

Constitution of the British National Fetal Cardiology Working Group

November 2023

NAME

The name of this organisation shall be 'The National Fetal Cardiology Working Group' (NFCWG). It shall be affiliated to the British Congenital Cardiac Association (BCCA).

PURPOSE

This is a non-profit making organisation. The purpose of the organisation is to promote the study and care of women and their unborn child with heart disease in the United Kingdom.

The aims of the NFCWG are to:

- * To improve the care of women expecting a baby with a cardiac condition and those suspected to have any such condition, and their family
- * To improve the care of babies with antenatal diagnosis of heart disease
- * Share and develop clinical practice relating to Fetal Cardiology
- * Educate self and others in relation to the specialty
- * Review and organise/initiate and carry out relevant audit and research
- * Promoting and supporting multicentre research which may improve the delivery of fetal cardiology care in the UK
- * Provide peer support and guidance to specialist practitioners in Fetal Cardiology
- * Make links with other similar national and international groups
- * To have representation within Fetal Cardiac screening and audit services (e.g., NCARDS, FASP, NICOR, Fetal Medicine CRG)
- * To publish the British Congenital Cardiac Association Fetal Cardiology Standards
- * Promote communication and cooperation between other specialist groups

To achieve these aims, the group meet twice a year. A group e-mail enables members to discuss aspects which arise between meeting dates.

MEMBERSHIP

Membership will be practitioners and others, whose primary interest is in the practice or research of Fetal Cardiology. We encourage allied health professionals such as cardiac ultra-sonographers, specialist nurses and midwives to join the group.

Membership to the group is by submission of an application form by email to the Vice Chair. Application forms are submitted to the council, who decides on the acceptance of a candidate as member of the NFCWG.

Membership shall commence after acceptance by the council and shall end following:

1. cancellation by the member.
2. cancellation by the NFCWG.
3. removal.

Removal from membership may only be pronounced when a member acts contrary to the constitution, regulations, or decisions of the NFCWG, for example when the member harms the NFCWG unreasonably. The removal shall take place by the council, who shall inform the member in question as soon as possible of its decision, stating its reasons.

SUBSCRIPTIONS

Currently no subscription is required to join the group; this will be reviewed annually.

COUNCIL OF OFFICERS

The officers of this organisation shall be:

1. Chair
2. Vice Chair

Roles will be elected by online voting for a three-year term.

To have voting rights, membership of the NFCWG and BCCA is required.

In addition to the above elected roles there will be other roles on the council including:

1. The meeting coordinator which will rotate each year.
2. Guideline coordinator
3. Teaching and education (Trainee and Consultant)

A retired member of the council may be re-appointed immediately, but not in the same position. Vacancies are filled as soon as possible, a council with vacant positions shall maintain its managing authority.

Council meetings are convened at least twice every year (online or face to face). Minutes shall be prepared of all council meetings, which must be signed by the Chair (or replacement) following approval and then filed. Council meetings shall be chaired by the Chair of the NFCWG, or in the absence, by the Vice Chair.

MEETINGS OF THE NFCWG

The NFCWG will conduct two general body meetings a year.

One will be a business meeting usually conducted as part of the BCCA annual meeting in November. This meeting will act as the group's Annual General Meeting (AGM).

A NFCWG annual scientific meeting will be held in rotating locations in May/June. The meeting co-ordinator will organise the scientific meeting and may invite guests to this meeting to discuss specific matters of national interest, a business meeting will also be in the programme.

The minutes of the business meetings will be taken and circulated by the Vice Chair of the NFCWG.

Educational meetings organised by the teaching and education representatives may be available on an online platform throughout the year. In addition, information about courses and scientific meetings organized by NFCWG members can be circulated to the NFCWG circulation list at the discretion of the Chair.

AMENDMENTS

Any proposed amendments in the constitution shall be submitted in writing to the Chair for consideration by the Officers. The changes will then be presented to the general body at a business meeting, discussed, and approved if two-thirds of the members present vote in favour.