

Bylaws of the Association for Simulated Practice in Healthcare (ASPiH) 2nd March 2025 – approved 6th June 2025



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Article 1: NAME

- I. The name of the Association shall be the Association for Simulated Practice in Healthcare (ASPiH) and shall be incorporated as a not-for-profit corporation in the United Kingdom.
- II. The Association shall have a logo which shall be in the following form.



- III. The Executive Committee may propose a change of name at any time. Any such name change must be approved by a vote of members.

Article 2: PURPOSE

Mission

Empowering a diverse community to champion excellence in health and care simulation.

Vision

To be an inclusive organisation that represents and supports simulationists worldwide, setting the standard for high-quality, innovative, and sustainable simulation practices, and empowering a diverse community to drive transformative impact in health and care education and practice.

Our five main goals:

- Be at the forefront of research and development of simulation by strengthening capability across our community
- Engage and collaborate with stakeholders
- Give patients a voice in determining the simulation agenda
- Promote patient safety through excellence in simulation-based education
- Inform national and international policy and standards on health and care workforce development and simulation

Article 3: DIRECTORS, EXECUTIVE COMMITTEE (EC) and OTHER STAFF

Directors

The Company Directors registered with Companies House shall be:

- President
- President Elect
- Treasurer
- Secretary
- Immediate Past President

These roles are to comply with company law and have an overseeing role of the Executive Committee but have no other special voting or administrative powers. The Association has formal Articles that are available upon request. The procedures in the Articles for managing the Association are superseded by these Bylaws.

Executive Committee

- I. The EC shall be the main governing body of ASPIH and will comprise of four director roles, a President, President Elect / Immediate Past President, Secretary, and Treasurer and at least four additional places for non-office bearing executive committee members.
- II. The EC is empowered to represent ASPIH for legal purposes.
- III. The EC will invite and review applications for joining the EC from current members of ASPIH and will strive to maintain a multiprofessional composition in line with the membership demographics.
- IV. Applications to the EC are encouraged by ASPIH members who have made a significant contribution to the field of health and care simulation, either through their work within the Association (e.g. Chairs of Special Interest Groups) or across the wider community.
- V. Members of the Executive Committee will provide their expertise and input at no cost but will receive benefits from the role through support of individual professional development and by gaining evidence of such activities and achievements for the purpose of appraisal and revalidation processes as well as applications for career development or other awards.
- VI. Conference attendance is paid for each EC member and reasonable expenses covered to support their travel and accommodation.
- VII. The EC shall consist of the following Directors:

President – The President will have general responsibility for the affairs and business of the Association, and act as the senior office-bearing Executive. Primarily responsible for developing communications with senior members or other organisations and stakeholders. The President's role is to provide vision and leadership to facilitate achievement of the ASPiH's aims and strategic objectives. The role is one of Company Director, together with the Secretary, Treasurer, and the Immediate Past President/ President Elect in providing strategy, planning, budget, and execution of all matters relating to the Association, and to manage and make urgent decisions for the ASPiH. In the event of a tied vote on resolutions the President has the casting vote.

President Elect – The President Elect is responsible for assisting the President in realising the overall aims of the Association.

The President Elect role is to shadow the President in a period of learning, mentorship, and development to prepare for the president's role. Usually appointed within the last 12 months of the current president standing down.

Work streams will be delegated by the President to the President Elect; the former maintaining primary accountability and responsibility. The President Elect shall assume the role of President when the current President stands down.

The role is to share some of the representative duties of the President when required to liaise with other organisations and parties (unless other EC members are more appropriate), perform the duties and responsibilities of the President in their absence and have more general responsibilities.

Secretary - The Secretary's role is a key Director role, providing support to the President ensuring the Associations executive procedures are followed and regularly reviewed.

The Secretary is responsible for advising the Associations' Executive Committee Directors and the Executive Committee (EC) on compliance with all governance matters. The Secretary is responsible for the EC constitutional duties including registering of all Directors with Companies House, for managing the business functions, liaising closely with the Associations executive business service for meetings and membership administration. The Secretary is also responsible for the monitoring and implementation of bylaws, policies, and procedures of the Association. They provide oversight and advice to the EC Directors regarding best practices in organisational governance.

Treasurer – The Treasurer is responsible for the day-to-day fiscal management of ASPiH. Noting that the Executive Committee is making financial decisions concerning the use of ASPiH assets. The role is one of the Executive Committee Directors, along with the President, Immediate Past President and Secretary to manage and make urgent decisions for ASPiH.

Oversee the preparation and presentation of financial reports at EC meetings and an annual financial report for the AGM.

VIII. Additional EC officers may be:

Immediate Past-President - shall serve in those capacities thought to provide greatest continuity of purpose and to be most appropriate by the President and the EC for one year following the term as President. In the event that the President-Elect is unable to assume the Presidency, the Immediate Past President shall assume the Presidency for the balance of any unexpired term. The EC may vote to request that the Immediate Past President stays on the Executive Committee to provide continuity. If the IPP accepts the position, this will be reviewed annually.

Election Term of Office and Duties

- I. Expressions of interest are asked for by members of the Association
- II. Non-office bearing committee members will be interviewed and appointed by a panel formed by the directors.
- III. Non-office bearing EC members will normally serve a term of four years. To promote stability and succession planning the EC members shall be elected (or re-elected) through staggered terms in odd and even numbered years where possible and terms of office are aligned to the nearest November.
- IV. At the end of a full four-year term in office, the EC can ask an outgoing EC Member to remain on the EC as an 'advisory executive' and this will be reviewed on an annual basis.
- V. EC Alumni, former executive committee members, shall be actively encouraged to join or remain with special interest groups to support the association.
- VI. Expressions of interest are asked for by members of the EC for any director role. All EC directors shall be elected by a majority vote of the EC
- VII. The Secretary and Treasurer Directors shall take on the role for a minimum of two years and can be re-elected by the majority vote of the EC for up to two more years in role. Succession planning will commence at least 6 months before their term ends.

- VIII. The President term is a total of four years to include 1 year as President Elect and one year as Immediate Past president.
- IX. In the event of a vacancy in office of the President, the President-Elect shall succeed and assume the role of President. If the President resigns in a year when there is no President-Elect, the Immediate Past-President will assume the role of President. In the event that the President-Elect and/or the Immediate Past-President are unable to assume the role of President, the Treasurer or Secretary will assume the role of President until the recruitment of a suitable replacement has taken place.
- X. EC members may be removed at any time by a majority vote of the EC. This requires that a process of notification and right to reply takes place: At least four weeks' notice is to be given to the individual and will only be sanctioned after having offered a reasonable opportunity to present their perspective to the EC if they choose.
- XI. EC members shall perform all duties entrusted to them to the best of their abilities and abide by the constitution, policies, and procedures of the Association.
- XII. A quorum of the EC shall consist of 50% voting EC Officers and at least one Director.
- XIII. All EC Members must have current ASPiH membership status, either via Institutional (where they are named) or Individual.
- XIV. If an EC member chooses to resign membership from ASPiH they will no longer be eligible to serve on the EC.
- XV. All members of the EC are expected to serve as role models for the membership and adhere to the following standards of professionalism:
- a. Attend all EC meetings as outlined. Missing two consecutive meetings may necessitate removal from the EC.
 - b. Participate fully in decision-making through discussion of ideas. Differing opinions will be debated in an objective manner with the sole aim of finding the solutions that best represent the goals and interests of the Association.
 - c. After a decision has been reached, any further discussion will be brought up only within the confines of an EC meeting and not discussed externally.
 - d. The EC holds, in strictest confidence, individual members' positions and statements on issues and speaks to the membership as one voice. Issues of a confidential nature are not to be discussed outside EC meetings.

- XVI. To avoid confusion in stating aims or positions both within and outside the organisation, the President or their designee is the official spokesperson for the Association.

Appointed Officers

- I. An Operations Manager may be appointed by the EC in line with strategic objectives and shall remain in office until either:
 - a. They wish to resign, and, in this case, they should provide a minimum of 8 weeks' notice in writing to the President.
 - b. The EC wishes to replace them, or the role is deemed unnecessary in which case they will be provided with 8 weeks' notice of termination in writing. Reasons for termination will be provided in writing.
- II. The Operations Managers main duties and objectives will be as per job description and the strategic vision. The appointment to this position requires approval by the current EC. The Operations Manager is not a member of the Executive Committee and will abstain from any discussions/votes related to the duties/payment related to the role.

Other Staff, or Suppliers of Services to the Association

- I. The Association will endeavour not to employ individuals directly via PAYE but the EC retains the authority to recommend such action if felt necessary to support the organisation and its goals.
 - a. A full financial business case will be required and presented to the EC to ensure that any appointment does not impact on the financial stability or reputation of the organisation.
 - b. Any such decision would be approved only after formal discussion and majority agreement by the EC.
- II. The Association shall appoint professional association management services including secretariat and event support services from individuals or organisations as required to provide services and support to achieve its strategic and practical objectives including conferences, educational sessions, and membership support. Terms of engagement and termination will be set out in specific service level agreements.

- III. Any suppliers providing services or contracted project work for ASPiH will produce relevant evidence of their capabilities and capacity to meet the requirements of this work, which will be reviewed and approved by the Executive Committee. Any external service roles will be advertised in the appropriate domains and appointments made through a majority vote of the Executive Committee. If these services are to be provided by an existing Executive member, they will not be permitted to vote on any matters where there is a conflict of interest.
- IV. The duties to be undertaken by any such individual will be outlined in a specific contract. Individuals appointed to such roles may be members of the EC but the contract will define additional paid services separate from EC duties, the expectation being that EC duties will be supplied free of charge. Fees for any consultancy work will be agreed on an individual basis and subject to review by the EC as required.

ARTICLE 4: MEETINGS AND VOTING PROCEDURES

Voting Procedures

- I. At face to face meetings and the AGM, resolutions will be adopted if the majority of those present vote in favour.
- II. If there is a need or desire to engage with the full membership or the proposed resolution is deemed by the EC to be urgent (i.e. cannot wait until the AGM) then an emergency general meeting (EGM) can be called using an online platform where members can be invited to attend, or if appropriate a suitable online voting system can be used, with a majority of responses being required to adopt the resolution.

Executive Committee Meetings

Executive Committee meeting dates are planned throughout the year. There is an expectation of a minimum of 50% attendance. EC members unable to fulfil this requirement will meet with the President, President Elect or Immediate Past President to see what support is needed or have their position reviewed.

- I. The EC will meet face to face 2-3 times per year, one of these meetings being held prior to the Annual Conference. The EC will also meet virtually once per calendar month in between these dates.
- II. Minutes of the meetings will be made available to the general members on request.
- III. The EC meetings will focus on the operations of the Association that will include regular written reports from the following committees or roles; financial, membership, journal, conference, accreditation, standards, special interest groups, and commercial projects. EC membership and the implementation of a strategic plan and vision for the Association will be discussed as required.

Article 5: MEMBERSHIP AND DUTIES

- I. The EC may establish and/or change the membership categories.
- II. All individuals who are members shall have the right to vote, hold office, and serve on committees.
- III. Formal application for membership as an individual, student or as part of an institution (Institutional Membership) can be made at any time via the application process on the ASPiH website.
- IV. Membership fees will be renewable annually unless otherwise authorised by the Treasurer.
- V. The membership fees will be set by the EC and any changes approved by majority vote at the Annual General Meeting (AGM).
- VI. Membership is automatically cancelled if the annual fee is not paid within one month of expiry.
- VII. Resignations from ASPiH prior to expiry of membership will be by email to the ASPiH Secretariat and will not entitle any refund of membership fee.

- VIII. Lifelong Fellowship Membership awarded for recognition of services to the Association will not be revoked to those awarded this status prior to 2023.
- IX. Lifelong Fellowship membership class will cease to be awarded from 2023.
- X. Membership is discontinued upon death and / or dissolution / termination of ASPiH.
- XI. Contact details of members shall be maintained in good order and comply with all appropriate data protection laws. ASPiH Secretariat and event support services shall not release confidential membership data to third parties without explicit permission of the EC.

Article 6: ANNUAL GENERAL MEETING

- I. The AGM will take place each year as an online meeting. An agenda and all papers pertaining to the agenda will be posted 14 days in advance of the meeting.
- II. An annual report of key activities will be presented at the meeting including a summarised annual account of membership and finance data.
- III. Proposed amendments to the Articles of Association or these bylaws shall be notified to all members at least two weeks before the AGM and approved or rejected by majority vote.
- IV. Resolutions presented at the AGM shall be carried out by a simple majority of the members present.
- V. 50% of the EC is expected to attend and should consist of 50% of voting EC Officers and at least one Director.
- VI. Minutes of the AGM and meetings of the EC shall contain a record of all proceedings, resolutions and decisions. These minutes will be made available to members on request or electronically via the ASPiH website. The draft AGM minutes shall invite members to comment on matters of accuracy in advance of being accepted formally as part of the subsequent AGM.

Article 7 Additional Extraordinary General Meetings

- I. Additional Extraordinary General Meetings of the members of the Association, in addition to the AGM, can be held at such times and places as the EC may determine.
- II. The membership present at these Extraordinary General Meetings shall be supported through online attendance and voting.
- III. An Extraordinary General Meeting can be called by the EC on significant matters affecting the constitution or Association as a whole. If an ordinary member not on the EC wishes to propose such a meeting on a matter of similar significance, the President can initiate an electronic ballot of all members.
- IV. Ordinary Members may propose to the EC reasons for additional meetings and the EC may, via a majority vote, organise an additional meeting. If a meeting is not deemed necessary or feasible, the Association will ensure members views or vote on any formal resolution will be obtained via teleconferencing or other electronic means. The EC does not have to agree to any proposed additional meeting.

Article 8: COMMITTEES & SUB-COMMITTEES

- I. The EC can appoint ASPiH members to unpaid ad-hoc roles and Committees and Sub-Committees to manage specific projects as required. These will, as far as time allows, be chaired by a member of the EC. Minutes of meetings or activity reports will be provided to the EC within agreed timeframes.
- II. Standing ASPiH Committees will include:
 - a. **The Standards and Accreditation Committee:**
 - i. Will oversee the review, adoption and implementation of the ASPiH standards for simulation-based activities and the ASPiH accreditation process. The Accreditation lead and this committee will be responsible for assessing accreditation and renewal applications from Individuals and Organisations.
 - ii. The Standards and Accreditation committee shall monitor accreditation and standards related data and survey members and stakeholders where relevant in order to advise the EC on the strategic development to support its Standards and Accreditation activity.

b. Conference Committee:

- i. Will oversee the coordination and support of all activities related to ASPIHs' annual conference to ensure it supports the ASPIH community and serves as a catalyst to new collaborations and approaches to simulation-based activities. The conference committee shall monitor Feedback from commercial partners, presenters and delegates to inform and advise the EC on future developments within the annual conference programme.

c. Membership Committee

- i. Will oversee the creation and coordination of membership benefits and opportunities to support continuing professional development.
- ii. The membership committee will monitor membership data and survey members in order to advise the EC on the strategic development to support its members.

d. Special Interest Group Oversight Committee

- i. Will oversee and support the development of ASPIH Special Interest Group (SIGs), who are the beating heart of the association to enable them to engage in activities that are compatible with the ASPIH strategic goals and purposes.
- ii. They are responsible for coordinating the ASPIH special interest groups forum and providing advice to enable the SIGs to support their communities of practice.

III. Other committees can be established as and when required by the EC.

Article 9: OTHER PROVISIONS

- I. All monies raised by or on behalf of ASPIH will be used to further the goals and objectives of the Association. Donations made to ASPIH can be made at any time. UK taxpayers can agree to pay gift aid on donations.
- II. No payments shall be made to members of the EC other than reasonable expenses.
- III. All payments by the Association must be approved by the Treasurer and reviewed on a monthly basis with the Finance representative of the professional association management services appointed by ASPIH.
- IV. Proper financial records shall be maintained under the oversight of the Treasurer and subject to annual audit by an external accountant, the summary of which will be presented as part of the AGM.

- V. The fiscal year of the Association shall be on a calendar year basis January 1st through December 31st.
- VI. EC members must declare interests whether from voluntary or paid employment that are relevant to the work of ASPiH. These interests might include; financial interest in a company relevant to ASPiH, committee, roles with another simulation society or journal, a close relative to someone on the ASPiH EC.

Article 9: DISSOLUTION of the ASSOCIATION

- I. In the event of the dissolution of the Association, the EC shall give all of its assets to one or more not-for-profit, tax-exempt organisations. If the EC cannot decide on such organisations, the applicable Court shall make the decision under the laws of the United Kingdom.

Article 10: AMENDMENTS and REVIEW

- I. Amendments to the Bylaws may be proposed by a majority of the EC or by a petition, sent to the President, which bears the signatures of at least 5 current non EC members.
- II. Amendments of the Bylaws require a majority vote of the members attending the AGM or an EGM as outlined in article 6 and 7. Notice of proposed amendments, together with rationale statements shall be posted on the Association website 14 days prior to voting.
- III. These bylaws will be reviewed every 2 years, unless amendments procedures indicated above are invoked.

IV. Adopted by the ASPiH Executive Committee and members.

Date: 6th June 2026