MEDICAL COLLEGE
EX-STUDENTS' ASSOCIATION (UK)

CONSTITUTION

1st September 2019

V 2.2 incorporating amendments
Aug 2022, Aug 2024 and Aug 2026

Contents

1. NAME

The name of the association is Medical College Ex-Students' Association (UK), also known and written as MCESAUK, and hereinafter referred to as MCESAUK. It is a 'not-for-profit' organisation operating since inception as an 'unincorporated association', the members and the executive committee representing the members, being responsible for any debts and contractual obligations.

2. AIMS

2.1. The principal aim of this association is to uphold and enhance the history and heritage of our *alma mater* and to promote the cultural and emotional welfare and interests among ex-students of Calcutta Medical College in the United Kingdom.

2.2. One of the main activities of this association is to organise and host an annual event, called the 'Reunion' which is an event with social, cultural and educational components, delivered by members, their relatives and selected invited guests. This activity is deemed to promote social bonding, showcase professional and cultural achievements amongst members and their families, and encourage and acknowledge members who participate in global health and introduce innovation to health, education and to society in its entirety.

2.3. The association will also endeavour to provide the surviving spouse of a deceased member in the United Kingdom with emotional and pastoral support. Any funds allocated for this purpose will be discussed and discharged by the Executive Committee of the association.

2.4. The association will also support charities in UK and/or in India in accordance with respective charitable donation laws, the choice of which will be agreed by the Executive Committee. The association may organise fund raising activities and promote the cause in a responsible manner in social media as agreed by the Executive Committee.

3. MEMBERSHIP

3.1. CRITERIA FOR MEMBERSHIP

Any person who qualified/ graduated from Medical College and Hospital, Kolkata, India also commonly referred to as Calcutta Medical College, and ordinarily resident in the United Kingdom is eligible to be a member of this association.

3.1.1 Any person who completed an attachment culminating in a postgraduate degree or diploma from Medical College and Hospital, Kolkata, India also commonly referred to as Calcutta Medical College, and ordinarily resident in the United Kingdom is eligible to be a member of this association. *(approved and added in AGM 28.08.2022)*

3.2 ACTIVE MEMBER AND MEMBERSHIP YEAR

3.1.1. A membership year is deemed to run from the beginning of a Re-union, for a period of one year, to include the 'Reunion' for which payment is made. A membership year will, therefore, commence at the beginning of a Reunion until the start of the next Reunion.

3.1.2. The annual membership fee must be paid before the start of a 'Reunion' or at any time in that year leading up to the Re-union.

3.1.3. A member is deemed as 'active' for the year that the membership fees are paid. An active member, hereinafter referred to as 'member' indicates that membership fees are paid for the membership year.

3.1.4. Any member with a valid yearly standing order for the current amount of membership fees, will be deemed 'active' as long as the standing order is in place, and the standing order reflects the value of the membership fees for that year.

3.1.5. A life member is one who has opted for lifelong membership of the MCESAUK and who has paid the life membership fees. A life member will be deemed 'active' for the duration of their life.

3.1.6. Any amendments to life membership rules adopted in an Annual General meeting (AGM) will be binding to all prospective applicants following the amendment.

3.1.7. Membership is not transferable.

3.1.8. Voting rights are limited to an 'active' member for the related membership year.

3.1.8.1. For an 'active member' to vote, the member will attend the electoral contest on the election day to cast their vote.

3.1.9. The non-member spouse or partner of a member is deemed an 'associate' member, and is not chargeable for membership fees, and is not entitled to vote.

3.2.9.1 An associate membership of the spouse or partner will continue after the death of the member *(approved and added in AGM 28.08.2022)*

4. MEMBERSHIP FEES

4.1. The annual membership fees should be reviewed every 3 years by the Executive Committee and presented for discussion and approval at the subsequent Annual General Meeting.

4.2. Life membership is currently determined solely by an upfront payment of ten times the annual membership rates.

4.2.1. Life membership rules and fees should be reviewed every 3 years by the Executive Committee and presented for discussion and approval at the subsequent Annual General Meeting.

5. CEASING TO BE AN ACTIVE MEMBER

An active member will cease to be so, when:

i. The period for which membership fees paid has expired.
ii. If the active member has been engaged or involved in an unlawful activity.
iii. If the active member has been engaged or involved in an activity that contravenes the aims, purposes and values of this association.
iv. Upon the death of the active member.

6. EQUAL OPPORTUNITIES

MCESAUK is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

7. THE REUNION

7.1. The Reunion is an annual programme held on a rotational and regional basis.

7.2. The Reunion and the Annual General Meeting (AGM) should be held at no less than 48 weeks and at no more than 56 weeks from the previous event, unless agreed in advance at a previous AGM.

7.3. If a region is unable to organise the reunion during their turn, the responsibility will be forwarded on to the next region in line or to the region selected at the AGM. The date and venue will be fixed at an AGM at least one year before the next reunion. The convenor for the reunion is proposed and accepted at the AGM at least one year before the event.

7.4. The Reunion will comprise of a scientific session, cultural events and the Kamal Panja Oration. Accreditation for Continuing Professional Development (CPD) for the scientific programme will be sought, every year, from the Royal College of Physicians, London or the Academy of Royal Colleges.

7.5. The Kamal Panja Oration is a standalone oration lasting approximately 30 minutes delivered at the end of the scientific session. The choice of orator is determined by the Convenor for the year subject to agreement of the Executive Committee and should reflect lack of bias and impartiality. The invitation for this oration is generally extended to a senior member with a wide breadth and depth of experience, and the oration may cover personal, political, social, educational, economic, literary issues. The views and opinions expressed in this oration are those of the orator and do not reflect the official policy or position of the Executive Committee or of the association.

8. FEES FOR THE REUNION

8.1. REGISTRATION FEES: Any individual above the age of 18yrs (regardless of membership) attending part or all of the Reunion, or participating in all or part of the cultural event, or presenting a display stand on behalf of a sponsor will be required to pay a registration fee towards the cultural and educational events. The registration fee will be determined by the Executive Committee and subject to review every three years at the Annual General Meeting.

8.2. CONFERENCE FEES: Costs of accommodation for full board, single, double and family occupancy at the hotel where the Reunion is held, will be determined for each year by the year's Convenor after establishing hotel charges and agreement of the Executive Committee. An estimate of the proposed conference fees will be presented for approval by the Convenor at the Annual General Meeting, at least one year before the event.

9. ETHOS OF THE REUNION:

The aim of the association and the annual Reunion is to celebrate and acknowledge the professional, educational, cultural and social achievements of members and their families. The event called the Reunion should reflect this aim, and the convenor and their organising committee should focus the design and content of the programme in line with this aim. Majority of the programme, both cultural and educational, should be delivered by members and their families. Guest artists and guest speakers should only be invited if they add real value to the programme. Responsibility of maintaining this balance lies with both the Organising and Executive Committees.

10. COMMITTEES AND OFFICERS

10.1. The business of the MCESAUK will be carried out by an Executive Committee (also hereinafter referred to as EC) elected at the Annual General Meeting which functions on behalf of all members. The maximum time in office for each officer is detailed in section 17.

10.2. The Convenor will invite active members (who have paid or will pay annual membership fees by the date of reunion) to form an Organising Committee who will meet at regular intervals to design and construct the 3-day programme for Reunion. It is expected that members of the Organising Committee will attend the Reunion in that year.

10.3. The Convenor has the authority to set up various sub-committees at their discretion to help in discharge of requirements of the event.

11. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

i. Routine management of the association’s affairs within the remit of the constitution.

ii. Ensure that activities in a financial year remain within the budget for that year.

iii. Ensure that the association does not incur debts.

iv. May have to set a reasonable ceiling for expenditure towards a Reunion and clarify that any foreseeable but avoidable expenditure in excess of this ceiling will be the personal liability of the individual(s) proposing or executing the expenditure and not of the association.

v. Present any unintentional or unavoidable overspend to the next Annual General Meeting stating reasons thereof.

vi. Ensure committee members understand their responsibilities and liabilities.

vii. Arrange regular meetings to ensure that preparations for Reunion are on schedule.

viii. There should be no less than 4 meetings of the executive committee throughout one membership year, the first meeting to be held as soon as possible, not exceeding two months after the Annual General Meeting.

ix. Ensure that all meetings are minuted, and that minutes are distributed to members of the committee.

x. Organise the Annual General Meeting, including elections to the committee.

xi. Submit annual report to members in the Annual General Meeting.

xii. Ensure that all processes are lawful and ethical.

xiii. Maintain good harmony amongst the general membership.

12. STRUCTURE OF THE EXECUTIVE COMMITTEE

The Executive Committee will consist of:

i. Chairperson (elected and with voting rights in EC meetings)
ii. Secretary (elected and with voting rights in EC meetings)
iii. Assistant Secretary (elected and with voting rights in EC meetings)
iv. Treasurer (elected and with voting rights in EC meetings)
v. Convenor (volunteer and with voting rights in EC meetings)
vi. Deputy Convenor (nominated by convenor and with voting rights in EC meetings)
vii. Seven members representing the following regions (elected and with voting rights):
    (a) London and South East
    (b) Midlands
    (c) North East
    (d) North West
    (e) Wales
    (f) Northern Ireland
    (g) Scotland

viii. Four co-opted members (appointed and with no voting rights in EC meetings)– up to four members may be co-opted for a year to represent special interest in accordance with agreed rules of co-option. The immediate past Treasurer may be co-opted as one of the four co-options for one year, at changeover to facilitate change of signatories and general banking.
ix. Public Relation Officer- appointed by the Executive Committee and with no voting rights in EC meetings
x. Web master- appointed by the Executive Committee and with no voting rights in EC meetings

12.1. The core members of the Executive Committee comprise of:

(i) Chairperson
(ii) Secretary
(iii) Assistant secretary
(iv) Treasurer

13. CRITERIA FOR STANDING FOR ELECTION TO CORE MEMBERSHIP OF THE EXECUTIVE COMMITTEE

13.1. Membership to the core group of the Executive Committee requires an understanding of the ethos, the principles, the responsibilities and the challenges faced in conducting the Reunion which is unique to this association.

13.2. Essential criteria for membership to the core group include that the member should have been an elected member of the larger executive committee for three years and should have attended the reunion for a minimum of three years. A desirable criterion is that the member has been a convenor or a deputy convenor on at least one occasion.

13.3. **All** members of the Executive Committee must be active members during their entire period in office, either with valid standing orders for annual renewal of membership fees, or life members.

14. ROLES AND RESPONSIBILITIES OF MEMBERS OF THE EXECUTIVE COMMITTEE

14.1. CHAIRPERSON:

14.1.1. Chair all meetings of the executive committee and the annual general meeting
14.1.2. Facilitate the committee to work as a team
14.1.3. Keep an overview of the work and budget of the association
14.1.4. Maintain accountability and responsibility for the association

14.2. SECRETARY

14.2.1. Take minutes of all executive committee meetings and the annual general meeting
14.2.2. Prepare and publish minutes of the Executive Committee meetings and the Annual General Meetings as the principal administrative officer
14.2.3. Send notice and agenda for Executive Committee and for the Annual General Meetings
14.2.4. Liaise with the Public Relation Officer and the Webmaster to keep members updated on important information
14.2.5. Receive and respond to information, telephone calls, emails and letters
14.2.6. May be assisted by other officers of the Executive Committee in the discharge of the above responsibilities

14.3. ASSISTANT SECRETARY

14.3.1. To assist the secretary in the above role and with discharge of responsibilities
14.3.2. To assist other officers and help with the future directions and plans of the association

14.4. TREASURER

14.4.1. Maintain financial records of the association and facilitate annual audit of accounts

14.4.2. Lead the process of change of signatories required for Community Group Banking, as the officers change

14.4.3. Present audited accounts for the year at the Annual General Meeting

14.5. CONVENOR

14.5.1. Identify an appropriate venue for the Reunion, enter negotiations with the venue management team, estimate costs including delegate fees and present to the Annual General Meeting for approval

14.5.2. Nominate the Deputy Convenor

14.5.3. Set up an Organising Committee to deliver the programme for the event

14.5.4. Set up sub-committees to help deliver the programme.

14.5.5. Deliver the programme in keeping with the ethos of the 'Reunion'

14.5.6. Aim to keep within budget

14.5.7. Report to the Executive Committee at each meeting with an update on the overall structure and progress of the proposed event, and forecast of income and expenses

14.6. REGIONAL REPRESENTATIVES

14.6.1. Identify other ex-students in their region, and promote the association and the Reunion with the aim to increase awareness, involvement and membership

14.6.2. Represent the views of members in their area to the Executive Committee

14.7. CO OPTED MEMBERS

14.7.1. For each membership year, at the first meeting, the Executive Committee may co-opt in non-elected members into the committee for a period of one year to maintain continuity from one year into the next, and for smooth transition of responsibilities for the next reunion

14.7.2. Number of co-opted members to be limited to four, two members to be co-opted by the Executive Committee and two by the Convenor

14.8. PUBLIC RELATION OFFICER

14.8.1. The Public Relation Officer (PRO) will be responsible for maintaining the database of members

14.8.2. The Public Relation Officer (PRO) will assist the Secretary and the Webmaster in providing information to members

14.8.3. The Public Relation Officer (PRO) will maintain a one-to-one relationship with members if necessary, and will act as a liaison between the Executive

Committee and a member should there be a major life event of which the Committee should be aware

14.8.4. The Public Relation Officer (PRO) will assist the Returning Officer in conducting and administering of election to posts in the Executive Committee

14.9. WEBMASTER

14.9.1. The webmaster will maintain and continuously update the website, and will make members aware of the information available on the website, the current website accessed through www.mcesauk.net or www.mcesauk.org

14.9.2. The webmaster will liaise with the PRO and the secretary to provide updated information to members

15. RETURNING OFFICER

15.1. The Executive Committee will appoint a member of good standing and with experience of holding an office in any previous Executive Committee, as the Returning Officer

15.2. The Returning Officer (RO) is appointed for a period of three years to oversee and conduct elections to the Executive Committee

15.3. The Returning Officer (RO) is not a member of the Executive Committee

15.4. The Returning Officer (RO) will be assisted by the Public Relation Officer (PRO) in the administration of the election

15.5. The Returning Officer will announce the results of the election in the Annual General Meeting

16. STRUCTURE OF THE ORGANISING COMMITTEE

The newly appointed Convenor will invite members to form the Organising Committee which will include:

(i) Convenor

(ii) Deputy Convenor – to assist the current convenor to organise the Reunion.

(iii) Members - numbers to be determined according to local needs

(iv) Chairman, Secretary and Treasurer of the EC as *ex-officio* members of the organising committee

17. TERM OF OFFICE

17.1. All elected posts are for a term of one year or up to the next Annual General Meeting.

17.2. Incumbents to the posts of Chairman, Secretary, Assistant Secretary, Treasurer, and Regional Representatives may offer themselves for re-election to the same post for a maximum of three years.

17.3. Appointed posts such as Public Relation Officer, Webmaster and Returning Officer will hold office for a term of three years but may be re-appointed for a maximum of a further term of three years, upon the discretion of the Executive Committee.

18. CEASING TO BE A MEMBER OF THE EXECUTIVE COMMITTEE

18.1. A member of the Executive Committee may resign at any time in writing to the secretary.

18.2. Any member of the Executive Committee who has not paid their membership fee for one year will be requested to pay, and if persistently defaulting, that member may be deemed to have resigned.

18.3. Any behaviour that can bring organisational disrepute, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in the above way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign if an apology is not given or the behaviour is repeated.

18.4. Decision on any member under point 18.3 will be taken at an Executive Committee meeting by two third majority of voting members attending that meeting.

18.5. Any member of the Executive Committee not attending two consecutive meetings without an apology will be contacted by the committee and asked if they wish to resign.

19. EXECUTIVE COMMITTEE MEETINGS

19.1. The Executive Committee will meet at least 4 times in one membership year, the first meeting held soon after the AGM signalling the end of the previous membership year.

19.2. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple (>50%) majority of voting members present. Co-opted, appointed and invited members are not eligible to vote.

19.3. Quorum for Executive Committee meetings will comprise of one-third of members of the executive committee.

19.4. All meetings of the Executive Committee must be minuted, and the secretary will circulate the minutes within a reasonable time frame before the next meeting.

20. RULES FOR ELECTIONS

20.1. The Executive Committee and the officers are elected annually at the Annual General Meeting

20.2. The Public Relation Officer will assist the Returning Officer for administering of the annual elections

20.3. Every year, six months before the Annual General Meeting, the secretary will send nomination papers for the elected posts (to the executive committee) to all members (both active and non-active) registered on the database

20.4. Nomination of an individual to a post must be with their consent, the nomination should be proposed and seconded by at least two members

20.5. Completed nomination forms will be returned directly to the Returning Officer four weeks before the Annual General Meeting

20.6. Where there is more than one nominated candidate for a post to the Executive Committee, and all nominated candidates maintain interest in the post, the Returning Officer will advise the secretary and will announce that the election to the post(s) will be contested

20.7. Electoral contest will be by ballot

20.8. Where there is only one nominated candidate for a post(s), there will be no contest, and the candidate will be elected unopposed at the AGM

20.9. The Returning Officer will invite statements from the contesting candidates, which will be published on the association's website. Canvassing by the contestants on a one to one basis is allowed

20.10. The electoral contest will be held on Sunday morning between 8.00am to 12 noon in a booth designed by the Returning Officer and the Public Relation Officer to ensure privacy and secrecy of the vote

20.11. Ballot papers will be issued at the registration desk to the voting members of the association between 8 am and 12 noon on the day of the election

20.12. Ballot papers should be posted in the ballot-box by 12 noon, when voting will close

20.13. The ballot box will then be sealed and taken to the Returning Officer for verification and counting

20.14. Where no nominations to one or more posts are received four weeks prior to the Annual General Meeting (AGM), nominations may be accepted at the AGM and election to the post(s) conducted in the AGM by show of hands

20.15. When the number of persons elected is less than the number of vacancies on the Executive Committee, the Committee may, within three months after its constitution, appoint members to fill the vacancies until the next Annual General Meeting

20.15.1. In the event of a vacancy being caused by sudden resignation, retirement or any unforeseen situation, the Executive Committee will appoint a suitable replacement to the casual vacancy(ies) until the next Annual General Meeting

20.16. Each voter is entitled to one vote for each post. The voter must not vote for more than one candidate for any one post.

20.17. The election will be declared null and void, should the number of casted ballot papers exceed the number of ballot papers issued.

20.18. A voting paper will be deemed invalid, if it is marked in such a way as to cause uncertainty as to the choice of candidate or where more than one candidate has been chosen for any one post

21. PROCEDURE FOR VOTE VERIFICATION AND COUNTING

21.1. The Returning Officer and the Public Relation Officer will ensure that the processes are transparent with a clear and unambiguous audit trail.

21.2. The Returning Officer and Public Relation Officer will verify the total of number of ballot papers issued with the number of voters who voted according to the voter's list.

21.3. They will then unseal the ballot box and count the number of ballots, verify the number of ballots in the box with the number of ballot papers issued, which should match. Should they not match, the cause of variance must be identified and explained.

21.4. The box should be recounted at least twice, until the same number of ballot papers is counted on two consecutive occasions.

21.5. The Returning Officer and the Public Relation Officer will invite the candidates, their representatives and at least one observer to attend the verification and counting process.

21.6. The Returning Officer and Public Relation Officer will then sort the ballots by candidate, compile and sign the results sheet.

21.7. The Returning Officer will then announce the result of the elections at the Annual General Meeting. This will include results of the contest and those candidates who are elected, unopposed and without contest.

21.8. All electoral materials must be stored securely in the event of a recount later.

22. ANNUAL GENERAL MEETING

22.1. The Annual General Meeting (AGM) will be held once a year during the Reunion and will be attended by members of the association who can vote on any discussion. Voting at the AGM will be by show of hands. It will be held in the morning of Sunday and no more than 15 months after the preceding AGM. Associate members and non-members do not have voting rights.

22.1.1 In extenuating circumstances when para 22.1 cannot be followed and an extraordinary AGM cannot be called, the existing EC will continue to function till such time of holding the next AGM. *(approved and added in AGM 28.08.2022)*

22.2. At least 7 days' notice should be given to members for matters to be discussed in the AGM. The agenda with details of elections to the Executive Committee and minutes of the previous AGM should be made available at the registration desk.

22.3. **Purpose:**

(i) The executive committee will report at the Annual General Meeting, the work and achievements of the association over the past one year
(ii) Finalise the election of the new executive committee and officers for the year
(iii) Appoint a convenor for the Reunion scheduled two years later
(iv) Discuss the accounts for the previous year as presented by the Treasurer

(v) Discuss any proposed changes to rules of membership or fees
(vi) Discuss any motions presented by the Executive Committee on issues relevant to the association
(vii) Discuss any proposed amendments to the Constitution

22.4. **Quorum** for the Annual General Meeting comprises of 30 members attending.
22.5. All decisions and relevant discussions arising in the Annual General Meeting must be minuted for presentation at the next meeting,

23. AMENDMENT OF CONSTITUTION

23.1. All proposals for amendment of the Constitution must be discussed in the Annual General Meeting. Any proposal should be sent to the Secretary of the Executive Committee who will present these for discussion at the next Executive Committee meeting. The Secretary will notify any such proposal to all members on the database.
23.2. These proposals and any comments received will be discussed at the Annual General Meeting as an agenda item. A majority of **two thirds** of voting members present at the Annual General Meeting will be required to pass any amendment.

24. EXTRAORDINARY GENERAL MEETING (EGM)

24.1. Any 30 active members may write to the Secretary of the Executive Committee to summon an Extraordinary General Meeting (EGM). Such a meeting shall be convened within eight weeks of receiving such notice.
24.2. The secretary will inform all active members on the database by e-mail and a notice for such meeting will be posted on the website at least two weeks before the meeting.

25. RULES FOR PROCEDURES FOR ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETING

All questions that arise at any meeting will be discussed openly, and the meeting will seek to find general agreement that everyone present can agree to.
If a consensus cannot be reached, a vote will be taken by show of hands and a decision will be made by a **two-thirds** majority of members present.

26. FINANCES

26.1. A community account will be maintained on behalf of the Association at a bank agreed by the committee.

26.2. Three cheque signatories will be nominated by the Executive Committee, of which one to be the Treasurer. The signatories must not be related nor be members of the same household.

26.2.1 Initiation of online withdrawals from the main account by any one of the signatories must have written approval from at least one other signatory in the form of email or by any other verifiable means. *(approved and added in AGM 28.08.2022)*

26.2.2 Signatories are non-voting EC invitees. (*approved and added in AGM 28.08.2022)*

26.3. All cheque payments will be signed by two of the signatories.

26.4. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

26.5. Records of income and expenditure, actual and proposed, during the preparations for Reunion must be maintained by the Convenor, and a verbal or written report of accounts presented by the Convenor at each Executive Committee meeting.

26.6. Proposed expenditure towards any Reunion must be made in accordance to the projected income such that the balance is in positive.

26.7. The Executive Committee and/or the Organising committee must not agree to any expenditure which is likely to exceed the projected income and should any member of the Executive or Organising Committee feel that the finances are at risk, they must raise their concern to the Chairperson, Treasurer and Secretary. An urgent meeting of the Executive Committee may be called to discuss this.

27. CHOOSING THE CHARITY

The choice of charity will vary each year and could be a charity based in the UK or in India. The charity that this association will support should have a record of worthy and well-run projects in either country, and is eligible to receive funds in accordance to the existing laws. This should be discussed and agreed in the Executive Committee meetings.

28. DISSOLUTION

If at an Annual General Meeting, members decide, by a **two-thirds majority,** that it is necessary to close the association, it may call an Extraordinary General Meeting to do so, the sole business of this meeting will be to dissolve the association.

If it is agreed to dissolve the association, all remaining monies, once outstanding debts have been paid, will be donated to a local charitable organisation, which will be agreed at the meeting which agrees to the dissolution.

29. DECLARATION

This version (2.1) of the Constitution was produced for the association (MCESAUK) by Pampa Sarkar (Gerrards Cross) and reviewed by Surajit Basu (Nottingham), Sudipta Purkayastha (London), Aparna Pal (London), Sabyasachi Sarker (Liverpool), Sipra Guha (London), Nilratan Ghosh (Bolton), Sanjoy Bhattacharya (Blackburn) and Saroj Datta (Blackburn)

v1 of the Constitution was last amended at the Annual General Meeting, 30th July 2006.

30. VERSION CONTROL

Version	Date	Author	Description of change
1.0	**July 2006**	**MCESAUK**	
2.0	**August 2019**	**Pampa Sarkar**	**Major revision**
2.1	**August 2022**	**Pampa Sarkar**	**Incorporating amendments passed in AGM August 2022**
2.2	**August 2024**	**Pampa Sarkar**	**Incorporating Appendix 1- social media policy**
2.3			

This document is reviewed annually to ensure ongoing compliance with data protection laws.

31. APPENDIX 1

Social Media and Data Protection Policy
Medical College Ex-Students Association (UK)
Ratified 25.08.24 and revision to be presented in AGM on 30.08.26

Introduction

The (Calcutta) Medical College Ex-Students Association in the United Kingdom (MCESAUK) uses social media to connect with its members, supporters, and the wider community. Social media describes web-based applications that allow people to create and exchange content. In this guidance we use the term to include blogs and microblogs such as X, formerly known as Twitter, internet forums, such as doctors.net, content communities such as YouTube and Flickr, and social networking sites such as Facebook and LinkedIn. *(GMC).*

MCESAUK also maintains a database of members and delegates, aligned with GDPR, to organise and manage internal communication within the members and delegates of MCESAUK.

This policy sets out guidelines for how MCESAUK uses social media, and how its members, staff, and volunteers should use it.

Purpose

The purpose of MCESAUK's social media policy is to:

- Ensure that MCESAUK uses social media in a way that is consistent with its organisational objectives.
- Protect the privacy and data protection rights of its members, supporters, and the wider community.
- Promote a positive and respectful online environment.

Scope

This policy applies to all MCESAUK members, staff, and volunteers who use social media on behalf of MCESAUK. It also applies to any personal social media accounts that are used to represent MCESAUK.

Responsibilities

All MCESAUK members, executive committee office bearers, and volunteers who use social media on behalf of MCESAUK or when referring to MCESAUK in their personal social media accounts have a responsibility to:

- Use social media in a way that is consistent with MCESAUK's organisational objectives.
- Respect the privacy and data protection rights of others.
- Promote a positive and respectful online environment.

Specific guidelines

The following are some specific guidelines for how MCESAUK members, EC members, and volunteers should use social media:

- Only post content that is relevant to MCESAUK's objectives.
- Do not post adverts for other social events, unless directly related to MCESAUK or of possible common interest to MCESAUK.
- Do not post personal information data about others without their consent.
- Do not post discriminatory or offensive content.
- Be respectful of others' opinions and beliefs.
- Do not post politically or individually biased information.
- Do not engage in cyberbullying or trolling.
- Report any inappropriate content to the MCESAUK public relations officer or webmaster.
- Any content should also meet the guidance from the regulator (General Medical Council, UK with reference to the following documents-)
    a. Good Medical Practice
    b. Doctors use of Social Media

Data protection

When MCESAUK collects personal data and through social media, it will do so in accordance with the General Data Protection Regulation (GDPR). This means that MCESAUK will only collect personal data that is necessary for its legitimate purposes and will take steps to protect the security and confidentiality of that data.

Personal data such as names and contact details, like emails and telephone numbers, will be collected and stored in the database in accordance with GDPR principles of being adequate, relevant, and strictly limited to what is necessary for the intended purpose of communication. Member contact details will be private and visible only to the organising and executive committees. The database will be regularly updated to satisfy the GDPR accuracy and storage limitation principles.

Privacy rules for photographs and video recordings; sharing photographs and video recordings

If a person can be identified from a photo or video, then it is classed as personal data so it should be treated like any other personal data - keep it secure and don't store for longer than is needed. There is no need for permission to take someone's picture in the UK so long as it is on public land. MCESAUK reunions are hosted on private land, and photographs and video recordings of members and relatives including children are implied as with consent. If these are to be shared with third parties and on social media, ideally it is good to get their permission.

Copyright notice: digital images, photographs and video recordings

Photographs, illustrations and video recordings are generally protected by copyright as artistic works. This means that a user will usually need the permission of the copyright owner(s) if they want to perform certain acts, such as copying the image or sharing it on the internet. References to "images" in this Copyright Notice include digital photos taken on mobile phones and digital cameras.

The person who creates an image ("the creator") is generally the first owner of the copyright. If an image was created as part of the creator's employment, rather than by a freelance creator, the employer will generally own the copyright. Where an external photographer has been commissioned to take photos by an organisation (MCESAUK) for the reunion events, the first legal owner of copyright is the organisation that created the work (MCESAUK) and not the commissioner (the photographer). MCESAUK should have a clear agreement if the photographer has their permission to put the related photographs and video recordings on the internet (*https://www.gov.uk/copyright notice: digital images, photographs and the internet*).

Avoiding taking and sharing of photographs of Children and Young Persons (under 18)

Although not illegal, MCESAUK will not share any photographs or video recordings of children on social media without the consent of the child's parent or guardian or the young person themselves. This includes photographs or video recordings of children and young people below age 18 yrs who are participating in MCESAUK events or activities. Exceptions to this rule include:

- Photographs or video recordings of children that are not identifiable.
- Photographs or video recordings of children used for educational or research purposes.
- Photographs or video recordings of children used to raise awareness of a child protection issue.

In all cases, MCESAUK will take steps to protect the privacy of children by only posting photographs or video recordings which are necessary and relevant to its objectives.

When sharing photographs or video recordings of children and young people (below 18) on social media, MCESAUK will:

- Seek consent from the parent/guardian or from the young person before taking photographs or video recordings.
- Be mindful of the background and context of the photographs or video

recordings. If there are other children in the background, MCESAUK will make sure that they are not identifiable.
- Avoid posting photographs or video recordings of children that could be used to identify them, such as of their school or home.
- When unsure if appropriate to post a photograph or video recording of a child/ young person below 18, MCESAUK will err on the side of caution and not share it on social media.

By following these guidelines, MCESAUK will do its utmost to protect the privacy of children and of all individuals.

Disclaimer for photographs and video recordings taken during Reunion events

MCESAUK may take photographs and video recordings during Reunion events for use in brochures, social media pages, and on the website. By attending the Reunion event, you consent to the possibility of your image being captured and used in this way. If you do not want your image to be used, you can opt out by contacting the MCESAUK Public Relation Officer or Webmaster at mcesauk.ec@gmail.com.

MCESAUK will maintain a database of members and associate members and will update it appropriately in a timely manner to include names, telephone numbers and emails for the purpose of communication. If you do not want your data to be stored, you can opt out by contacting the MCESAUK Public Relation Officer or Webmaster at mcesauk.ec@gmail.com or cmcesauk@gmail.com.

The opt-out clause will be clearly visible at all reunion events and will be included in all event materials.

By following these guidelines, MCESAUK can help to ensure that its use of images and data is fair, transparent and compliant with GDPR.

Complaints

If you have any concerns about the way that MCESAUK is using social media or managing data, you can contact the MCESAUK Public Relation Officer at mcesauk.ec@gmail.com or at cmcesauk@gmail.com

Review

This policy will be reviewed regularly by the Executive Committee to ensure that it remains up-to-date and meets the needs of MCESAUK and ratified at the subsequent Annual General Meeting.