall have the power to co-opt a trainee representative as an observer onto the committee without voting rights.

Faculty Council Representative(s)

- One or two members* shall be nominated at the faculty AGM and proposed to College, to act as faculty representatives on the Council of the College in accordance with the College constitution.
  *If the faculty has less than sixty members aligned, one representative can be nominated, with a maximum of two representatives where the faculty has sixty or more members aligned.

- It is recommended that at least one faculty representative is a faculty officer, to ensure two-way communication between the college and the faculty.

- Faculty representatives to College Council must be elected and nominated at the quorate faculty AGM.

- Associates can be nominated as a College Council representative only if they have been voted into a faculty officer position but not otherwise.

- Associate College members may not hold national office (i.e. immediate Past President, President, Vice President, Chair of Board, Board member).

- A substitute from the faculty committee can be nominated to stand in for the Council representative at Council meetings once notified to and agreed by the College in advance.

- The term of office of faculty representatives to Council is three years. Following completion of a three-year term, an individual can be voted in for one more term after a one-year lapse. Consecutive terms are not permitted. A maximum of two terms i.e. 6 years is permitted.

- Alterations in a term of office will only be considered by the College Board in exceptional circumstances and on a case-by-case basis.

Powers of the Faculty Chairperson

- May deem any discussion at a meeting to be private and confidential.
- Obtain any other professional help that the faculty may require (i.e. legal, accounting, technical), bearing full responsibility for costs incurred and maintaining all financial records relating to the funding of same.
- Nominate members for specific tasks, thus ensuring the involvement of as many members and associate members as possible in the operations of the faculty.
- May, if considered necessary, convene an extraordinary general meeting.

Duties of the Faculty Officers and Council representatives

To uphold the constitution of the College and the Byelaws of the Faculty.

To be responsible for the following activities of the faculty:

- Administer the day-to-day affairs of the faculty ensuring that the Members and Associates are kept fully informed in so far as is possible.
- Link regularly with the dedicated administrative ICGP faculty support team.
- The faculty secretary will prepare the agenda and minute each meeting, to include names of those in attendance and link with the ICGP faculty support team to arrange circulation to the faculty membership.
- The Faculty, at a minimum, must meet twice per year and ideally meetings should coincide with the College Council meetings to enable the Council representatives to report back to faculties. Council meetings are usually held at the end of February, end of June and early November.
- The standing items on the agenda must include declaration of conflicts of interest, confirm if quorum reached and matters arising from previous meeting minutes.
- Conflicts of interest – Officers and Members in attendance should be invited to declare any conflicts of interest at the start of the meeting. Any officer or members who become aware of a conflict that they have not declared at the start of the meeting should do so once they become aware of the conflict. The minutes should record whether conflicts of interest were declared. The Chair should decide if any declarations should lead to a member being excluded from all or part of the meeting. If the Chair has a conflict, the committee should agree for a member to act as Chair for that item.
- The Treasurer is responsible for managing and the reporting to Faculty and College in relation to any faculty associated bank account/funds. The College has the right to request access to financial records/account details at any time.
- To ensure that any funds received adhere to the College's published sponsorship policy.
- To hold an Annual General Meeting of the Faculty in accordance with the constitution of the College and the Byelaws of the Faculty.
- Whatsapp (and similar)˚ are not recommended for the purpose of faculty communications.
- The Faculty Secretary should link with the College team in relation to the retention and management of any archived Faculty documents.
- Each faculty makes a declaration that the faculty is in adherence to these Bye-laws, annually as part of their Annual report return.
- Any other activity appropriate to the objects of the faculty.

Extraordinary General Meeting

An extraordinary general meeting must be held if requested in writing, to the Secretary by 20% or more of the faculty membership.

Notice of such meeting, including the date, time, place, agenda and notice of motions must be sent to each faculty member not less than 10 days prior to the meeting.

The meeting shall be conducted in the manner described above for an Annual General Meeting.

˚ Neither the College or the faculty have a role or responsibility in relation to the creation of WhatsApp (or similar) groups or Social Contact lists. The College and faculty committee have no liability for any utterances by members of such Whatsapp (or similar) groups and take no responsibility for any of its content. The messages in the group come from the participants in their personal capacity. The College/faculty neither sends nor monitors messages on WhatsApp (or similar). These communication groups should be based on a voluntary 'opt-in' basis. As such, each participant must take responsibility for themselves and can leave the group at any time. Each individual is responsible for what they say / publish in such groups.

END May 2024