

THE IRISH NETWORK FOR MEDICAL EDUCATORS (INMED)

DRAFT CONSTITUTION

Name: *The Irish Network for Medical Educators*

1. Mission Statement:

The Network seeks to enhance medical education on the island of Ireland by bringing together individuals and organisations with an interest in and responsibilities in medical and healthcare education in a National Medical Education Network.

2. INMED seeks to:

1. Promote the highest quality of medical education in all its constituent institutions.
2. Provide opportunities for professional development for medical educators.
3. Provide a central means of sharing educational resources between individual and institutional members.
4. Encourage robust medical education research
5. Inform and advise government and other bodies on medical education matters.
6. Develop supportive and influential relationships with other relevant national international organisations in healthcare education.

3. MEMBERSHIP:

- a) *Individual Membership* will be open to all individuals who contribute to and are active participants in education in the health professions at either undergraduate or postgraduate levels.
- a) *Corporate Membership* will be open to Universities, medical schools and other regulatory and accrediting bodies interested in medical education (as approved by INMED Council).
- b) *Junior Individual Membership* will be open to medical students and doctors who have been qualified for less than five years.
- c) *Honorary Membership* shall be available for not more than ten people (to be elected by Council).

4. SUBSCRIPTIONS:

- a) *Annual Individual Subscriptions* shall be as recommended by the Finance Committee of INMED Council and will be confirmed annually at the Annual General Meeting.
- b) *Corporate or Institutional Subscriptions* shall be as recommended by the Council and confirmed at the Annual General Meeting.

5. ORGANISATION:

- a) INMED shall have a council and an Executive Committee
- b) The role of council will be to oversee the functions and strategic direction of the network.
- c) The role of the executive committee will be to implement the strategic goals of council.
- d) The INMED council shall have a Chairman of Council, a Treasurer, a Secretary, four individual members, one student representative, two Corporate or

Institutional members and others as the Council may from time to time elect. The Network aims to ensure that the individual members represent the different interests and levels of involvement in education of the members of the Network. One Corporate or Institutional member will be elected by Institutions responsible for undergraduate education and one will be elected by Institutions responsible for postgraduate education.

- e) Election to council must be by ballot of INMED members at the Annual General Meeting. To qualify for election to council a candidate must be a member of INMED and should indicate to the council in writing not less than 28 days in advance of the annual general meeting of his/her candidacy. Membership of the Council will be for three years with the possibility of re-election for a further three years.
- f) The Chairman of Council should be nominated by members of the organisation. The nominations will be voted on by Council at the Annual General Meeting (or Extraordinary General Meeting as required). The chairman's tenure will be for three years with the possibility of re-election for a further three years.
- g) The Chairman of the Council shall also be the President of the INMED organisation.
- h) The Treasurer and the Secretary of the organisation shall be elected by the INMED Council for a period of three years with the possibility of re-election for a further three years.
- i) The Chairman of Council / President of INMED will chair both the Executive Committee and the Council.
- j) The Treasurer will oversee the financial strategy and income generation aspects of INMED
- k) The Secretary will keep a record of all INMED meetings including the Annual General Meeting and will oversee communication between the organisation and its constituent members.

f) EXECUTIVE COMMITTEE:

The Executive Committee will be constituted of the Chairman of Council / President of INMED, the Treasurer and other office bearers as required. The purpose of the Executive Committee is to carry out the decisions of Council as well as other functions required for the furtherance of the goals of INMED as required.

g) MEETINGS:

The Irish Network of Medical Educators shall meet at least once per year for an Annual General Meeting (as part of the Annual Scientific Meeting). INMED will meet as a full Council to receive and discuss an Annual Report of the organisation (prepared by the Executive Committee). Items for consideration on the agenda of the Annual General Meeting can be sent to the Chairman of Council / President of INMED not less than 28 days before the date of the Annual General Meeting. The agenda for the Annual General Meeting will be issued to all members not less than seven days before the meeting. The agenda shall include the nominations for election to Council in respect of the ensuing three years.

INMED may also hold additional meetings during the year for business or other purposes as decided by Council. INMED may also organise other meetings to which

members of the organisation and other interested parties may be invited to discuss matters pertaining to education.

Council should have the power to summon an Emergency General Meeting of INMED if it so decides. Not less than 14 days notice must be given. At Annual General Meetings and Emergency General Meetings, a quorum shall consist of 10 individuals.

h) ALTERATIONS OF CONSTITUTION

Alterations to this Constitution shall need the approval of at least two thirds of responding members after a written consultation. Approval may be granted on receipt of written returns from members at either an Annual or Emergency General Meeting of the Network. Members must be give 60 days notice of a proposed change.