

## **UK ENDOCRINE PATHOLOGY SOCIETY – CONSTITUTION**

3<sup>rd</sup> edition, November 2018

### **Name**

The name of the Society shall be the United Kingdom Endocrine Pathology Society (UKEPS).

### **Background**

The UK Endocrine Pathology Society ('the Society') exists to ameliorate a number of difficulties in diagnostic endocrine pathology: a relatively low caseload, a broad range of specific diagnoses and the need to develop a specialist group of endocrine histopathologists. For such specialised histopathologists, access to examples of uncommon cases and to relevant postgraduate education can be difficult.

### **Purpose of the Society**

To promote accurate, consistent and comprehensive endocrine histopathological diagnosis in the interests of those affected by endocrine disease, including cancers. The Society shall not be directly concerned with pituitary histopathology, since this is primarily reported by neuropathologists. The main remit of the Society is thyroid, parathyroid, adrenal and paraganglioma pathology. While including NETs in our range, we appreciate that many are dealt with by organ-specific groups such as thoracic and GI-HPB pathologists.

### **Roles and functions**

- offer networking opportunities for interested endocrine pathologists
- offer a forum for discussion of areas of diagnostic difficulty
- nominate individuals to participate in pathology assessments for clinical trials and for other national organisations
- provide expertise and advice on endocrine pathology within the UK, including acting as a stakeholder for endocrine histology
- organise twice yearly educational slide circulations, which include challenging cases although not constituted as a formal external quality assessment (EQA) scheme
- organise relevant continuous professional development (CPD)

### **Eligibility**

Membership is intended to be inclusive but specialist. Membership is open to UK and Irish Consultant Pathologists, or equivalent, specialising in, or developing a specialist interest in, endocrine histopathology including related cytopathology. Cytopathologists with an interest in endocrine pathology are eligible to join, but the main educational thrust of the Society is in histopathology.

Advanced trainee histopathologists considering sub-specialising in endocrine histopathology (usually in the peri-Part 2 FRCPath/CCT phase of their career) will be welcomed as guests without charge for a period of up to two years. Scientists interested in endocrine research may join without participating in slide circulations.

A non-refundable joining fee will be payable by each new member, the amount to be confirmed regularly at the business meeting. This may be replaced by an annual membership fee in future should liabilities require.

The membership (deciding by a two thirds majority vote present at a meeting with due notice) may invite the resignation of any member whose conduct shall, in their opinion, render him/her unfit for membership of the Society. No refund would be given in these circumstances. The decision of the meeting would be final with no mechanism of appeal.

### **Slide circulations**

In order to allow the circulation of glass slides, the number of centres receiving sets must be limited. Slide sets will be sent only to those actively engaged in diagnostic endocrine histopathology and it may be necessary for members working at the same institution or in adjacent institutions to share a single slide set. Invited trainee members will be expected to share a consultant's slide set.

### **New Technologies**

Recent developments in imaging technology mean that the society has embraced digitisation of slides for the educational circulation while retaining some glass slides for cases where sufficient diagnostic material is available. We will continue to explore digital slide seminars for focal conditions, those occurring in needle cores, or for exploring consensus on specific histological images and for cytology. We also make use of digital technology when material is required for larger national or international meetings where the number of delegates and cost of microscope provision preclude the use of traditional glass slides.

### **Obligations of Membership**

To ensure ready availability of tissue for circulation and to reduce management costs, members are expected to provide cases to the Education Secretary. For cases for glass slide circulation, a full set of unstained sections (currently 80) from at least one suitable case per year is requested, without charge wherever possible. Slides from cases suitable for digitisation should be submitted to the organiser who can arrange for images to be made available; the original slides will then be returned to the submitting pathologist.

Further, members will be expected to host meetings on an occasional rotating basis, arranging to make their own organisation's facilities available wherever possible without charge as a legitimate NHS postgraduate educational event.

Members are asked to submit their diagnoses (via the Society website) in advance of slide seminars so that comprehensive anonymised sets of answers can be reviewed in the interest of minority opinions being actively discussed.

Members will be expected to reply to the majority of slide sets, to promote the UAEPS to interested parties, to uphold the aspirations of the Society and to resign if their interests and work change so that membership is no longer professionally warranted.

### **Scope of Slide Circulations**

The UK Endocrine Pathology Society does not provide a formal External Quality Assurance scheme and is not at present seeking UKAS accreditation. Circulated cases are provided as an educational activity so that relatively complex cases of special relevance to sub-specialists are encouraged. Replies will be treated as confidential to those organising slide circulations and to the respondent.

### **Continuing Professional Development**

A CPD certificate of participation will be issued for submission of diagnoses or involvement in the slide review, and for other activities as appropriate, compliant with the Royal College of Pathologists Continuing Professional Development Scheme.

### **Relationship with other Societies**

The Society will consider the holding of joint meetings with appropriate professional societies or other groups interested in endocrine pathology, including cytopathologists, clinical groups and researchers, when there is common interest, mutual benefit or the opportunity for clinico-pathological correlation with relevant disciplines such as endocrine surgeons, endocrinologists or medical oncologists.

### **Business Meetings and Management Arrangements**

The Society shall hold a business meeting twice each year on the same day as a slide discussion. Notice of the business meetings will be given at least 6 weeks before the meeting. Decisions will be taken along democratic principles by simple majority of those present at any meeting, except for changes to the Constitution, for which a two thirds majority (of members present at a meeting with due notice) shall be required.

Members of the Society shall elect a President (Chairperson), Secretary (which could be subdivided for Meetings and Membership), Education Secretary, Web Manager, Data Protection Officer and any other such Officers as may be necessary from time to time for the smooth running of the Society. The term of office of these posts shall be 3 years in the first instance starting at the business meeting of election, with the possibility of renewal for a final period of 3 years.

The mechanism of selection of Officers will be:

1. the position will be advertised to membership 6 months in advance of the term of office ending;
2. all membership including existing holder of post may apply;
3. if there is only one applicant, the Officers will consider and, where appropriate, recommend appointment at the next meeting;
4. if there is more than one applicant, the Officers will consider and informally approach the applicants to determine whether a compromise (eg. different applicants directed towards the different posts available) can be achieved;
5. if such a negotiated compromise cannot be achieved, the applicants have the right to contend for a post via a membership vote;
6. the Officers would then arrange a membership vote;
7. the applicants/candidates would prepare a 500 word prospectus as to their suitability, for circulation to members;

8. circulation and voting would be via email or doodle poll, minimising expenditure;
9. a simple majority in a “first past the post” system would suffice;
10. the result of the vote would be binding upon the Officers and membership, and the winner must be appointed.

There will be a Managing Committee comprising all the current Officers of the Society and also the Royal College of Pathologists' Speciality Adviser (if a member of the Society) if he/she is not already an Officer of the Society. The day to day business of the Society will be conducted by the Officers of the Society with individual tasks undertaken as mutually agreed among the members of the Managing Committee.

The President's notes or minutes shall be taken and circulated after each meeting. A record of attendance and participation shall be kept so that CPD Certification can be verified if necessary. The President shall keep such records as are necessary for the efficient management of the Society and shall hand them over to their successor.

The Constitution will be reviewed after 3 years unless the Officers deem that an earlier review is needed.

### **Financial Arrangements**

The Society will maintain a bank account with at least two authorised signatories, each of whom shall be a member, usually the President and Secretary of the Society, or another designated individual. A statement of account will be presented to members for discussion at the business meeting.

Officers of the Society may charge disbursements to the account such as the cost of circulating materials including the slide sets, and technical work.

Reimbursement of costs of travel to meetings shall be the responsibility of members, usually met by their employers under Study Leave arrangements.

### **Resignation from the Society**

Members may also resign from the Society any time, whether by reason of retirement from medical practice, ceasing practising endocrine pathology, or moving overseas.

In the event of resignation from the society any membership fees already paid by a member will not be refunded.

**Dissolution of the Society or Amalgamation with Others**

If the membership were to vote for dissolution, existing funds after any outstanding disbursements would be divided and returned to the membership. If the Society were to amalgamate with another, existing funds would be pooled into the common fund.

SJJ, DNP, PM, MM, 15/11/18, agreed at UKEPS Business Meeting 19/11/18