



Oxford Neurological Society

MEMORANDUM

Oxford, 23rd August 2020

COVID-19 PANDEMIC

Art.1

COVID-19 pandemic has put considerable challenges on many businesses, charities, and healthcare organisations. It is therefore agreed that the Society must adjust the way it operates so that Members' health and wellbeing are adequately supported, whilst maintaining the Society's constitutional mission as the world moves into "living with the virus" stage of the pandemic.

Art.2

The Society will follow Her Majesty's Government guidance on social distancing. In keeping with this, it is agreed that unless otherwise stated all meetings will be conducted online with the use of videoconferencing software. In that:

- i. All informal meetings, including but not limited to advisory boards meetings, drafts, collegiate events, ad-hoc considerations, and discussions need not be notified to the Secretary General.
- ii. All meetings that are prescribed by the Act of Foundation or that may result in significant changes to the way Society operates, including but not limited to meetings about constitutional values, ongoing projects of great importance to the Society's annual mission, meetings and votes where the formal and legal framework of the Society are likely to change or may result in future changes, appointments, dismissals, personal deliberations of the Convocation House, Praetorian Council, Board of Trustees and other important Boards as outlined in previous meetings must be notified to the Secretary General.
- iii. Meetings that are not notified in writing to secretary@neurologicalsociety.org will be considered unofficial and thus no effects of such meetings will bear legal force.
- iv. Serving official letters and notices will be done via email and unless a rejection of an email occurs due to technical or server error, serving will become effective at the time of sending the email.
- v. Upon receiving a technical error or not being able to access any of the software provided within the Oxford Neurosoc Online, Members must notify secretary@neurologicalsociety.org from their email or another mode of communication. Where another mode of communication is chosen, it is the Member's responsibility to serve appropriate evidence onto the aforementioned email as soon as it is reasonable. No proceedings shall bear legal force until this is concluded.
- vi. Similar powers (iii.-v.) will be bestowed upon the President (mbrzezicki@neurologicalsociety.org) Whereby the Secretary General is not available, President may be approached directly. The President will make sure that all such communication is shared as appropriate, at least in the form of notifying the secretary@neurologicalsociety.org email.
- vii. Any technical issues with Oxford Neurosoc Online will be notified as usual, via admin@neurologicalsociety.org

- viii. It is advised that Members collect evidence and conduct appropriate minutes as usual. All previous rules of meetings and work of the Society will remain in force.
- ix. Where the Act of Foundation prohibits other meetings but those in person, this will be followed albeit with appropriate precautions. Such meetings will be an unusual occurrence and will nonetheless be broadcasted to the Members via usual channels, including the website and emails.
- x. Objections and issues relating to this document will be settled in the usual way, first informally and then by the procedure outlined in the Act of Foundation, by the Praetorian Council.
- xi. It is expected that Members will follow their respective Public Health Protection advice whenever in the world they live in.
- xii. By default, the Society will follow rules set out for England.

Art.3

The Society will aim to protect the privacy of their members and shall not seek for them to declare their health and medical conditions. For it is our priority to constitute an environment that will be safe for all, regardless of their status of shielding, quarantine, or self-isolation. Whenever a Member feels that these are not properly addressed or that more can be done to support their particular needs, the President will ensure that all efforts are made to meet those. Members are encouraged to communicate those in confidence with the President directly via email mbrzezicki@neurologicalsociety.org

SECRETARY GENERAL – END OF TENURE

Art.1

The Society would like to thank Dr Matthew Kobetić, FNS for his remarkable service as the Secretary General for the last four years, pursuant to Sch.3 Art.7 of the Act of Foundation. Upon conclusion of his tenure, he will be retired from the Trustees Board effective 24th August 2020.

Art.2

The President, Dr Max Brzezicki, FNS, is very keen for the outgoing Secretary to be honoured for his service. He thus begs the House to produce upon him the Certificate of Thanks and for the Prefect to nominate him for a lifelong position at the Convocation House, pursuant to Sch.9 Art.7 of the Act of Foundation.

Art.3

The Prefect duly accepts this suggestion and nominates Dr Kobetić to become a Fellow in the Convocation House. The Certificate will be produced upon Dr Kobetić without delay by the House.

Art.4

It is upon the President to consider the rules and procedures of the upcoming election to the office. Given the complicated matter of the Act of Foundation and difficult reconciliations with the COVID-19 guidance, it is expected that the President will produce a detailed report of how the election will be safely organised. The House will consider such report when it is produced without delay.

The memorandum concludes and is presented to Board of Trustees via email:

(mbrzezicki@neurologicalsociety.org, pzakowicz@neurologicalsociety.org, mkobetic@neurologicalsociety.org)

Please submit your objections to the memorandum via admin@neurologicalsociety.org at your earliest convenience but not after the conference (27/08/2020). The memorandum is effective immediately and is subject to scrutiny and appeals process as outlined by the Act of Foundation.