THE BRITISH CARDIOVASCULAR INTERVENTION SOCIETY

“the Society”

THE RULES

(Adopted, with agreed revisions, by the Council on 26th January 2012; finalised 7/7/13 NPC)
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1. These Rules may be amended from by the Council at their sole discretion.

2. **INTERPRETATION**

2.1. In these Rules:

- **Annual Conference** means the major scientific conference arranged and hosted by the Society each year pursuant to Rule 16; also known as “Advanced Cardiovascular Intervention”;
- **Annual General Meeting** means the meeting of Ordinary Members to be held each year pursuant to the Articles and which shall not be open to Extraordinary or Honorary Members or non-Members;
- **Articles** means the articles of association of the Society as amended from time to time;
- **Autumn Meeting** means the meeting of Members of the Society held in the autumn of each year pursuant to Rule 17;
- **Council** means the governing body of the Society being made up of Trustees appointed pursuant to Rule 13 and elected to various offices under Rule 14;
- **Officers** means the President, Honorary Secretary and the Treasurer of the Society;
- **Ordinary Trustees** means Trustees, being members of the Council, who have no specific designated role or position; also referred to as “Trustees without Portfolio”;
- **Working Group** means a working group set up by the Council pursuant to Rule 15;
- **Working Group Lead** means the person elected to chair a particular Working Group pursuant to Rule 14;
- **Members of a Working Group** means the persons appointed to be members of a particular Working Group.

2.2. Subject as aforesaid, words or expressions contained in these Rules shall, unless the context requires otherwise, bear the same meaning as in the Articles.
CRITERIA AND PROCEDURE FOR ADMISSION TO ORDINARY MEMBERSHIP

3.1. The criteria which persons must satisfy to be Ordinary Members shall be that:

3.1.1. they must fall within one of the following categories:

3.1.1.1. Medical practitioners on the consultant staff of a hospital in the United Kingdom or overseas, or those in non-consultant career grade posts, with a primary interest in adult or paediatric cardiovascular intervention, or medical practitioners in the post of a locum consultant or locum non-consultant career grade position, if they are registered with the General Medical Council, are on the specialist register in their chosen specialty and can provide evidence of a continuing association with cardiovascular intervention in the United Kingdom;

3.1.1.2. Cardiology, paediatric cardiology or related discipline specialist registrars with a national training number, or its equivalent;

3.1.1.3. Medical practitioners working as research or clinical teaching fellows with a clinical science or basic science interest relevant to the field of interventional cardiology;

3.1.1.4. Other healthcare professionals (namely nurses, radiographers, cardiac physiologists, pharmacists and others) with active participation in the fields of adult and/or paediatric cardiovascular intervention and who have the appropriate professional registration;

3.1.1.5. Established scientists whose primary interest is cardiovascular intervention;

3.1.1.6. Other applicants at the discretion of the Council.

3.1.1.7. They may not at any time be employees of commercial organisations.

3.2. Any person wishing to become an Ordinary Member must:

3.2.1. apply to the Council with a duly completed application form (in the form approved by the Council from time to time) and any required supporting documents or information to show they fall into one of the categories set out in Rule 3.1.1 above; and
3.2.2. send with the application, payment in full for the applicable subscription fee (unless a reduced fee is agreed under Rules 10.5)

3.3. On receipt of the documents and payment pursuant to Rule 3.2, the person’s application shall be considered by the Honorary Secretary, and if approved, the person shall be admitted as an Ordinary Member. If there are concerns about the application these will be raised for discussion by the Honorary Secretary with the President and, if necessary with Council.

4 ORDINARY MEMBERSHIP - ENTITLEMENT

4.1. An Ordinary Member shall be entitled to:

4.1.1. full voting rights at the Annual General Meeting;

4.1.2. the right to nominate and vote for Trustees;

4.1.3. the right to stand for election as a Trustee;

4.1.4. be nominated to be a Member of Working Groups;

4.1.5. propose candidates for admittance to the Society as Ordinary Members in the form determined by the Council;

4.1.6. concessionary rates determined by the Council for attendance at the Annual Conference and the Autumn Meeting;

4.1.7. exclusive rights to attend Society only educational, training and scientific meetings and conferences;

4.1.8. inclusion on the mailing list for all Society notices and events;

4.1.9. eligibility for full access to the Society website (including all educational material available in the Member’s section);

4.1.10. access to other linked educational websites as approved by the Council.
5 EXTRAORDINARY MEMBERSHIP

5.1. Extraordinary Members are persons who were Ordinary Members who have retired from practice and have chosen to be Extraordinary Members. Extraordinary Members shall receive all notices of the Society, but shall not be entitled to attend or vote at the Annual General Meeting.

6 HONORARY MEMBERSHIP

6.1. The award, by the Council, of Honorary Membership provides a means by which the Society is able to recognise individuals who have made an outstanding contribution to the practice of cardiovascular intervention, and who are not Ordinary Members.

6.2. Candidates for Honorary Membership should be:

6.2.1. nominated by an Ordinary Member on the basis of a written citation submitted to the Trustees; and

6.2.2. a cardiologist, cardiac surgeon, clinical scientist or, exceptionally, another who has:

6.2.2.1. made an outstanding and sustained contribution to the field of cardiovascular intervention; and

6.2.2.2. a close association with British cardiology.

6.3. Honorary Membership is for life and entitles the individual to attend the Annual Conference on the same terms as Ordinary Members and to receive all notices and electronic communications from the Society. Honorary Members have no voting rights and shall not be entitled to attend the Annual General Meeting.

7 MEMBERSHIP DETAILS

Details of a Member’s address, contact numbers, occupation, employer, specialty(ies) and sub-specialty(ies), will be solicited and stored electronically by the Society. Some of these details may be published by the Society in a membership book (electronic or printed version) and, subject to the terms of The Data Protection Act, may also be shared with other affiliated organisations (for example, The British Cardiovascular Society), as deemed appropriate by the Council. Members will be asked to specify personal details, held by the Society, which should not be published.
8 SERIOUS PROFESSIONAL MISCONDUCT

All Members shall inform the President or Honorary Secretary of any instance of serious professional misconduct, either concerning themselves or any other Member of the Society, of which they may become aware.

9 LINKED ORGANISATIONS

9.1. Linkage is an informal association with the Society, with the purpose of allowing information exchange such that Members and a third party organisation ("Linked Organisation") make available to each other details of annual conferences and subjects of mutual interest. On occasion, this may take the form of shared and mutually beneficial educational events and other professional meetings.

9.2. Criteria for becoming a Linked Organisations are as follows:

9.2.1. the scientific, educational or clinical interests of the Linked Organisation should be consonant to those of the Society;

9.2.2. the Linked Organisation should have a written constitution and a chairman or president or similar Chief Officer.

10 SUBSCRIPTIONS

10.1. Subscription amounts and the dates for their payment may be varied by the Trustees at their discretion, provided that one month’s notice of any increase shall be given in writing to Members prior to an amount falling due for payment.

10.2. Date of payment: Due on the anniversary of each Member joining

10.3. Method of payment: Direct Debit into the account of the British Cardiovascular Intervention Society.

10.4. Membership category:

10.4.1. Ordinary Member: A full subscription will be paid unless a reduced fee is agreed (see Rule 10.5)

10.4.2. Extraordinary Member: No subscription currently payable

10.4.3. Honorary Member: No subscription currently payable
10.5. Those Members who are still in training and/or under adverse financial circumstances, who have made application and set out their special case, may be given a discounted membership rate at the discretion of the Trustees.

11 THE COUNCIL

11.1. The following persons shall be members of the Council all of whom shall be the Trustees:

11.1.1. the President, who shall also act as chair of Council meetings and shall be an Officer;

11.1.2. the Honorary Secretary, who shall be an Officer;

11.1.3. The Treasurer, who shall be an Officer;

11.1.4. the Communications Lead;

11.1.5. the Working Group Leads for the following Working Groups:

11.1.5.1. Administration;

11.1.5.2. Data Monitoring and Analysis;

11.1.5.3. Training & Education;

11.1.5.4. Programmes;

11.1.5.5. Clinical Standards;

11.1.5.6. Professional Standards;

11.1.5.7. Research;

11.1.6. Ordinary Trustees comprising the following:

11.1.6.1. one Ordinary Member who works in a PCI centre without on-site cardiothoracic surgery;

11.1.6.2. three other Ordinary Members

11.1.7. any persons co-opted by the Council pursuant to Rule 12.
11.2. The President shall act as chairman of meetings of the Council. If the President is not present within 5 minutes after the time appointed for holding the meeting or not willing to preside, the Trustees may appoint one of their number to be chairman of the meeting.

11.3. There shall be a quorum at Council meetings which shall be the greater of at least one third of the number of Trustees or three Trustees, including in either case at least one Officer being present.

11.4. The Council may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with the Memorandum and Articles of Association.

11.5. Every matter to be decided by the Council shall be determined by a majority of votes of the Trustees present and voting on the question but in the case of equality of votes the President (or, in his absence, the Honorary Secretary) shall have a second or casting vote.

12 CO-OPTED TRUSTEES

12.1. The Council may co-opt up to five further persons to be Trustees. In exercising their power of co-option the Council shall have regard to the desirability of appointing persons such as accountants, lawyers, fund raisers or investment experts or persons with other professional or business expertise which will be of benefit to the Society.

13 APPOINTMENT OF TRUSTEES: Ordinary Council Members (i.e excluding Officers & WG Leads)

13.1. The Honorary Secretary shall, at least four weeks before the time at which the vacancies will arise, notify all Ordinary Members of any vacancies arising for Trustees due to completion of tenure, retirement or otherwise, indicate which of those who are retiring are eligible for re-election and invite all Ordinary Members to make nominations (“nomination invitation”).

13.2. The Honorary Secretary shall include in the notice to Ordinary Members details of the relevant job descriptions and person specifications or provide details of where this information can be located. Save in relation to those persons appointed as Trustees under Rule 12, all Trustees must be Members of the Society.

13.3. The nomination invitation shall state the date by which nominations must be submitted to the Honorary Secretary by electronic or standard mail, which shall be no later than four weeks after the nomination invitations were received by the Ordinary Members.

13.4. Nominations shall:
13.4.1. be made in writing and be in such form as may be prescribed by the Trustees from time to time;

13.4.2. be for any vacancies arising;

13.4.3. reach the Honorary Secretary by no later than four weeks after the nomination invitations were received, on or before the date indicated in the nomination invitations.

13.5. New Trustees appointed pursuant to this Rule 13 will take office and the retiring Trustees shall cease to hold office with effect from the next Council meeting following the end of the voting process, or, by mutual consent, at a later date within no more than six months.

13.6. All Trustees (however appointed, whether under the Articles or under Rule 12 or this Rule 13) shall be appointed for an initial term of two years on expiry of which a Trustee may, with the consent of the Council and the Trustee concerned, be re-appointed for a further two years. Subject to rules 13.8 and 13.9, no Trustee may serve for a term longer than four consecutive years.

13.7. A Trustee shall cease to hold office:

13.7.1. at the expiry of their term of appointment (and they are not eligible for re-appointment); or

13.7.2. for any reason set out in the Articles; or

13.7.3. if he or she no longer satisfies the criteria for membership of the Society (unless he or she is a Trustee by virtue of Rule 12); or

13.7.4. is absent without the permission of the Council from all their meetings held within a period of one year and the Council resolves that his or her office be vacated.

13.8. In the event of promotion from Ordinary Trustee to the position of an Officer or Working Group Lead, a new four year tenure period (subject to the conditions of rule 13.6) shall commence. Following completion of this further period of office, the Trustee shall stand down automatically from the Council and remain ineligible for further election to the Council for a period of at least one year (see rule 13.9 for exception).

13.9. The only exception to rules 13.6 and 13.8 concerns the post of Working Group Lead for the Data Monitoring and Analysis Group, which may be held in perpetuity, subject to re-election by the Council every two years.
13.10. If more than one nomination is received for the position of Trustee, the mechanism for selection shall be as follows:

13.10.1. The Honorary Secretary shall, within six weeks after the expiry of the date nominations were to have been received, send to all Ordinary Members at their last notified email address, a notice of electronic ballot, together with a ballot list containing the names of the nominees (“ballot paper”);

13.10.2. The notice shall include a date for the return of the electronic ballot, such date being at least three weeks after the ballot details are deemed to have been received by the Ordinary Members;

13.10.3. Where applicable, every Ordinary Member shall have one vote for each vacancy to be filled. If multiple candidates should apply, a simple majority system will apply;

13.10.4. The Honorary Secretary shall count the votes and the nominee with the most votes of the total number cast for that position shall win the ballot. Subject to rule 13.10.3, the Honorary Secretary’s decision as to the winner shall be final and no appeal may be entered;

13.10.5. In the event of an equality of votes for any vacancy, the President shall have a second or casting vote;

13.10.6. The accidental omission to issue a ballot to any Ordinary Member entitled to vote shall not invalidate the ballot or election of the nominee.

13.10.7. The appointment of Trustees is conditional on the approval of the Council who shall have the power in their absolute discretion to refuse to appoint to the Council a candidate who has the most votes without giving any reasons for their decision and in such a case may (but need not) appoint the candidate who has the second highest number of votes.
ELECTION OF OFFICERS AND WORKING GROUP LEADS

14.1. The Council shall in accordance with the provisions of Rule 14.4, elect persons to fill any vacancies arising from time to time for the position of the Officers or Working Group Leads.

14.2. Any persons to be elected to a particular post must meet the following qualification requirements:

14.2.1. President: any current or previous Trustee;

14.2.2. Honorary Secretary: any current or previous Trustee;

14.2.3. Treasurer: any current or previous Trustee;

14.2.4. Communications Lead: any current or previous Trustee or Working Group member;

14.2.5. Working Group Leads: any current or previous Trustee or other suitably qualified person.

14.3. The Council may at any time by majority vote remove from office any person appointed pursuant to rules 14.1 above.

14.4. Unless otherwise agreed by the Council, the mechanism for electing Trustees to the posts of Officers and/or Working Group Leads shall be as follows:

14.4.1. The electorate for the President will be all Ordinary Members of the Society, including the Trustees, including the retiring post holder. If deemed appropriate, an extraordinary meeting of the electorate may be called to permit detailed evaluation of the nominated candidates.

14.4.2. The electorate for all other Trustees shall comprise all current and previous Trustees entitled to vote, including the retiring post holder. If deemed appropriate, an extraordinary meeting of the electorate may be called to permit detailed evaluation of the nominated candidates.

14.4.3. The Honorary Secretary shall, within six weeks after the expiry of the date nominations were to have been received, send to the voting electorate at their last notified email address, a notice of electronic ballot, together with a copy of the ballot containing the names of the nominees ("ballot paper");

14.4.4. Where appropriate, the notice shall include a date for the electronic return of the ballot, such date being at least three weeks after the ballot was sent out;
14.4.5. Every voting member of the electorate shall have one vote. If there should be multiple candidates, a simple majority voting system shall apply;

14.4.6. Subject to rule 14.4.7, the Honorary Secretary’s decision as to the winner shall be final and no appeal may be entered;

14.4.7. In the event of an equality of votes for any one vacancy, the President shall have a second or casting vote;

14.4.8. The accidental omission to issue a ballot paper to any current Trustee entitled to vote shall not invalidate the ballot or election of the nominee.

15. WORKING GROUPS OF THE BRITISH CARDIOVASCULAR INTERVENTION SOCIETY

15.1. The President, Honorary Secretary and Treasurer are *ex officio* members of all Working Groups.

15.2. Establishment

15.2.1. The Council may establish standing and *ad hoc* Working Groups in response to clearly defined and potentially long-term requirements, for discussion and action within an area of interest to the Society. These will include the Administration Group, Data Monitoring and Analysis Group, the Programmes Group, the Training and Education Group, the Clinical Standards Group, the Professional Standards Group, and the Research Group, all of which shall operate under the chairmanship of a person elected to the post of Working Group Lead of the relevant Working Group pursuant to Rule 14.

15.2.2. The President, in agreement with the Council, may establish a Working Group in response to a perceived short-term issue requiring a Trustee report. Continuation of such a Working Group beyond twelve months requires endorsement by the Council.

15.3. Duration of office

15.3.1. The continuing requirement for a Working Group shall be reviewed annually by the Council.

15.3.2. The duration of a Working Group and the number of meetings to be held shall be decided by the Council.

15.4. Working Group Lead and Membership
15.4.1. The President shall appoint the Working Group Lead of any Working Group which is not subject to election as described in Rule 15.2.1.

15.4.2. The Council shall be required to ratify the membership of a Working Group, based upon recommendations by the Working Group Lead and after discussion with the Officers. Working Group members which may be derived from current or previous Trustees or other suitably qualified Members of the Society, by invitation or election as deemed appropriate.

15.4.3. Where a ballot is held for a Member of a Working Group other than for the Working Group Lead, this will be done as outlined in rule 14.

15.4.4. Working Groups should include a maximum of 8 Working Group Members, including the Working Group Lead (but excluding the Officers, being ex officio members of all Working Groups). In exceptional cases, the Officers may endorse the appointment of additional Members of a Working Group.

15.5. Terms of office

15.5.1. The Lead and Members of a Standing Working Group will be appointed for an initial term of two years on expiry of which they may, with the consent of the Council and the Member concerned, be re-appointed for a further two years. No person may serve on a Working Group for a term longer than four consecutive years.

15.5.2. It will be the responsibility of the Working Group Lead to ensure regular and accurate communication with Officers, Council and the Communications Lead.

15.5.3. If deemed necessary, the Working Group Lead may appoint a Secretary from within the Working Group Membership to assist with administrative duties.

15.5.4. The Council may at any time in its absolute discretion disband a Working Group or remove any Member of a Working Group (including the Chair) and replace them with other persons.

15.6. Meetings

15.6.1. Working Groups will normally meet twice a year. The Working Group Lead may convene additional meetings of that Working Group with the approval of the President and Treasurer.
15.6.2. Arrangements for Working Group meetings will normally be decided by the
Working Group Lead in consultation with the President.

15.7. Financial decisions

15.7.1. No financial arrangements with any organisation may be enacted without the
approval of the Council.

15.8. Minutes and reports

15.8.1. Working Group Leads will be responsible for ensuring that:

15.8.1.1. the minutes are recorded of each meeting;

15.8.1.2. the minutes of each meeting are forwarded to the Council either every 6
months or if an urgent and/or important issue is discussed, as soon as
reasonably practicable; and

15.8.1.3. a summary of the most important features of the minutes of WG
meetings (excluding any confidential information) are presented to the
membership:

15.8.1.3.1. at the Annual General Meeting;

15.8.1.3.2. in the annual reports; and

15.8.1.3.3. in the newsletter on the Society’s website.

15.8.1.4. an annual report is prepared and submitted to the Council.
16  **ANNUAL SCIENTIFIC CONFERENCE**

16.1. A scientific conference shall be held each year.

16.2. Only Members and exhibitors affiliated to the BCIA may attend the Annual Scientific Conference.

16.3. The Programmes Group shall be responsible for the content, organisation, management and running of the conference.

16.4. There shall be a fee for attendance at and for participation in the conference, which shall be set by the Council.

16.5. All Members may make written proposals to the Programmes Working Group, in accordance with a format and in the time periods set by the Programmes Working Group each year, as to training or continuing professional development sessions, original research papers, educational communications or scientific reviews that they may wish to present or see programmed within the conference.

16.6. The Programmes Working Group shall develop guidelines and criteria for the standard and content of the conference each year and shall in its sole discretion decide whether proposals submitted reach the criteria or standards required and may accept or reject any proposal at its discretion.

16.7. Presentations made at the conference shall be spoken and not read. All contributors shall adhere to the speakers’ code of conduct as determined by the Council and observe the given timetable and agenda of the conference.

17  **AUTUMN MEETING**

17.1. A second meeting of the Society will be held each year in the autumn.

17.2. The Council will select the host unit for the Autumn Meeting and appoint a local cardiologist who is a Member of the Society to develop a scientific programme in collaboration with his or her colleagues.

17.3. Final approval of the programme will be given by the Programmes Working Group and Council.

17.4. Only Members and exhibitors affiliated to the BCIA may attend the Autumn Meeting.
PUBLICITY/MEDIA

18.1. No reporters, newspaper or other media representatives shall be permitted to be present at general meetings of the Society, and no report of proceedings at the general meetings shall be published save with the consent of the Council.

ADMINISTRATIVE SUPPORT

19.1. Facilities for meetings of the Council, Working Groups or other meetings will be available at the offices of the British Cardiovascular Society or elsewhere as arranged by the Honorary Secretary.

19.2. The Society will provide secretarial services for the typing of minutes, correspondence and reports, when requested.

EXPENSES

20.1. The Society will reimburse the travelling and subsistence expenses within the United Kingdom incurred by the Officers, Ordinary Trustees and Working Group Members attending Working Group Meetings and Council Meetings.

20.2. These expenses may be claimed for attendance at a Council or Working Group meeting aligned to the Annual Scientific Conference or Autumn meeting even if the individual is not attending the meeting itself.

20.3. Trustees and Working Group Members should use public transport and utilise special rates by advanced booking whenever possible. Rates of reimbursement will be:

20.3.1. reasonable first class rail travel for journeys of one hour or more;

20.3.2. reasonable standard class rail travel for journeys less than one hour;

20.3.3. economy class air travel: and

20.3.4. current NHS car allowance rates.

20.4. Subsistence expenses will be reimbursed at reasonable current rates. Where possible, Members are to request the Admin Secretary to book hotel accommodation in advance. No other costs will be reimbursed without the approval of the Treasurer.
20.5. Details of travelling and subsistence expenses must be submitted, together with receipts, to the Treasurer. Claims for such expenses, with details of the meeting attended, must be made within three months.

21 Confidentiality

21.1. Each Member undertakes that he shall not at any time, either while he is a Member or subsequent to being a Member, use, divulge or communicate to any person except to his professional representatives or advisers or as permitted by clause 21.2 below and each and every Member shall use his reasonable endeavours to prevent the publication or disclosure of any Confidential Information concerning such matters.

21.2. The above obligations of confidentiality shall not apply to any Confidential Information which may be required by law or other regulatory authority to be disclosed or which a Member can show:

21.2.1. was known to the Member other than by virtue of his membership or other involvement with the Charity; or

21.2.2. is in or subsequently comes into the public domain (through no fault on the Member’s part).

21.3. For the purposes of this Rule, “Confidential Information” means confidential information concerning either:

21.3.1. the affairs of the Charity

21.3.2. the affairs of any other organisation or person

21.3.3. that the Member becomes aware of as a result of being a Member of the Charity including but not limited to:

21.3.3.1. any information relating to the practice of any individual or any organisation;

21.3.3.2. any information arising from peer reviews and hospital site inspections; and

21.3.3.3. the matters dealt with by the professional standards working group which may have or may in future come to that Member’s knowledge
22 **ADVISORY COUNCIL**

22.1. Pursuant to the authority in Article 70, the Council wishes to set up an Advisory Council of which the following will be its members:-

22.1.1. two representatives of The British Cardiovascular Industry Association being the President and President-Elect from time to time of such body or such other two individuals as the Council may approve; and

22.1.2. one representative of The British Junior Cardiovascular Association being the President from time to time of that body or such other person as the Council may approve.

23 **Notices**

23.1. The provisions in Article 83 regarding how notices and other communications may be given to or by the Charity shall apply to any notices or communications that need to be made under these Rules.