

Constitution of the UK Fetal Genomics Group (UK FGG) Associated with the British Society of Human Genetics

Section 1 Name

The name of this organization shall be the UK Fetal Genomics Group, hereafter called the FGG

Section 2: Organisation and Mission

The FGG is a UK wide, multidisciplinary organisation with membership open to all health professionals involved in the care and management of women and couples affected by or at risk of having a baby with a hereditary disorder. The mission of the group is to identify and promote appropriate care in this group of patients and their pregnancies to improve the quality of care offered. The specific aims are;

- i. To promote multi-disciplinary models of care and develop education to enable health professionals involved with the management of pregnant women to be aware of, and be able to offer, appropriate information and tests to couples pre-pregnancy and in pregnancy to allow the diagnosis and management of single gene and chromosomal disorders that can present and have implications in pregnancy.
- ii. To facilitate collaboration of multidisciplinary research into single gene and chromosomal conditions that can arise and cause problems during a pregnancy
- iii. To provide a forum for the presentation of data and discussion of challenging areas involved in the care of this group of patients and their families
- iv. To be a stakeholder and opinion leader in the UK discussion on matters relating to single gene and chromosomal conditions that can arise and cause problems during a pregnancy
- v. To debate and advise on ethical issues in single gene and chromosomal conditions that can arise and cause problems during a pregnancy

Offices

The steering group will consist of at least 12 members elected by the membership of the FGG: Chairperson, Secretary, Treasurer and 9 elected ordinary members. Steering group will consist of at least 12 members with at least two to three members from BMFMS and RCOG, two to three members from ACGS, two to three members from AGNC and at least two to three Clinical Geneticists who are involved in the delivery of a prenatal genetic service

Representatives from other societies or other individuals may be co-opted to attend the steering group meeting at the specific invitation of a steering group officer. Nominations for all elected Steering Group Members shall be made by two (2) individual members of the FGG with written consent of the nominee.

Such nominations are to be made in writing three (3) months before the scientific meeting at which new members will be elected

Elected members of the steering group shall serve for a maximum period of three years after which they shall be permitted to stand for election to a further three year term of office. There shall be a limit of two (2) terms that each Steering Group Member may hold a particular office, and two (2) consecutive terms that an individual may serve as an Ordinary Member on the Steering Group.

The Chairperson, Secretary and Treasurer shall be appointed from the membership of the Steering Committee and serve a three year term of office after which new officers shall be selected.

The Treasurer will prepare and submit a report of the financial transactions of FGG to the Members at the annual business meeting, and, in general, shall perform other duties as may be assigned from time to time by the Chairman of the Steering Group.

Individual Membership

Membership is open to individuals over eighteen years and organisations whose application meets the membership criteria and has been approved by the Steering Group

There will be a fee levied to be a member of the FGG on top of the membership of the BSGM via the RSB and this amount will go the FGG account in the BSGM account and be managed by the Treasurer

Scientific Meetings

At least one scientific meeting of The Society will be held every year.

A request will be made to the BSGM to have an FGG plenary session or a presentation made by a member of the group about an issue relating to Fetal Genomics at the annual BSGM conference. Organisation of the FGG plenary session or presentation will fall to the FGG steering group in association with the BSGM conference organising committee.

Business Meeting

At the FGG Steering Group meetings normally held before or after the scientific meeting, the business shall be:

- a. to elect officers (and members of Steering Group).
- b. to receive the report of the Steering Group officers including the report of the Treasurer and the Balance Sheet.
- c. such other business as Council may decide.

Special Meetings

Special meetings of the Members of FGG may be called at the request of the Chairman, or any three Steering Group members. The Steering Group shall determine the time and place for holding special meetings. A written, electronic or printed notice stating the place, date and time with respect to the Special meetings and the purpose of the meeting of the Members shall be emailed to each member not less than ten (10) nor more than sixty (60) days before the date of the meeting.

Quorum

Eight (8) members of the Steering Group, including one postholder, shall constitute a quorum for the transaction of business at any duly called meeting of the Members of FGG. If less than a quorum is present, a majority of the voting Members present may adjourn the meeting until another time without further notice.

Dues

The initial and annual dues for all Members of FGG and the time for paying such dues shall be determined from time to time by the Steering Group.

Termination of Membership

1. The membership of an individual or organisation is terminated if:
the member dies or, if it is an organisation, ceases to exist
2. the member resigns by written notice to the charity
3. any sum due from the member to the charity is not paid in full within three months of it falling due;
4. the member is removed from membership by resolution of the Steering Group
5. if the member is not in good standing and that it is in the best interest of the charity that the membership is terminated.

A resolution to remove a member (individual or organisation) from membership may be passed only if:

- a) the member has been given at least 21 days' notice in writing of the meeting of the Executive Committee at which the resolution will be proposed and the reasons why it is being proposed;
- b) the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

Removal

Any Steering Group Member may be removed by action of the voting Members at a duly called and convened meeting of the Members, whenever in their judgment the best interests of the FGG would be served thereby. Written notice of a Membership meeting held to vote on removal of one or more Steering Group Members shall be delivered to all Members entitled to vote. Such notice shall state that the purpose of the meeting is to vote upon the removal of one or more Steering Group Members named in the notice. Only the named Steering Group Member(s) may be removed at such a meeting.

Action by Written Consent

Any action requiring a vote of the Steering Group may be taken without a meeting if consent in writing, setting forth the action taken, shall be signed by a majority of the Steering Group Members.

Meeting by Conference Call

Any action to be taken at a meeting of the Steering Group may be taken through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such a meeting shall constitute attendance and presence at the meeting of the persons participating.