



## British Society of Echocardiography Rules

### Introduction

These rules are made under Article 56 of the Articles of Association of the British Society of Echocardiography (BSE). Members of the BSE are subject to the following Rules and Code of Professional Conduct, which can be found in the Governance section of [bsecho.org](http://bsecho.org)

### Definitions

<i>Society</i>	“BSE” the British Society of Echocardiography, a Company Limited by Guarantee and Registered Charity
<i>Member</i>	any member of the British Society of Echocardiography
<i>President</i>	the BSE President
<i>Trustee</i>	a director of the Society for the purpose of company law and a charity Trustee for the purposes of charity law
<i>Advisory Council</i>	appointed at the discretion of the Trustees to consider and report to the Trustees upon any matters submitted to them for consideration and to perform such other duties of a consultative or advisory nature
<i>the Disciplinary Committee</i>	the Disciplinary Committee as constituted by the Trustees and acting within its terms of reference and delegated powers
<i>the Register</i>	the Register of Members holding Accreditation in any of the specialty diagnostic fields covered by the Society
<i>Echocardiographer</i>	a person who employs ultrasound-based techniques to study the structure and function of the heart
<i>Accredited Member</i>	any Member of the BSE whose name appears on the Register
<i>Complainant</i>	any person, employing authority or professional body alleging professional misconduct by a Member
<i>Respondent</i>	the Member against whom a complaint has been made
<i>days</i>	including Saturdays, Sundays and Public Holidays



## **Rules**

### *Objectives of the BSE*

These are laid down in the Memorandum and Articles of Association of the Company, which can be found in the Governance section of [bsecho.org](http://bsecho.org)

### *Classes of Membership*

Membership of the BSE is open to everyone associated with echocardiography including: cardiac physiologists; clinical scientists; cardiologists; radiologists; anaesthetists; junior doctors; veterinarians; managerial, sales and technical staff of instrumentation companies; medical physicists; and radiographers.

Accredited Membership is open to those who satisfy the Society's regulations for Accreditation in any of the specialty diagnostic fields covered by the Society.

All Memberships shall be individual and are non-transferrable.

### *Benefits of Membership*

All Members are entitled to receive the Society's publications (either paper or electronic), to attend and vote at the Annual General Meeting. All UK and Irish members are eligible to stand in the elections for Trustees. International Members need to upgrade to Pre-Accredited Membership in order to apply for Accreditation.

### *Applications for Membership*

Individuals wishing to apply for membership must complete the membership application form and provide the relevant required information.

### *Refusal of Membership*

Under the Articles of Association, membership may be refused if the Trustees consider that would be in the best interests of the Society to do so or the applicant falls within one of the categories set out in Article 28.

If upon initial application a person is refused membership, they can reapply after a period of two years.

### *Subscriptions*

The amount and date for subscription payment will be reviewed annually by the Trustees at one of their quarterly meetings and may be varied or amended, at their discretion. Such a decision will be communicated to Members by email with at least 14 days' notice of any increase prior to the date for payment.

### *Date of Payment*

Initial Subscription: upon joining the Society.



# British Society of Echocardiography

Renewal: All memberships run on a calendar year from 1 April to 31 March. Any membership purchased outside of the 1 April will be due for renewal on the next 1 April.

## *Method of Payment*

UK and Ireland Members: subscription fees payable by credit or debit card, or by paperless Direct Debit into the Society's Account.

International Members: by credit or debit card.

## *Annual General Meeting*

An Annual General Meeting shall be held each year in accordance with the Memorandum and Articles of Association of the Company.

## *Privacy & Publications*

No report of business transacted at the Annual General Meeting, or any meeting of the Trustees, Advisory Council or its committees shall be published externally, or communicated to the press or other media without the express written permission of the Trustees.

## *Vacancies arising with respect to the Trustees of the Society*

The Secretary shall notify all Members of any vacancies arising and invite nominations at least six weeks before each annual general meeting.

Members may nominate another Member to fill any such vacancies in writing (which may include nominations in electronic form) sent to the Secretary's email address to be received at least four weeks before the relevant annual general meeting. Self-nomination is not permitted.

The Secretary shall require each nominee to confirm their willingness and eligibility to stand as a Trustee and to provide a personal written statement as to why such nominee considers he/she should be a Trustee.

If the number of persons nominated for election exceeds the number of vacancies, a ballot shall be held as follows:

The Secretary shall open the ballot to all Members at least two weeks before the relevant Annual General Meeting publishing the names of each nominee together with the personal written statement.

The Secretary shall close the ballot at least one week before the relevant Annual General Meeting.

Every Member will have one vote for each Trustee vacancy to be filled.

The nominee or nominees with the most votes shall be elected to fill the vacancy or vacancies.

In the event of an equality of votes the President shall have a second or casting vote.



The result of the ballot or nomination procedure will be announced at the next Annual General Meeting.

## *Award of Accreditation*

The BSE currently awards Professional Accreditation in the following specialties:

- Transthoracic echo (TTE)
- Transoesophageal Echocardiography (TOE)
- Level 1
- Adult Critical Care Echocardiography
- Stress Echocardiography
- Congenital Heart Disease Echocardiography

To be awarded BSE Accreditation, a person must:

- be a Member of the Society in good standing, i.e. have complied with all explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure.
- satisfy the BSE Advisory Council of their competence in the chosen field by passing examinations and/or submitting evidence of competence to practice as required by the Society; and
- pay the appropriate fee.

## *Re-Accreditation*

All Accreditations awarded by the Society are valid for 5 years from the date of the award (or as specified by the Accreditation Committee under special circumstances). Renewal of Accreditation is subject to the following requirements:

- Continuing membership of the Society
- Be a Member in good standing, i.e. have complied with all explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure
- Evidence of continuing clinical practice to levels published by the Society
- Evidence of continuing professional education to levels published by the Society
- Payment of the appropriate fee

## *Extension of Accreditation*

Where a Member cannot satisfy the requirements for re-accreditation within the time limits set, the Accreditation Committee may, at its discretion, extend the deadline. Examples where this might apply include breaks in practice due to job assignment away from clinical echocardiography, illness or maternity leave. More information is available at

<https://www.bsecho.org/Public/Accreditation/Personal-accred/Extension-requests.aspx>

## *Suspension of Accreditation*

A Member's Accreditation may be suspended if:



- Their subscription is not paid within 2 months of the due date. Membership and Accreditation will be restored only when the subscription record is fully restored. No application for re-accreditation can be processed unless the member's subscriptions are up to date.
- A complaint has been made, and the Honorary Secretary decides on preliminary enquiry that there is a case to answer, concerning a Member's fitness to hold Accreditation.
- Following a Disciplinary Hearing, the Disciplinary Committee requires a Member to undertake a period of re-training or supervised practice.
- Following a concern raised of a failure to meet BSE accreditation standards, the Chair of Accreditation and convened panel decide to refer the allegation, without prejudice, to the Hon. Secretary and request a full investigation by a Disciplinary Committee. In such cases, the Respondent's Accreditation may be suspended on the basis that the nature of the complaint is such that patients' care might be affected in the interim.

### *Removal of Accreditation*

A Member's Accreditation may be removed if, following a concern raised with regard to a failure to meet BSE accreditation standards, the Chair of Accreditation and convened panel deem the Member to have not met the standards outlined for an Accredited Member of the Society, following investigation under the terms of the Accredited Status Review Standard Operating Procedure, which can be found at <https://www.bsecho.org/Public/Public/Accreditation/Personal-accred/Governance.aspx>?

### *Expulsion from the Society*

A Member may be expelled from the Society, and any associated Accreditations removed, if they:

- are found guilty of serious professional misconduct resulting in suspension or termination of employment, or suspension or expulsion by other professional bodies (e.g. General Medical Council, HCPC, Society of Radiographers, RCCP/AHCS);
- are found guilty in a Court of Law of a criminal offence;
- are committed to prison for any other criminal offence; and/or
- contravene the Society's Code of Professional Conduct.

The Society reserves the right to disclose the fact that a Member's Accreditation has been suspended or removed, or that they have been expelled from the Society to any person or organisation with a legitimate interest in the matter.

### *Re-instatement*

After a period of 5 years from the date of expulsion, an expelled Member may write to the Trustees explaining why they should be allowed to reapply for membership.

The Society may ask the expelled Member for references and/or proof of retraining.

The Expelled Member may be invited to attend an interview panel to answer questions, and a report will be prepared so that the Trustees can collectively determine whether or not to re-admit the person as a Member.



A person who has been expelled from the Society will be re-admitted to Membership only if the Trustees are satisfied, based on the evidence provided, that the person has met the relevant standards for membership and intends to comply fully with the BSE Rules and Code of Professional Conduct.

Re-admission to the Society does not re-instate any Accreditations that were held and the re-admitted Member will need to begin the Accreditation process in order to become an Accredited Member again.

### *Violence and Aggression*

The British Society of Echocardiography will not tolerate any form of violence or aggression, including verbal abuse, bullying, harassment or discrimination, committed against – or committed by - its staff, Trustees, Advisory Council Members, committees or those representing the Society.

The Society will deal with any incidents of violence or aggression according to individual circumstances. This may include immediate dismissal from the Society, and removal of any associated Accreditations. The Society will encourage the reporting of incidents to the police where appropriate, and will support any resulting investigations and legal proceedings.

### *Equality, Diversity and Inclusion*

Members, Trustees and staff must comply with the BSE's equality, diversity and inclusion policy. The policy can be found at in the governance section of [bsecho.org](http://bsecho.org).