



**ROYAL COLLEGE OF PHYSICIANS OF IRELAND**

**and**

**ROYAL COLLEGE OF SURGEONS IN IRELAND**

**FACULTY OF SPORTS AND EXERCISE MEDICINE**

**1. OBJECTIVES OF THE FACULTY:**

The aims of the Faculty are to:

- 1.1 achieve recognition for the specialty of Sports and Exercise Medicine in Ireland
- 1.2 promote Fellowship and Membership of the Faculty
- 1.3 education & training:
  - 1.3.1 structure education and training in Sports and Exercise Medicine in Ireland in order to provide a specialist Sports and Exercise Medicine service of the highest standard for the health of the Irish population including recreational and elite athletes.
  - 1.3.2 devise and administer a specific curriculum and schedule of higher specialist training for doctors who wish to specialise in Sports and Exercise Medicine and to accredit those doctors who have satisfactorily completed Higher Specialist Training.
  - 1.3.3 devise and administer professional education and training programmes for general practitioners with an interest in Sports and Exercise Medicine.
  - 1.3.4 devise and administer professional training programmes for hospital consultants in other specialties who have an interest in Sports and Exercise Medicine.
  - 1.3.5 be responsible for continuing professional development programmes in Sports and Exercise Medicine.
  - 1.3.6 actively promote and develop undergraduate and postgraduate medical education in academic institutions and liaise with academic institutions nationally and internationally.
  - 1.3.7 become the recognized training body for Sports and Exercise Medicine as provided for in the Medical Practitioners Act.
  - 1.3.8 Liaise with other similar international organisations.
- 1.4 support research in Sports and Exercise Medicine.



- 1.5 communicate effectively and professionally with medical colleagues and other healthcare and sports science professionals nationally and internationally concerned with the welfare of athletes and sportspersons.
- 1.6 promote health and safety in all aspects of Sport and Exercise.
- 1.7 promote participation in sport and increase physical activity to improve the health and well-being in the population as a whole.

## 2. **STANDING ORDERS:**

Standing Orders shall be determined by the colleges on the proposal of the faculty. The making, altering or rescinding of any Standing Orders shall be in the following manner.

Due notice having been given in writing, a written formula for any proposed Standing Order, or for altering or for rescinding any existing Standing Order, being delivered by a Member of the Board to the Chairman of any meeting of the Board, shall thereupon be read, and if seconded shall be taken into consideration.

The Board shall ballot for acceptance or rejection of the said formula, and if the same be accepted, it shall be submitted to the Colleges for confirmation. Any change or amendment of the Standing Orders shall be reported at the next meeting of the Faculty.

## 3. **THE FACULTY OF SPORTS AND EXERCISE MEDICINE shall consist of:**

The President of the Royal College of Surgeons in Ireland and the President of the Royal College of Physicians of Ireland *ex-officio* or their nominees.

The Fellows of the Faculty of Sports and Exercise Medicine.

The Members of the Faculty.

### 3.1 **THERE SHALL BE THE FOLLOWING GRADES OF FELLOWS AND MEMBERS IN THE FACULTY:**

#### 3.1.1 **Foundation Fellow**

#### 3.1.2 **Member**

3.1.2a *Associate Member*

3.1.2b *Affiliate Member*

3.1.2c *Student Member*



- 3.1.3 Honorary Fellow**
- 3.1.4 Fellow by Election**
- 3.1.5 Fellow Admitted *Ad Eundem***
- 3.1.6 Fellow by Examination**

Criteria for entry into grades of membership or fellowship will be reviewed by the Board at least biannually.

### **3.2 ADMISSION TO FELLOWSHIP / MEMBERSHIP**

Every Fellow or Member shall make the required declaration to the Dean in the presence of the Presidents and shall then sign the Roll of Fellows / Members.

Fellows or Members, other than Honorary Fellows, may be admitted in absentia, with the consent of the Dean and on complying with the conditions laid down from time to time.

### **4. SENIORITY OF FELLOWS / MEMBERS**

The names of all Fellows and Members shall be entered upon the Register of Fellows of the Faculty and they shall take precedence according to the date of their admission to the Fellowship of the Faculty. When more than one Fellow or Member is admitted on the same day, the Fellows / Members shall take precedence from the priority of their primary medical qualification.

### **5. DESCRIPTION OF FELLOWS AND MEMBERS**

- 5.1 The description of a Fellow of the Faculty other than an Honorary Fellow, shall be FFSEM. The description of an Honorary Fellow shall be FFSEM (Hon.).
- 5.2 No candidate may describe himself as a Fellow of the Faculty or use the above mentioned letters until he has made the declaration and been admitted a Fellow.
- 5.3 The description of a Member of the Faculty shall be MFSEM.
- 5.4 The description of an Associate Member of the Faculty shall be AMFSEM.
- 5.5 The academic robes of the Faculty shall be the Faculty gowns.

### **6 FEES:**

- 6.1 No fees or other expenses shall be charged to Honorary Fellows.
- 6.2 All other Fellows and Members shall pay such examination and admission fees as shall be determined by the Board of The Faculty.



- 6.3 Fellows and Members other than Honorary Fellows are required to pay an annual subscription to the funds of the Faculty. The amount of the subscription shall be determined by the Board.
- 6.4 Fellows, Members, and Associate Members who are in arrears with the Faculty for at least 3 years and who do not make contact with the Faculty to settle their arrears, will no longer be eligible to use the abbreviations FFSEM, MFSEM or AMFSEM after their name. They will be written to formally by the Dean of the Faculty of Sports and Exercise Medicine in that respect to their last known address, and a list of their names and registration numbers will be made available to the Medical Council of Ireland or other relevant professional registration body, stating that they are no longer in good standing with the Faculty of Sports and Exercise Medicine, RCPI & RCSI.

## 7 MEMBERSHIP OF THE BOARD OF THE FACULTY:

- 7.1 The Dean and Vice-Dean of the Faculty.
- 7.2 The President of each College, *ex-officio*.
- 7.3 Two Representatives of each College Council (or other such nominees by the President of each College); the Council / College Representatives will have voting rights.
- 7.4 One Member of the Faculty of Sports and Exercise Medicine (UK) nominated by the President of the Council of the Faculty of Sports and Exercise Medicine (UK).
- 7.5 Not more than fifteen and not less than ten Fellows of The Faculty of Sports and Exercise Medicine, elected by the Fellows and Members in addition to the above.
- 7.6 Where the Medical Director of the Irish Institute of Sport is not already a member of the Board, the Irish Institute of Sport may nominate him / her to attend at meetings of the Board. He / she will have no voting rights.
- 7.7 Where the Professional Competence Scheme (PCS) Chairman is not already a member of the Board, he / she should attend the meetings of the Board. The PCS Chairman will have no voting rights.
- 7.8 Where Committee Chairmen are not already members of the Board, they should be entitled to attend the meetings of the Board. The Committee Chairmen will have no voting rights.
- 7.9 Where the Board Members want to appoint Lay Members onto the Faculty Board or at Committee level, nominations or expressions of interest should be sought formally as per the process agreed by the Board. Lay Members will have voting rights.
- 7.10 Where the UEMS representative is not already a member of the Board, he/she should be entitled to attend the meetings of the Board. The UEMS representative will have no voting rights.
- 7.11 A trainee on the HST SEM programme should be entitled to attend meetings of the Board. Where a HST SEM trainee representative is not already a member of the Board, a trainee should be nominated by the SpR trainees and the appointment should be reviewed by the trainees on an annual basis. The trainee representative should be entitled to attend meetings of the Board, with the exception of some training matters. The Trainee representative will have no voting rights, unless he/she is already an elected member of the Board.



## **8 ELIGIBILITY OF CANDIDATES FOR ELECTION AS MEMBERS OF THE BOARD:**

All Fellows of the Faculty in good standing on the date fixed for the election shall be eligible for election to the Board on complying with the Standing Orders.

## **9 ELECTION AND ADMISSION OF MEMBERS OF THE BOARD:**

- 9.1 Elections to the Board will be held annually.
- 9.2 There will normally be two vacancies each year. Additional vacancies may occur and shall be filled in accordance with 13.
- 9.3 The time appointed for every election of Members of the Board shall be announced in such manner as the Board shall determine not less than ninety days before the date of election, in such manner as the Board shall determine.
- 9.4 Every eligible Fellow desirous of a seat on the Board shall, within twenty-one days of the announcement of the election transmit or deliver to the Honorary Secretary of the Faculty a notice signed by himself in the following terms.

"I, A.B., of C., Fellow of the Faculty of Sports and Exercise Medicine, do hereby declare that I am a candidate for a seat on the Board of the Faculty of Sports and Exercise Medicine"

together with a nomination signed by two Fellows or Members of The Faculty in the following terms:

"We, the undersigned Fellows / Members of the Faculty of Sports and Exercise Medicine, do hereby certify that A.B. of C. is, in our estimation, a fit person to be elected to the Board of the Faculty and we do hereby nominate him / her a candidate for a seat on the said Board."

- 9.5 Not less than thirty days prior to the date set for such election the Honorary secretary shall deliver or send by post to every Fellow and Member of the Faculty whose last known address is in Ireland or overseas, a voting paper in such forms as the Board may from time to time direct. Fellows and Members who have not paid their Faculty Subscription shall not be entitled to receive a voting paper.
- 9.6 Every such Fellow or Member, if desirous to vote at the election, shall return the voting paper marked, enclosed, sealed, authenticated and attested in such manner as the Board shall from time to time direct and require, so that it be received by the Honorary Secretary or person acting for him / her, not later than the time appointed for the receipt of such voting papers.
- 9.7 At the time appointed for any election the Dean or his Deputy shall attend together with two Fellows of the Faculty whom he shall have appointed to act as Scrutineers and the Registrar or his Deputy. The voting papers having been removed from the sealed envelopes in their presence, the Dean shall with the concurrence and assistance of the two Scrutineers and the Registrar, ascertain the result of the voting, and shall forthwith declare the names of the Fellows elected into the vacancies and thereupon the election of such Fellows to the Membership of the Board shall be deemed to be complete.



- 9.8 If at any election two or more candidates for one or more vacancies shall obtain an equal number of votes, the right of such candidates to be elected shall be determined by seniority. In the event of their seniorities being equal, the Board shall decide between them by drawing lots.
- 9.9 The Candidates who are declared elected shall become Members of the Board at the Board meeting immediately following the Annual General Meeting of the Faculty. When there is no election for Dean, the aforementioned candidates will become Members of the Board after the announcement of the election of Vice Dean. Those due to retire from the Board shall stand down at this same moment and shall cease to be members of the Board.

## **10 TENURE OF OFFICE OF MEMBERS OF THE BOARD:**

- 10.1 Save as hereinafter provided, each elected Member of the Board shall serve for a term of five years, at the end of which period, he / she shall retire and shall not be eligible for re-election to the Board until after a lapse of one year. (See also 13).
- 10.2 The Dean shall be appointed for a period of three years and thereafter shall not ordinarily be eligible for re-election as Dean. The Vice-Dean shall be appointed for a period of three years and thereafter shall not ordinarily be eligible for re-election as Vice-Dean.
- 10.3 On the expiry of his / her term of office, the Dean shall continue as a Member of the Board for one year. He / she shall then retire and shall not be eligible for re-election to the Board until after the lapse of one year.

## **11 OFFICERS OF THE BOARD:**

- 11.1 The mode of election of Dean and Vice-Dean shall be as follows:
- 11.1.1 The election shall be made by the Board from the Members of the Board and shall take place at the Board Meeting immediately prior to the Annual General Meeting of the Faculty, unless otherwise ordered.
- 11.1.2 Subject to the provisions of Section 9.9 and of paragraph 11.1.1. of this present clause, any Member of the Board who has been a Member of the Board for the preceding two years or who has served as a Member of the Board for five years at some previous time shall be eligible for election as Dean or as Vice-Dean, notwithstanding the provisions of Section 10.2.
- 11.1.3 Those eligible to vote in the election for Dean and for Vice-Dean shall be those who are Members of the Board for the electoral year which is at that time terminating.
- 11.1.4 Every Member of the Board present at the Meeting for such election having been furnished with a list of such qualified persons who are willing to act as Dean or Vice-Dean shall (if desirous of voting) vote for one candidate only on such list by placing a vote against his / her name and putting the list into the ballot box. The papers shall be severally examined by the Dean or the presiding Member and every name against which a vote shall have been put, read aloud by the Honorary Secretary or the person acting for him, and the person, if any, against whose name shall have been affixed a number of votes representing an absolute majority of the members of the Board then present at the Meeting, whether voting or not, shall be declared to be duly elected Dean.



The candidate attaining the number of votes representing an absolute majority shall be elected Dean. In this paragraph the expression “an absolute majority” shall mean a number of votes greater than half the number of Members of the Board present at such meeting, whether voting for a candidate or not.)

- 11.1.5 If no candidate obtains an absolute majority (as defined above), a second ballot shall be taken, omitting the name of any candidate who obtained no votes as well as the name of the candidate who received the smallest number of votes in the first ballot, and so on with subsequent ballots until some candidate obtains such absolute majority when that candidate shall be declared to be duly elected as Dean.
- 11.1.6 If on any ballot the fewest number of votes shall be shared by two or more candidates, seniority of Membership of the Board shall decide and the name or names of the other or others of them shall be omitted from the next ballot. If the seniorities of such candidates are equal, the name of the Member to placed on the list for the next ballot shall be decided by lot.
- 11.1.7 The newly elected Dean shall take office at the commencement of the next Board Meeting following the Annual General Meeting.
- 11.2 The same procedure shall be adopted with regard to the election of Vice-Dean.
- 11.3 If the Dean shall die or resign office during the period of office, the Vice-Dean shall automatically become the Dean of the Faculty for the remainder of the current term of that office. A new Vice-Dean shall be elected as provided in 11.1. If the Vice-Dean shall die or resign during his period of office a new Vice Dean shall be similarly elected and shall hold office until the next election.
- 11.4 (a) The Board shall appoint from amongst its members an Honorary Secretary and a Treasurer, who will ordinarily hold office for three years. It is recommended that these appointments overlap with the outgoing Dean and Vice-Dean.
- (b) The appointment or re-appointment of these officers shall be done during the electoral year and not necessarily at the time of the Annual General Meeting of the Faculty.
- (c) The Honorary Secretary and Treasurer shall be subject to the same retirement rule as are ordinary Members of the Board as specified in Section 10.1.
- (d) In the event that the Member of the Board holding the office of Honorary Secretary is due to retire from the Board at the next election then it shall be the duty of the Dean and failing him, of the Vice-Dean to draw the Board's attention to the matter six months before the retirement becomes operative.

## **12 ABSENCE OF MEMBERS OF THE BOARD:**

- 12.1 Should any Member of the Board be absent from more than TWO consecutive meetings, without leave of the Board, he / she shall, *ipso facto*, cease to be a Member of the Board unless a reason satisfactory to the Board be assigned.



12.2 If the Dean or Vice-Dean ceases to be a Member of the Board by virtue of the preceding clause, 12.1, he / she shall also cease to hold the office of Dean or Vice Dean.

### **13 ADDITIONAL VACANCIES DUE TO RESIGNATIONS, DEATH OR OTHER CAUSES:**

There will be two regular vacancies each year irrespective of whether one or two of the sitting members retire, which in turn is dependent on whether the Dean is or is not chosen from among the two longest sitting members. Additional vacancies can occur in the following circumstances:-

13.1 If there are less than two eligible candidates nominated at an election. In this case the Board shall, at the following year's election, decline one or two additional vacancies (as the case may be) but shall state at the announcement of the coming election that successful candidates shall, on election, draw lots to decide who may sit on the Board for five years and who for four.

13.2 If a Member or Members of the Board should resign or die or cease to be a Member as in 12.1, the Board, bearing in mind the number of Members remaining on the Board and the number of years the empty place would remain vacant, may declare a vacancy to be filled as in paragraph 13.1, the additional new Member, as chosen by lot, to complete the term of membership of the Member he or she is replacing.

### **14 COMMITTEES:**

14.1 The Board shall set up the following Standing Committees:

14.1.1 Finance and General Committees.

14.1.2 Fellowship Advisory Committee  
and such further Committees or Sub-Committees as the Board from time to time may deem necessary.

14.2 The Dean and Honorary Secretary shall be ex-officio Members of every Committee.

14.3 The Board shall appoint annually, a Chairman of each Committee who shall be responsible for arranging meetings of that Committee. The Chairman shall also be responsible for ensuring that the Board shall receive a Report of the proceedings of the Committee at its next Ordinary Meeting for consideration.

No Member of the Board may hold the position of Chairman for more than three consecutive years. Chairmen should have their position reviewed by the Board after 3 consecutive years.

14.4 Every casual vacancy in any Standing Committee shall be filled at the next meeting of the Board for the remainder of the current year.

14.5 The Dean of the Faculty may direct any Committee to be convened.





14.6 At the pre-election Meeting of the Board, the Honorary Secretary shall report the names of the Members of each Standing Committee, the number of meetings each Committee held in the past year and the number of meetings of such Committees which each Member shall have respectively attended. The number of attendances of each Member shall be published in the Annual Report.

## **15 MEETINGS OF THE BOARD:**

- 15.1 Unless otherwise ordered by the Board, Meetings shall be held quarterly.
- 15.2 The Dean may call a Meeting of the Board whenever he shall judge this to be necessary.
- 15.3 The Dean shall call a Meeting of the Board upon a requisition signed by four or more Members of the Board.
- 15.4 Upon the demand of four Members, any questions under consideration by the Board shall be decided by ballot.
- 15.5 Meetings of the Board shall be convened by the Honorary Secretary, by summons to each Member seven clear days before the meeting. Copies of the Agenda and Reports of Committees and other documents to be considered, shall be posted where possible to each Member not less than seven clear days before the Meeting.
- 15.6 The Dean of the Faculty shall be Chairman of the Board. In his / her absence the Chair shall be taken by the Vice-Dean or in his / her absence the senior member of the Board present.
- 15.7 At all the Meetings of the Board, each Member, the Dean and Vice-Dean excepted, shall have precedence as hereinafter described in all written and printed instruments, papers and books of the Colleges, in any of their Departments, the name of every Member shall stand according to such order, viz; First, the Fellows in order of seniority which shall be determined by the length of continuous services on the Board. Those elected to the Board on the same day shall take precedence with respect to each other according to their seniority as Fellows. Those re-elected to the Board after an interval shall have seniority only to the extent of the number of years of service since re-election.
- 15.8 Five Members of the Board shall form a Quorum of the Board. If the Quorum be not present after half an hour from the time which the Meeting has been summoned, the Meeting shall be adjourned.
- 15.9 No business other than that specified in the Agenda shall be transacted at the Meeting, except at the discretion of the Chairman.
- 15.10 The Board may adjourn a Meeting to any day or hour but no business shall be transacted at an adjourned meeting which was not on the Agenda at the Original Meeting. Notice of the adjourned Meeting shall be sent to every Member of the Board.
- 15.11 Unless otherwise ordered, all decisions of the Board shall be made by a show of hands by the majority of such Members as are present and vote. The names of the voters for or against a motion put from the Chair shall be entered in the Minutes when a desire to that effect shall be expressed by two Members of the Board after the vote is taken, except in the case of questions decided by ballot.



- 15.12 In the event that votes cast for and against a motion are equal, the Chairman shall have a double or casting vote, except in the case of a ballot for the election to the office of Dean or Vice-Dean.
- 15.13 The order of business of Meetings of the Board shall be as follows, unless varied by the Chairman with the consent of the Members present.
- (a) Apologies for absence.
  - (b) Minutes.
  - (c) Resolutions of condolence.
  - (d) Matters Arising from the Minutes.
  - (e) Declaration of any Conflict of Interest at the start of board and committee meetings.
  - (f) Report of Committees.
  - (g) Reports of Faculty Affairs and Statements by the Chairman.
  - (h) Motions of which notice has been given.
  - (i) Communications Received.
  - (j) Any Other Business.
- 15.14 The Minutes of the last Meeting shall be submitted to the Board for confirmation as to their accuracy and when agreed shall be signed by the Chairman.
- 15.15 The Chairman or Senior Member of the Committee present, when the report of the Committee is approved, shall submit it to the Board by moving "that the report be received", and in doing so shall speak on the whole report. He / she may withdraw any of the proposals with the consent of the Board before it is finally approved.
- 15.16 After the disposal of the recommendations in any report, the Member of the Board submitting it shall move "that the reports (or report as amended) be adopted".
- 15.17 Every notice of motion shall be in writing, signed by the Member giving the notice and shall either be given at the preceding Board Meeting or be sent to the honorary Secretary at least ten clear days before the Meeting at which it has to be considered. It shall be specified in the Summons for the Meeting.
- 15.18 The ruling of the Chairman on a point of order shall be final.
- 15.19 A motion which has been stated from the Chair, or which has been postponed may be withdrawn by the mover with the assent of the Meeting. An amendment may be withdrawn by the mover and seconder with the assent of the Meeting.
- 15.20 When a motion is under discussion no further motion shall be received except a proposal for amendment.
- 15.21 When an amendment on an original motion has been moved and seconded, no other amendment shall be moved until the first amendment shall have been disposed of. If an amendment be carried the motion as amended shall become the substantive motion in place of the original motion and shall be the question upon which any further amendment shall be moved.



- 15.22 In the case of a question relating to a Member on the Board being discussed, such Member may be asked by the Chairman to retire and remain absent until such question be determined, or have ceased to be under consideration provided always that such Member shall not retire until he / she shall have had an opportunity of replying thereto.
- 15.23 At the ordinary Meeting of the Board prior to the election, the Honorary Secretary shall present a report on the number of Meetings of the Board held in the past year and the number of such meetings which each Member of the Board shall have respectively attended. This record of attendance shall appear on voting papers and the Annual Report.

## **16 MEETINGS OF THE FACULTY:**

- 16.1 A Meeting of the Fellows shall be summoned annually at such time as the Board may determine.
- 16.2 Other Meetings shall be summoned either with or without a requisition at such times and for such reasons as may by the Board be thought desirable.
- 16.3 Such requisitions shall be signed by not less than eight Fellows and shall contain a statement of the object or objects for which the meeting is requested.
- 16.4 At the Annual General Meeting, the Report of the Board shall be presented by the Honorary Secretary or his/her deputy. The Chairman shall be the Dean of the Faculty or in his / her absence the Vice-Dean or the senior Board Member shall preside.
- 16.5 Motions introduced by Fellows:
- 16.5.1 Shall have direct reference to the object or objects for which the meeting has been convened.
- 16.5.2 Shall be signed by the proposer, and
- 16.5.3 Shall be received by the Secretary not less than thirty days before the meeting.
- 16.6 The Dean shall determine what Motions are in order and direct the arrangement of the Agenda.
- 16.7 Adequate notice of each Meeting shall be given.
- 16.8 A record of proceedings shall be kept.

## **17 ANNUAL REPORT OF THE BOARD:**

- 17.1 The Report shall be made annually by the Board and presented to the Annual Meeting of the Faculty.
- 17.2 The Report shall be drawn up by the Honorary Secretary and shall be submitted to the Board for presentation to the Faculty.
- 17.3 The Report shall be made available to all Fellows and Members of the Faculty.