



Regional Manual

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Section 1: Regional Committees

1.1 Regional Committee Roles & Responsibilities

BACCN national membership is divided into regions - each of these regions will have a regional committee. Each regional committee can have up to a maximum of 12 and a minimum of 4 committee members. Full regional members will elect their committee at the annual regional meeting of each region and will appoint committee members to hold specific offices of:

Regional Chair
Regional Secretary
Regional Treasurer

Full details of these roles can be found below:

Regional Chair

The Regional Chair is a leadership role to provide vision, drive and facilitation to achieve the development of the specific region as a recognised division of the National BACCN Organisation. The role is to:

- Plan and organise agenda for Committee meetings in conjunction with the Secretary.
- Chair and hold casting votes in Committee and Regional Annual General meetings and to provide an annual report for the regional AGM.
- Represent the interests and views of the BACCN at local level.
- Offer support and direction to other members of the Committee to enable them to achieve the key responsibilities in their role.

Regional Secretary

The Secretary is a key focus for all communication within the region. The role is to:

- Prepare Committee Meeting Agendas.
- Maintain and manage the legal responsibilities within the region. For further information please refer to section 9.7 of the manual. Act as the key focal point for all communication within the region.
- Ensure AGM agendas are prepared and advertised in line with legal requirements. Further information can be found in section 2.6 of the manual. Complete and return Regional AGM Report to Membership Administrator.

- Provide updates on regional activity, committee changes and financial status to the Membership Administrator assigned to their region for each National Board meeting.

Regional Treasurer

The Regional Treasurer is accountable to the national board as all funds in the region are part of the overall funds of the BACCN. The role is to:

- Maintain the regional account, and relevant books.
- Liaise with BACCN accountant to provide regional books for regular audit and accounting.
- Provide annual financial report for the Financial Director.

Examples of other roles include:

Regional Membership Secretary

The Regional Membership Secretary is responsible for the recruitment and retention of regional members. The role is to:

- Liaise with National Membership Administrator to increase regional membership.
- Be responsible to ensure membership information is readily updated and available within the region.

Regional Web Link

This committee member is responsible for ensuring that their regional web pages are kept fresh and up to date at all times.

Other common regional committee roles include Study Day Co-ordinator, Link Member Co-ordinator and Industrial Liaison.

1.2 Committee Meetings

Regions are expected to hold regular meetings at such times and dates as they find suitable - adequate notice should be given to all participants. A general guide is 4-8 per year although this may vary depending on regional activity of the regional committee.

1.3 Minutes

Regional committees are obliged to keep accurate records for all regional business and activities.

1.4 Communication

Regional forms and reports are available for download from the Members Area of BACCN's website and can also be obtained via email from the Membership Administrator.

1.5 Membership Administrator

The National Membership Administrator's role is to support the regional committees, offering general assistance as and when required.

1.6 Regional Liaison Advisors

The Regional Liaison Advisors are National Board members committed to working with the National Board, Regional Committees and the general membership to achieve a communication network that will develop, support and enhance the aims of the association.

The Regional Liaison Advisors will seek the views of the membership and present on their behalf the general consensus of opinion when requested by the National Board or raise an agenda item if required by a regional committee.

Key Responsibilities:

- Develop a link between the BACCN National Board and the members of the association.
- To be the link for the members' views, ideas and opinions to be heard by the Board.
- To be available to assist with any problem areas identified within regions so that the service to the membership is enhanced.
- To provide to the Board, when requested, opinions of members by means of membership networking.
- To promote the work of the association at regional Study Days.
- To visit and meet with regions at least once during appointment period.
- To co-ordinate the region of the year and regional committee member of the year awards.
- To organise the annual regional meeting or alternative (depending on need/requirement of the regions).

1.7 Contacts details

Contact details for the Regional Liaison Advisors, Membership Administrator and BACCN Administration can be found in the Membership Area of the website and are updated by the Membership Administrator.

Section 2: Regional AGM

2.1 Regional Annual General Meeting

Each region will hold a Regional Annual General Meeting for the following purposes:

- To receive reports from the Regional Chair, Secretary, Treasurer and Membership Secretary.
- To consider any resolution or motion duly submitted to the meeting.
- To approve the accounts of the previous financial year.
- To elect and appoint officers of the Regional Committee to replace those retiring.

A regional annual regional meeting can be at such date and time as the regions find suitable, ensuring that no more than 15 months has elapsed since the previous AGM. To assist in this it is possible to organise conference calls and Webex through the BACCN secretariat.

2.2 Quorum

A regional annual general meeting should have at least four full members present in person.

2.3 Retirement

Each member will retire from office at the annual regional meeting that occurs in their second year of their term of office. A member will be eligible for re-election at the annual general meeting at which s/he retires.

2.4 Elections

Nominations for office must be proposed and seconded by full regional members.

A full regional member may not propose or second more than one person for each position on the regional committee. Each regional member shall have one vote.

No one will be eligible for office in a regional committee unless s/he is an individual and a full regional member.

Notification of all nominations will be circulated to all regional members before the annual regional meeting at which voting will take place.

2.5 Feedback

Regional Committees are legally obliged to provide details of nominations

and resulting committees to the National Secretary for official record keeping purposes. AGM feedback forms should be sent to the National Secretary as soon after the annual regional meeting as possible. An example of an AGM Feedback form can be found at the end of this section (2.7).

2.6 How to run a Regional AGM (from Guidance from the Charity Commission)

What is the purpose of holding a regional AGM?

The aim of the regional AGM is to allow the regional committee the opportunity to explain their management of the region to its members. It also provides members of the region the opportunity to ask questions before voting on business items on the agenda.

The business that must be discussed in an AGM are specified as the following:

- To receive reports from the Regional Chair, Secretary, Treasurer and Membership Secretary.
- To consider any resolution or motion duly submitted to the meeting.
- To approve the accounts of the previous financial year.
- To elect members of the regional committee to replace those retiring.
- To appoint officers to the regional committee to replace those retiring.

When should a regional AGM be held?

A regional Annual General Meeting should be held each year with not more than 15 months elapsing between each meeting.

In addition to concur with rules and regulations of the Charity Commission and Companies House, a regional AGM should be held after the end of the financial year (31st December) and in advance of the submission of final accounts i.e. it must be after the 31st December but before the 31st October each year with a maximum of 15 months between meetings. Specific times and location of the regional Annual General Meeting shall be at the discretion of the regional committee.

Who can attend a regional AGM?

All members are entitled to attend the regional AGM although only full and honorary members are entitled to vote.

Calling a regional AGM

Notice of the regional AGM should be sent to all members of the region and to any other people entitled to receive them by at least 21 clear days' notice in writing.

It is important that the notice for the regional AGM sets out:

- The date, time and venue for the meeting.
- The details of the business to be considered (these will probably be mandatory items at this stage since members' resolutions may not have been received).
- An invitation to propose resolutions.
- Request for nominations for any vacant regional committee posts.
- A deadline for response with adequate time for office administration usually 4-6 weeks before the proposed date of the AGM.

Supporting Documents

In addition to the notice of a regional annual general meeting, members should also ideally be sent at least 21 clear days in advance of the general meeting, the following:

- A copy of the region's accounts
- A copy of the auditor's report (if available)
- A copy of the region's annual report

Alternatively regions can include this information on their regional web pages and inform members of the link to access these reports.

Section 81 (3) of the Charities Act 1993 removes the need to send notice of meetings to any trustees and or members etc whose address is outside the UK. However it is recommend that notice is sent to all members.

The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by anyone entitled to receive notice cannot invalidate the proceedings at that meeting.

Receipt of Nomination/Resolutions

Upon receipt of nominations and resolutions, appropriate checks should be made to ensure all relevant documentation is accurate and fulfils requirements.

Acknowledgement of receipt of nominations and or resolutions should be sent to members by return of post.

Arranging a regional AGM

When arranging the regional AGM it is important regions:

- Send out notice and any other relevant documents at least 21 clear days in advance of the meeting.
- Satisfy themselves that the place where the AGM is held is easily accessible for members.
- Establish what facilities should be made available in order to allow for full participation e.g. disabled access, crèche facilities.

During the regional AGM

To help ensure things run smoothly it should be ensured:

- All regional committee members attend the AGM.
- Committee members are seated facing the members.
- The Regional Chair does not propose his election or re-election.
- Committee members do not propose, second or advocate a resolution in which he or she has an interest.
- The Chair allows sufficient time for members' questions during the meeting.
- The Chair explains the effect and purpose of each proposed resolution before putting it to vote and whether the decision of the regional AGM is binding on the Trustees.
- Members who have proposed resolutions are entitled to draft and have circulated at the meeting an explanation of their resolution (subject to reasonable length) and any supporting documents.
- The Chair allows the proposer of any resolution the opportunity to address the meeting.

Potential Problems

Although the majority of regional AGMs run smoothly it is recommended regional committees consider whether they need to establish procedures for dealing with disputes at the meeting. This could include:

- Details of the point at which the meeting should be adjourned.
- Guidance to members on conduct required in relation to contentious issues.
- How to fill vacant posts (for example in circumstances it would be appropriate to accept nominations for officers or other committee members from the floor either in addition to or in place of nominations made in advance).

Voting

Each Member entitled to vote shall have one vote per resolution.

A resolution/nomination put to the vote of a meeting shall be decided by a show of hands and every Full Member and Honorary Member shall have one vote. In the case of an equality of votes, the Chair shall be entitled to a casting vote in addition to any other vote s/he may have.

No Member shall be entitled to vote at any general meeting unless all monies then payable by him or her to the Association have been paid.

Each member of the regional committee shall be nominated and seconded for election by ballot by the members at the regional Annual General Meeting.

A Member may not propose or second more than one person for election to the regional committee.

Each Member of the regional committee shall retire from office at the regional Annual General Meeting that occurs in their second year of their term of office.

A retiring member of the regional committee shall be eligible for re-election at the regional Annual General Meeting at which s/he retires.

In the event of more than one nomination for the same role, the successful nominee will be decided by a show of hands and every Full Member and Honorary Member shall have one vote. In the case of an equality of votes, the Chair shall be entitled to a casting vote in addition to any other vote s/he may have.

Where a vacancy arises between regional Annual General Meetings of the Association, the Regional Committees shall have the power to appoint a member to fill such vacancy. Any member so appointed shall retire at the next regional Annual General Meeting but shall be eligible for re-election to the regional committee at the same meeting.

Minutes

We recommend that regional committees make available a copy of the minutes of the regional AGM to the public on request. It is acceptable to charge a reasonable fee to cover the cost of making them available.

Record of Attendance

It is usual for names of people attending a general meeting to be recorded by their signing a register at the door, which is then attached to minutes as a record of those present.

2.7 Regional AGM Report

A copy of the Regional AGM report is available from the Members Area of the BACCN website.

Section 3: Working Party Representation

3.1 Working Party Representation

BACCN has and continues to provide an active programme of study opportunities and representation for critical care nurses on working parties, committees and forums nationally and internationally.

3.2 Requests for representation

Due to the increased volume of requests from various organisations for representation from the BACCN, all requests of this nature should be directed to the BACCN National Secretary.

3.3 Feedback

All members participating in such activities are requested to provide either a paper or feedback report for *Nursing in Critical Care* or request that papers produced by the working party or group are made available to be published in *Nursing in Critical Care*. A feedback form is available from BACCN Administration, alternatively you can obtain a copy from the Members Area of the website.

3.4 Working Party Guidelines for BACCN National Representation

Overview: These guidelines are developing as a result of the growing number of requests for BACCN representation on groups and committees.

Requests for BACCN representation should be collated and administered centrally. All requests should be directed to the Chair in the first instance or Secretary in their absence.

There are a number of perspectives to be taken in considering choice of representatives:

- He/she must be a current BACCN member.
- He/she must demonstrate expertise/knowledge of the subject area.
- He/she should be supported by a National board member.
- He/she must be willing to represent BACCN.

The BACCN representative has to also meet the requirements of the group/committee e.g. be in practice, be in education.

BACCN expects the representative to:

1. Ensure that 'BACCN' is clearly indicated on minutes, notes and final documents.

2. Represent BACCN, not his/her employer, unit or department or herself/himself personally.
3. Liaise with the National Board.
4. Clearly understand the position of the BACCN on the issue – if known at the time.
5. Provide information to the National Board in order that a BACCN position can be clarified and established.
6. Attend all meetings needed for successful outcome of their work.
7. Meet with the National Board if appropriate to provide feedback on their work.
8. Ensure that BACCN is in general agreement with the outcome and/or conclusions of the working party before final work is printed and made available for general or restricted circulation.
9. Provide copies of appropriate documentation, including minutes, literature and notes from the meetings and a minimum of one copy of the final report.
10. Provide written feedback on a regular basis to the BACCN News Editor for inclusion in BACCN News in *Nursing in Critical Care* and the Membership Administrator for inclusion in the E-Newsletter and website.
11. Provide a paper for *Nursing in Critical Care* on or around the issues raised during the working party OR request that any papers produced by the group are printed in *Nursing in Critical Care*.

BACCN will:

1. Provide financial support if needed to the representative - all claims to be made on BACCN expense forms and accompanied by a VAT receipt.
2. Provide professional support as required.
3. Provide financial support for secretarial help if required.

The representative should:

1. Discuss their representation with their employer to gain time and agreement to attend working party meetings and to do work as needed.
2. Ensure that their employer is aware of BACCN and that they are representing BACCN, not the employer. However, as employers will generally offer time for representatives to attend meetings the workplace can be identified on documentation after that of BACCN.
3. Use their working party membership and experience on their personal CV and as part of IPR/Appraisal.

Section 4: Website

4.1 BACCN Website

BACCN maintains an interactive website aimed to provide information, encourage membership discussion and recruit new members.

Any comments, information or feedback in relation to the website should be directed to the Membership Administrator via membership@baccn.org

4.2 Regional Pages

Regional committee representatives are expected to have responsibility for their own regional pages including the posting of information relating to study days, as well as updating changes in committee structure and positions.

4.3 BACCN Facebook

BACCN is on Facebook and is a good way of social networking and sharing information about BACCN activities. It can be used to provide information on national and regional conferences and study events.

4.4 Technical Support

All technical advice, ongoing maintenance and upkeep of the website is carried out by Badg Champion at Cadet Technologies. If you are experiencing problems accessing your regional pages or would like technical support, please contact Badg direct.

4.5 Website Provider:

Badg Champion, Technical Director
Cadet Technologies Ltd.
The Sett, High St
Sturminster Marshall
Dorset BH21 4AT.

Email: webmaster@baccn.org.uk
Tel: 01258 858066

Section 5: Regional Study Events

5.1 How to run a study day

This section is intended to work as a guide for those regions engaged or planning to get involved in providing study days, evenings and events. It is by no means meant to be an exhaustive list but a useful reminder or prompt of things to consider when planning an event.

Study Day Co-ordinators

Some regions have a study day co-ordinator who links with all the committee members to pull the day together however all regional committee members should play a part.

Communication

Where possible communication should always be made by email as it is quicker, doesn't carry a cost and is more environmentally friendly. If it is necessary to send information by post please ensure you use official BACCN letterhead, which carries the current logo.

Date

When setting a date ensure adequate notice is given. The date will need to be far enough in advance for you to be able to make all the necessary arrangements, book and confirm speakers as well as giving enough notice for delegates to make arrangements to enable them to attend. You may wish to consider advertising your event as soon as a date has been set and promoting it as a 'date for your diary' and then advertising full information as soon as all the arrangements have been confirmed.

Venue

Before booking a venue ensure the room size is suitable and that it has adequate seating for delegates, a suitable area for catering along with enough space for industry to attend and display their products. Other considerations should include heating, lighting, on-site catering and audio-visual aids and equipment.

Ensure the venue has public liability insurance included in their venue hire.

Some venues offer reduced rates for charities so ensure you let them know you are from a charity when asking for the cost of the venue hire.

Theme & Subjects

Choose whether it is a themed event or decide on a specific topic. Consider popular and current topics.

Programme

When planning your programme allow adequate time for delegates to move sessions. Remember to leave enough room for question time, comfort breaks etc and ensure breaks are appropriately spaced out.

Budget

Where possible always try to allocate a budget and stick to the budget.

Remember that you may have to pay for things up front.

Venues can be expensive. It is a good idea to look into low cost venues offered by trusts for educational events.

Consider income generation. Industry can subsidise events either by paying a fee for exhibition space or providing refreshments or sponsoring a speaker.

Sponsors

Develop a database and use relevant reps to the subject or topic of your study day.

In return for a fee (£100-£150 for small events, more for larger conferences) they like access to the delegates and a list of attendees so make sure there are breaks in the programme. As a way of getting delegates to pass by the stands, you could run a quiz or treasure hunt with a small prize drawn at the end of the event.

Sponsor Contact

Some regions have a dedicated industrial liaison representative, if not try to appoint someone to take responsibility for this area.

Devise a standard invitation letter ensuring you include the fee, exhibition space and estimated number of delegates. Ask for payment prior to the event and include a programme/advert. On receipt of their fee you will need to send them a final programme, map, information on parking and a receipt to confirm their booking.

Speakers

Identify who you want and an understudy in case your plans fall through. Consider eminent speakers, these may be costly but often help to draw crowds.

Use personal contacts to initially approach the speaker if possible.

Devise a standard invitation letter ensuring you include all the important information such as the venue, date and time. Also include your recommended method of travel, the target audience and your estimated number of delegates.

Ask speakers for their AV requirements, aims of session, an abstract and brief resume for the programme. Ensure you get people's job titles and name spellings correct so as not to offend.

Distribute a final programme, map, parking arrangements one to two weeks prior to the event.

Don't forget to call speakers one week before and on the day to confirm arrival.

Catering

Identify who is going to organize and facilitate delivery of your catering. Catering is often provided in house with many venues.

Ensure you ask delegates to identify any special dietary requirements on their booking forms and that your caterers are able to supply this.

Check what you get for the price and once booked ensure you confirm final numbers by the given deadline.

Advertising

Design flyers or posters and make sure you include all the important information not forgetting to spell check all documents before they are distributed.

Consider all the different advertising options available to you.

Advertise your event on your regional web pages. Once advertised on your regional pages your event will automatically be included in all future editions of BACCN's bi-monthly E-newsletter.

Adverts can be included in BACCN's *Nursing in Critical Care* if they are sent in sufficient advance of copy. Deadlines for NCC are usually at least two months in advance.

All advertisements should be sent to the Membership Administrator via membership@baccn.org who will email details of your event to BACCN members and list on BACCN's Facebook page.

Abstracts

If you're going to have a programme or hand out for the delegate packs, obtain short abstracts from the speakers and/or companies no less than three weeks before the event.

Administration

Agree and organize who will receive enquiries, collect and distribute applications, receipts and maps etc.

Evaluation Form

Design a simple form and copy enough for all delegates and include them in the delegate packs.

Identify someone to collect the forms on the day and collate a report for analysis after the event.

Map

Maps will need to be sent out to all delegates and industry. You may need to design a map if there isn't one available from the venue.

Registration Form

Design a simple form for completion by those people wishing to come to the event.

Prepare accurate lists of information including who has paid/expected. Decide who will be responsible for registration on day.

Delegate Pack

Decide who is going to prepare them. You can usually charge companies a fee for including a product or company flyer or advertisement of their choice in the delegate packs.

CPD Points

Don't forget to apply for CPD points for your event. CPD points and certificates are issued free of charge for BACCN events however your application must be submitted at least four weeks prior to the event in order for the application to be processed on time. Further information can be found on BACCN's website along with a copy of the application form.

On the Day

Remember housekeeping duties. Explain toilet & fire exits, programme changes etc. Have a time keeper/chair. Ensure committee members are allocated to oversee reps, catering and registration.

Remember to thank the team, sponsors, hosts, speakers and delegates.

After the event

Distribute thank you letters to speakers, exhibitors and hosts.

Other resources

If required BACCN Administration can provide you with membership labels for both your region and those surrounding you. They can also provide you with free BACCN publicity – posters, flyers, applications forms and other membership information which will help to 'brand' your event. You can download a Regional Order Form from the Members Area of BACCN's website.

BACCN Administration can provide access to the organisations databases of industrial and company contacts, critical care units and relevant universities as well as help co-ordinate publicity via press releases.

5.2 INVOICE EXAMPLE TEMPLATE

Name of Supplier
Address 1
Address 2
Address 3
Address 4
Postcode

BACCN X Region Address 1 Address 2 Address 3 Address 4 Postcode
--

INVOICE

Invoice Number:
Date:
VAT no: 673717705

Description	Value
Re: Regional Study Day X date X venue	
Cost of 3x2m stand	200.00
Non-member delegates x 2 @ £40.00 each	80.00
Sub total VAT@17.5%	280.00
Total Due	280.00

Cheques to be made payable to
BACCN X REGION

Terms: By return please or
Terms: Strictly 30 days net

Section 6: Publicity

6.1 BACCN Publicity

The image and profile of the BACCN is the responsibility of the National Publicity Co-ordinator. The maintenance of the regional committee pages of the website have been delegated to appropriate regional committee members. This allows regional study events and other information to be updated on a regular basis as well as its regions and regional committees.

6.2 Regional Publicity

Publicity for regional activities is the responsibility of the regions.

Advertising on the BACCN website, within the News section of *Nursing in Critical Care* and the E-newsletter are free for all regions. Please contact the Membership Administrator for details.

A number of publicity items including membership posters and application forms are available free of charge from the BACCN Administration Office. Merchandise order forms are also available from the Members Area of the BACCN website.

6.3 BACCN Corporate Image

The BACCN aims to maintain a consistent and professional corporate image at all times. This includes all forms of communications and publicity, the BACCN aims to maintain a consistent corporate image. Please ensure that all posters, flyers or communication correspondence that is used within your region adheres to the current BACCN style and logo.

If you are unsure about any details concerning this matter, please contact the BACCN Administration Office.

6.4 Press Releases

Anyone who wishes to issue a press release or has information that could be used in this manner should contact the Publicity Co-ordinator via BACCN's Administration Office.

6.5 BACCN Stand

An additional good way of promoting the BACCN as well as acting as an excellent means for the recruitment of new members is the BACCN stand at conferences and events. The stand is widely used at various conferences, study days and events both nationally and internationally. Anyone wishing to accompany the stand to a specific conference, or who

thinks they know of an event where its attendance will be beneficial to the BACCN, should contact BACCN Administration.

6.6 Direct Mailing

Direct Mailings to all critical care related hospital units, as well as universities and colleges running appropriate courses are issued periodically. This communication usually includes information about the BACCN's aims and objectives as well as membership information. If you would like BACCN publicity information for your unit or place of work free of charge please contact BACCN Administration.

A copy of the Regional Order Form is available from the Members Area of the BACCN website.

Section 7: Annual Regional Awards

7.1 Background

The BACCN has always worked hard to try and reward and encourage the regions and regional committees for all their efforts - an ongoing tradition has been the 'Region of the Year' award.

In response to the growing size and changing nature of the BACCN organisations and regions, the Regional Advisors have restructured the 'Region of the Year' award in an aim to acknowledge and reward the diversity of regions and regional committees that make up the BACCN.

7.2 Award Categories

There are 2 categories of award:

- Most Outstanding Region
- Most Outstanding Regional Committee Member

7.3 Eligibility

All regions are eligible to apply for an award. Where an award is for an individual, this person must be a member of good standing in the BACCN. All awards to individuals must be supported by their own region. Each region can only submit one entry for each award, and the same project cannot be entered for more than one category.

Regional committee members who are also serving on the National Board are not eligible for nomination due to a conflict of interest as they may also be involved in the judging process.

7.4 Application Process

The award year runs from the 1st April to the 31st March each year.

Applications and submission must be sent to the Membership Administrator no later than 31st May each year.

Presentation of the award will take place at the conference dinner at the BACCN annual conference.

For full details of the Annual Regional Awards, please read the enclosed Award Manual.

7.5 BACCN Awards Manual



BACCN Awards Manual

INTRODUCTION

The British Association of Critical Care Nurses is an organisation dedicated to the promotion of excellence in the provision and delivery of critical care nursing through mutual support, education, research and multidisciplinary collaboration. BACCN aims to provide opportunities and services for members which support personal and professional development, and promote the art and science of critical care nursing. The BACCN Awards recognise individuals and regions that through their actions have shown the most outstanding contribution towards this mission.

All current members of BACCN are eligible and regions are invited to submit entries and supporting statements for the following awards:

- **Most Outstanding Region**
- **Most Outstanding Regional Committee Member**

Awards will be presented at the National/International Conference Dinner.

RULES

It is a condition of submission for all award entries that each award must abide by and conform to all the conditions stated in the AWARDS MANUAL. In the event of any dispute, the decision of the Judging Panel will be final.

Eligibility

All regions will be eligible to apply and be considered for each award. Where an award is for an individual, this person must be a member of a regional committee and must be supported by their own regional

committee members. Each region can only submit one entry for each award.

Regional committee members who are also serving on the National Board are not eligible for nomination due to a conflict of interest as they may also be involved in the judging process.

Awards Year

The award year will run from 1st April to 31st March each year. The end of the awards year is the same calendar year in which the event takes place. E.g. 31st March 2011 for Awards at September 2011 National /International Conference. Entries can include planning undertaken prior to this period and details of events/projects, which have been planned for the rest of year but not completed on submission of award entry. For continuing programmes and projects, a major portion of the activity should have taken place during this period.

Disqualification

Award entries submitted after the entry deadline or not complying with the entry rules will be disqualified.

Method of entry

Entries shall be sent to the Membership Administrator, preferably by email via membership@baccn.org, to arrive by the deadline of **31st MAY** each year.

Regions should keep copies of entries/support statements for awards for their records.

Trophy Retention

Trophies will be presented at the National/International Conference Dinner, and are retained by receiving regions/individuals indefinitely.

THE AWARD ENTRY

The Entry Form

The entry form shall be submitted, preferably electronically, and must be endorsed by the Regional Chairperson before submission.

Award Entry Definition

The Entry Form shall be the complete submission for each Award and be the evidence as defined within the award criteria. Additional sheets can be used to present supplemental information such as relevant charts or photographs. Brevity, clarity and focus will be considered essential by the judges. The size of page for the award should not exceed a standard A4 page.

A cover page should be attached to indicate:-

- (i) The name of the region.
- (ii) The address of the Regional Chair.
- (iii) The Award applied for.

JUDGING

The Judging Panel will consist of the National Board Regional Liaison Advisors and the Membership Administrator for both awards.

Members of the Judging Panel shall keep results secret until they are announced at the Awards Ceremony.

Most Outstanding Regional Committee Member

Any regional committee member is eligible for this award which recognises the most outstanding contribution within BACCN towards the development of themselves and their own region or BACCN.

Regional committee members who are also serving on the National Board are not eligible for nomination due to a conflict of interest as they may also be involved in the judging process.

ENTRY FORM CRITERIA

- Complete the form in full
- Outline the background of the member and the region, detail the objectives of the regional committee and state what the member set out to achieve during the year.
- Describe the roles and responsibilities of the member.

- Show how the member has made their contribution towards regional activities.

Most Outstanding Region

All regions are eligible for this award which recognises the Most Outstanding Region within BACCN. Awarded to the region which best encapsulates all the characteristics of the BACCN Mission through meeting the aspirations and needs of the membership.

JUDGING CRITERIA

- Evidence of regular communication with the membership (e.g. newsletters, link people, website).
- Evidence of regular communication with the National Board via the Membership Administrator/Regional Liaison (e.g. regional reports, treasurer statements, prompt submission of books for audit, committee changes, web links).
- Evidence of how the region has motivated their existing membership to participate and engage with the work of the BACCN by running educational events and how they have recruited new members.

A copy of the Regional Award Nominations form is available from the Members Area of the BACCN website.

Section 8: Fellowship & Honorary Membership

8.1 General Principles

General principles around the overall management of the awards have been agreed by the National Board.

8.2 Judging

The applications for the awards will be looked at by a panel of at least two judges from the National Board.

Suggested inclusion:

- Membership Secretary
- National Secretary

8.3 Application Process

Applications for fellowships and awards would be on the same fixed submission date each year 31st May. Presentation of the fellowships and awards are expected to be at the Conference Dinner at the Annual National Conference.

8.4 BACCN Fellowship Award

“The BACCN Fellowship Award is set up to give formal recognition to those nurses that have acquired a number of years experience in the field of critical care and who have distinguished themselves individually in clinical practice, education, research, organisational or professional aspects of critical care nursing. Recipients will have achieved national recognition for contributions to clinical practice, administration, education or research and will have promoted a positive image of critical care nursing.”

This fellowship is expected to award only those at the top of their profession and will not expect to be given to more than 2 or 3 people in any one year.

Criteria

- Nominations that come from individuals outside of the organisation will be subject to proof of substantial support of the growth and development of BACCN (it is anticipated that this will be evidenced by regular plenary presentations at BACCN conferences, membership of the editorial board, publication of articles and or papers in *Nursing in Critical Care* etc)
- Applicants must prove evidence of contribution to innovation in either clinical practice, education, research or organisational or professional aspects of critical care nursing. E.g. publications, peer

reviewed journals, conference presentations, any other awards or fellowships.

- Provide evidence of, or have National or International profile and representation.
- Provide evidence of serving on regional and or national advisory boards e.g. DOH, NICE etc.
- An individual would be expected to have evidence of publications in any number of peer-reviewed, professional or similar journals as well as books and other articles.
- Nominations should be received from those with a minimum of 12 years experience in Nursing (the majority of this time must have been spent in critical care).
- Registered Nurse.

Application Process

- Structured CV.
- List of five most important publications, copies of any chosen two.
- Supporting letter from the Chair of National Board or a Fellow of the BACCN.
- Supporting letter from Director of Nursing/Head of Department/Head of organisation where the individual is employed.
- If not a BACCN member, provision of evidence of their contribution to the growth and development of BACCN organisation (please consider the following headings; education, research, innovations & developments in critical care and supporting BACCN)

Benefits

- Free BACCN membership for 3 years.
- Right to call themselves "a fellow of BACCN" and use "FBACCN" after their name and statutory qualifications.
- Official Certificate.
- Access to VIP room at conferences.

8.5 BACCN Honorary Member or Long Serving Member Award

"BACCN honorary membership is set up to provide recognition to those nurses that have made a significant contribution to critical care nursing in the fields of clinical practice, education, research, organisational or professional aspects of critical care nursing."

Criteria

- Minimum of five years continuous membership to BACCN.
- Evidence of active and participative BACCN membership.
- Minimum four years membership to a regional committee or the National Board.

- Minimum of five years experience in Critical Care.
- Applicants must prove evidence of contribution to innovation in either clinical practice, education, research or organisational or professional aspects of critical care nursing. E.g. publications, conference presentations, any other awards or fellowships.
- Evidence of serving on regional and or national advisory boards e.g. DOH, NICE etc.
- Registered Nurse.

Application process

The process of application would involve the provision of a fixed set of credentials and evidence of meeting the criteria. This may involve a structured CV and/or a letter from their employer/National Board member.

Benefits

- Free BACCN membership for a period of three years.
- Access to VIP room at conferences.
- Official Certificate.

Section 9: Charity Status & the Constitution

This section will try to provide a simple outline of the organisational set up of the BACCN. It is important regions are aware of their responsibilities and obligations, as well as ensuring that the organisations charitable status is being used to both the regions and organisations best interest.

9.1 The Charity

The main and largest part of the BACCN is the professional organisation currently set up as a Charity. The Charity accumulates funds via subscription payments from it's members and then uses them to deliver its aims and objectives e.g. to provide educational and personal development opportunities via the annual conference, study tour and conference awards etc.

As a charity, all funds that are generated from its activities are restricted and expected to be reinvested into the Charity to continue its aims and objectives.

The trustees of the Charity are essentially the National Board members who are each personally responsible and unfortunately personally liable for the financial status and general well being of the organisation.

Although there are a number of restrictions around the Charity and it's abilities to make profit, there are also some benefits to its charitable status. For example, most events that are run by a Charity will qualify for some element of VAT exemption.

9.2 VAT Exemption

There is a VAT zero rating on a wide range of supplies made to charities to help them in their work. E.g. publicity items, collecting boxes etc. These zero rates are usually dependant upon the charity providing the supplier e.g. printer with a written declaration of its eligibility. An example of this type of certificate is available in the Appendices at the end of this section.

For example: Zero VAT rating is granted for supplies to charities of advertising which make known the aims and objectives of the charity (e.g. advertisements which explain the need for the charity to exist, describe the activities of the charity etc).

An example of this would be the BACCN benefits of membership poster or flyers - these are all forms of advertisement that are included in the zero-rating exemption and are cases where the BACCN do not pay any element of VAT to the printers that supply them.

Similarly venues and locations hired specifically for the use of the Charity via the National Board and/or its regions may also be subject to a zero – rating for VAT. Venues do not have an obligation to waive VAT charges but many do - if in doubt please check with the specific venue or location you are looking at. Proof of charitable status and or a VAT Exemption certificate will normally be required. An example of a VAT exemption certificate can be found in the appendices at the end of this section.

Whilst information around VAT and exemption may seem confusing and unclear, it is important regions realise that savings and reductions in costs could be achieved as a result of the BACCN’s charitable status – if you are in doubt or would like further information about this matter please contact your local VAT office, the Charity Commission via their website on www.charity-commission.gov.uk or BACCN Administration.

9.3 BACCN Ltd

BACCN also have a separate limited company called BACCN Ltd that has been set up alongside the Charity to maximise the organisation’s business potential. This basically means BACCN can legally act in a less restricted and more traditional business sense whilst providing the profits to the Charity via donations. This is something that is centrally organised and administrated and not something that would ordinarily affect any of the regions.

9.4 The Constitution

The constitution is basically the governing document of the charity. It sets out the aims and objective for the charity as well as the rules and regulations about its ongoing management. It is made up of two parts – the Memorandum of Association and Articles of Association.

The constitution of any charity will change over time and each major change has to be endorsed by the members and passed by vote at an AGM – these are often called resolutions. Resolutions at an AGM are often updates or changes to the constitution to enable the BACCN to update or improve the way it runs the organisation.

The constitution is also called by a number of other names including memorandum of the association and articles governing the association. A copy of the constitution can be found at the end of this section.

9.5 Charitable Status: Frequently Asked Questions

Are we allowed to spend any regional funds on the committee itself e.g. social events and Christmas meals etc?

Although there are no set guidelines for this, the Charity Commission have confirmed it is generally not approved to spend charitable funds for Christmas meals, social events and similar. Funds that have been achieved through study days, conference etc have been submitted in good faith to be invested in the Charity and its aims & objectives - not to benefit the trustees or regional committees. Trustees and committee members are entitled to be reimbursed for 'fair and reasonable expenses' in carrying out duties for BACCN but should be not in any other way be compensated for their work. Using money in this manner could be construed as a benefit to trustees and committee members and should therefore be avoided.

What percentage of our regional funds do you recommended we keep as reserves?

There is no ruling on the level or percentage of funds that regions should hold in reserves. To justify holding reserves, we recommend that regions work with the Financial Director to agree a policy based on a realistic assessment of their need for having them. It is important to ensure that a region is prudent in its financial affairs and funding without withholding regional funds for their intended use.

We want to use some of our charity's funds to mark a significant historical event - may we do this?

The commemoration of a particularly significant historical event may be regarded as charitable for a charity whose objects permit it to stimulate feelings of civic pride. Such a significant event is often defined in the charity's governing document but even if it is not specifically mentioned by name, the trustees may still have the power to use their funds to commemorate it. In the past, for example, some charities asked us whether it was permissible to use their funds to commemorate the Queen's Golden Jubilee.

So long as the commemoration or event can reasonably be regarded as part of the objects, there is no reason why a charity should not spend some of its funds in providing, say, firework displays or commemorative mugs or similar small tokens to commemorate the event.

I am a regional committee member - how can I be paid for my work within the charity?

Regional committee members and the National Board cannot benefit from their positions and one of the key principles of trusteeship is that it is voluntary.

One of our regional committee members is leaving and we want to buy them a leaving present. Can we buy it using charity funds?

Yes, you can. While trustees or committee members cannot usually be paid for their services, this does not prevent regions from providing a modest token of appreciation to a committee member who is retiring, and they may think it in the interests of good morale to do so. It is important gifts of this nature should not exceed the Charity Commission approved suggested sum of £25.

What and who are charity trustees?

Charity trustees are the people who are legally responsible for the overall management and decision making in a charity. They may be called something else – a member of the management or executive committee, a governor, a director, or some other title - whatever they are called, if they are a member of the board or committee with overall responsibility for a charity, they are a charity trustee.

Within the BACCN the National Board are the charity trustees – it is important to note however, that the nature of the regional committees is also essentially that of a trustee i.e. the management and day to day running of a region has the same responsibilities and is subject to the same scrutiny as that of the National Board.

9.6 CHARITY ADVERTISING VAT EXEMPTION EXAMPLE

CERTIFICATE EXAMPLE

Name
Address 1
Address 2
Address 3
Address 4
Postcode

Charity Advertising: Zero rating of goods

I, Helen Stirton, Regional Liaison of the British Association of Critical Care Nurses declare that the above named Charity is buying from

Cedar Press (Southern) Ltd

The following goods or services eligible for relief from VAT under item 8 of zero rated group 15

BACCN Printed Items and Advertising Material

Signed:

Date:

To the Supplier:

You should retain this certificate for production to your VAT officer. The production of this certificate does not authorise the zero-rating of the equipment. It is your responsibility to ensure that the goods or services supplied are eligible before zero-rating them.

Re: From Annex H HM Customs & Excise VAT Notice 701/1/95

9.7 BACCN Constitution

THE COMPANIES ACTS 1985 AND 1989
COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE
CAPITAL

MEMORANDUM OF ASSOCIATION

of

THE BRITISH ASSOCIATION OF CRITICAL CARE NURSES

1. NAME

The Company's name is 'The British Association of Critical Care Nurses' (hereinafter called the Association).

2. REGISTERED OFFICE

The Association's registered office is to be situated in England and Wales.

3. OBJECTS

The Association's objects (the Objects) are:

- 3.1 to promote the art and science of critical care nursing;
- 3.2 to provide facilities and opportunities for nurses and other healthcare workers and to further their education, skills and development in caring for critically ill and dependent patients;

4. POWERS

- 4.1.1 to take over the whole (or such part as can legally be vested in the company) of the property of the association called the British Association of Critical Care Nurses;
- 4.1.2 to promote the better nursing care of critically ill and dependent patients;

- 4.1.3 to provide opportunities for the exchange, sharing and dissemination of ideas and information in critical care and to provide mutual support in discussing issues and problems;
- 4.1.4 to provide and promote lectures, discussions and exhibitions relating to critical care nursing;
- 4.1.5 to promote educational links with industry;
- 4.1.6 to promote the transfer of technology knowledge and skills to other nursing specialisms; and
- 4.1.7 to co-operate regionally, nationally and internationally, with other charities, professional groups, voluntary bodies and statutory bodies operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them and enter into arrangements with any authorities, national, local or otherwise.
- 4.1.8 In furtherance of such Objects but not otherwise the Association shall have power:
 - 4.1.8.1 to purchase, take on lease or in exchange, hire or otherwise acquire and hold, any real or personal estate, equip, maintain, build on and alter any of the same as necessary for any of the Objects of the Association and (subject to such consents as may be required by law) sell, lease, demolish in whole or in part or otherwise dispose of or mortgage any such real or personal estate;
 - 4.1.8.2 to accept subscriptions, donations, devises and bequests and to issue appeals, hold or attend public meetings and take such other steps as may be required for the purpose of procuring contributions to the funds of the Association in the shape of donations, subscriptions or otherwise provided the Association shall not undertake any substantial permanent trading activities in raising funds for the Objects of the Association;
 - 4.1.8.3 to examine, watch, promote, support or oppose any legislation or administrative action affecting or likely to affect the attainment of the main Objects of the

Association and for that purpose to petition any government or any municipal local or other authority or body;

4.1.8.4 to hold or associate with support and attend periodical and other congresses conferences and public meetings calculated directly or indirectly to advance the cause of the Objects and to issue reports concerning the same;

4.1.8.5 to draw, make, accept, indorse, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts;

4.1.8.6 to borrow, raise money or enter into and incur obligations and liabilities for the Objects of the Association on such terms and (with such consents as are required by law) on such security as may be thought fit;

4.1.8.7 to take and accept any gift of money, property or other assets, whether subject to any special trust or not, for any one or more of the Objects of the Association;

4.1.8.8 to commission promote distribute and sell books plans pamphlets periodicals photographs models films videocassettes tapes and publications of every description provided no substantial permanent trading is undertaken in carrying out the Objects of the Association;

4.1.8.9 to invest the money of the Association not immediately required for its Objects in or on such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as provided below;

4.1.8.10 to make any charitable donation either in cash or assets for the furtherance of the Objects of the Association;

4.1.8.11 to establish and support any charitable association or body and to subscribe or guarantee money for

charitable purposes calculated to further the Objects of the Association;

- 4.1.8.12 to promote or incorporate (or subscribe for or acquire shares stock funds or debentures of) any company;
- 4.1.8.13 to lend money to and to take such security for such loans from and to guarantee and become or give security for the performance of contracts and obligations by any charitable organisation or body;
- 4.1.8.14 to employ and pay any person or persons not being members of the National Board for the time being of the Association to supervise, organise, carry on the work of and advise the Association;
- 4.1.8.15 to insure and arrange insurance cover for, and to indemnify its officers, servants and voluntary workers and those of its members from and against, all such risks incurred in the course of the performance of their duties as may be thought fit;
- 4.1.8.16 subject to the provisions of clause 4 to pay reasonable annual sums or premiums for or towards the provision of pensions for officers or servants not being members of the National Board for the time being of the Association or their dependants;
- 4.1.8.17 to amalgamate with any companies, institutions, societies or associations which are charitable at law and have objects altogether or mainly similar to those of the Association and which prohibit the payment of any dividend or profit to, and the distribution of any of their assets amongst, their members at least to the same extent as such payments or distributions are prohibited in the case of members of the Association by this memorandum of association;
- 4.1.8.18 to pay out of the funds of the Association the costs, charges and expenses of and incidental to the formation and registration of the Association;
- 4.1.8.19 to do all such other lawful things as shall further the above Objects or any of them;

4.1.8.20 to do all or any of the foregoing things in conjunction with others;

PROVIDED THAT:

4.1.8.21 in case the Association shall take or hold any property which may be subject to any trusts, the Association shall deal with or invest the same only in such manner as allowed by law, having regard to such trusts;

4.1.8.22 the Objects of the Association shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers;

4.1.8.23 in case the Association shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Association shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the National Board of the Association shall be chargeable for any such property that may come into its hands and shall be answerable and accountable for its own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as it would have been if no incorporation had been effected, and the incorporation of the Association shall not diminish or impair any control or authority exercisable by the Chancery Division of the High Court of Justice or the Charity Commissioners over such National Board but it shall as regards any such property be subject jointly and separately to such control or authority as if the Association were not incorporated.

5 **APPLICATION OF INCOME AND PROPERTY**

The income and property of the Association shall be applied solely towards the promotion of the Objects and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Association, and no National Board member shall be appointed to any office of the Association paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Association provided that nothing herein shall prevent any payment in good faith by the Association:

- 5.1 of the usual professional charges for business done by any member of the National Board who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Association to act in a professional capacity on its behalf provided that at no time shall a majority of the members of the National Board benefit under this provision and that a member of the National Board shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion;
- 5.2 of reasonable and proper remuneration for any services rendered to the Association by any member, officer or employee of the Association who is not a member of the National Board;
- 5.3 of interest on money lent by any member of the Association at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the National Board;
- 5.4 of fees, remuneration or other benefit in money or money's worth to any company of which a member may also be a member holding not more than 1/100th part of the issued capital of that company;
- 5.5 of reasonable and proper rent for premises demised or let by any member of the Association;
- 5.6 to any member of the National Board of reasonable out-of-pocket expenses.

5.7 of any premium in respect of any indemnity insurance to cover the liability of the members of the National Board which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Association provided that any such insurance shall not extend to any claim arising from any act or omission which the National Board member knew to be a breach of trust or breach of duty or which was committed by the National Board member in reckless disregard of whether it was a breach of trust or breach of duty or not.

6. **LIMITED LIABILITY**

The liability of the members is limited.

7. **CONTRIBUTION TO ASSETS OF THE ASSOCIATION**

Every member of the Association undertakes to contribute such amount as may be required (not exceeding 1) to the Association's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the Association's debts and liabilities contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up and for the adjustment of the rights of, the contributories among themselves.

8. **SURPLUS ASSETS**

If the Association is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property whatever it shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Association by Clause 4 above, chosen by the members of the Association at or before the time of dissolution and if that cannot be done then to some other charitable object.

We, the subscribers to this Memorandum of Association, wish to be formed into a company pursuant to this Memorandum of Association.

Signatures, Names and Addresses of Subscribers

Dated:

Witness to the above Signatures:

Name:

Address:

Occupation:

Signature:

**THE COMPANIES ACTS 1985 AND 1989
COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE
CAPITAL**

**ARTICLES OF ASSOCIATION
OF
THE BRITISH ASSOCIATION OF CRITICAL CARE NURSES**

1. DEFINITIONS AND INTERPRETATION

In these Articles:

the Act	means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force;
Annual General Meeting	means the Annual General Meeting of the Association as required by Section 366 of the Act;
Annual Regional Meeting	means the Annual Regional Meeting of the Association held by each Region pursuant to Article 4;
Articles	means these Articles of Association of the Association;
Associate Member	means a person admitted to associate membership of the Association from time to time pursuant to Article 2;
Association	means the company intended to be regulated by these Articles;
Chair	means the National Board member appointed as national chair or a member of a region appointed as regional chair;
Corporate Member	means a body admitted to corporate membership of the Association from time to time pursuant to Article 2;

Full Member	means a person admitted to full membership of the Association from time to time pursuant to Article 2;
Full Regional Member	means a Regional Member who is a full Member;
Honorary Member	means a person admitted to honorary membership of the Association from time to time pursuant to Article 2;
Member	means a subscriber to the Memorandum or anyone admitted as a Member by the National Board;
the Memorandum	means the memorandum of association of the Association;
National Board	means the board consisting of board members elected by the Association pursuant to Article 3;
National Board	means the meetings held by the National Board with (a) Regional Meetings representative(s) from each of the Regional Committees;
Region	means any of the regions identified in Appendix 2 to these Articles or any additional or replacement regions hereafter designated as such by the National Board pursuant to Article 3;
Regional Committee	means the committee for any Region elected in the manner set out in Article 3;
Regional Group	means, in relation to a Region, the members of the Association living or working in that Region;
Regional Member	means, in relation to a Region, a Member who lives or works within that Region;

Rules or Bye-laws	means those rules or bye-laws made from time to time by the National Board pursuant to Article 22;
the Seal	means the common seal of the Association;
Secretary	means the National Board member or such other person who is appointed Secretary and whose duties shall include those of Secretary under the Act;
Treasurer	means the National Board member appointed as treasurer;
the United Kingdom	means Great Britain and Northern Ireland.

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Act.

2. MEMBERS

- 2.1 The subscribers to the Memorandum and such other persons or organisations as are admitted to membership in accordance with the Rules or Bye-laws made under Article 22 shall be Members of the Association. Notwithstanding anything in the Rules or Bye-laws no person shall be admitted as a Member of the Association unless his/her application for membership is approved by the National Board and the annual subscription is duly paid.
- 2.2 Unless the National Board or the Association in general meeting shall make other provision under Article 22, the National Board may in its absolute discretion permit any Member of the Association to retire, provided that after such retirement the number of Members is not less than two.
- 2.3 There shall be four categories of membership:
- 2.3.1 Full membership which carries full voting rights;
- 2.3.2 Associate membership which carries no voting rights;
- 2.3.3 Corporate membership which carries the same rights as Associate membership;

- 2.3.4 Honorary membership which carries all the rights of full membership;

The National Board may determine the eligibility for any of these memberships from time to time.

- 2.4 The National Board may from time to time admit as Associate Members such persons as they think fit being in sympathy with the objects of the Association on such terms as the National Board may from time to time determine PROVIDED that admission as an Associate Member shall not confer upon the Member the rights or obligations of a Full Member and s/he shall accordingly not be entitled to vote at general meetings or be qualified for election as an officer in any committee of the Association.
- 2.5 Admission to the Association as a Corporate Member shall be on such terms as the National Board may from time to time determine.
- 2.6 The National Board may from time to time admit persons as Honorary Members whose membership shall not be subject to payment of a subscription.
- 2.7 Regional Members and members of Regional Groups who live and work in more than one Region shall be eligible in one Region only, such Region to be selected by notice in writing to the membership secretary of the National Board.
- 2.8 The National Board may from time to time prescribe, increase, reduce or alter the annual subscription to be paid by Members and the date for payment thereof PROVIDED that if the National Board resolves to increase the annual subscription by more than 35% of the current rate such increase shall be subject to approval by Members in general meeting.
- 2.9 The National Board may expel or suspend from the Association any Member whose conduct is such that as may, in their absolute opinion, be injurious to the interests of the Association or prejudicial to the objects of the Association. A Member expelled shall forfeit all privileges of membership and all rights against the Association.
- 2.10 Any Member whose annual subscription shall remain unpaid for more than one month after the due date for payment

thereof may be suspended by the National Board.

- 2.11 The membership of any Member may be terminated by the National Board if that Members annual subscription remains unpaid for more than six months.
- 2.12 A Regional Committee wishing to expel or suspend a Regional Member must supply the National Board with written evidence and the National Board may then make such expulsion or suspension as it thinks fit.
- 2.13 Where any person has ceased to be a Member or has been suspended from membership, it shall be within the power of the National Board to reinstate such person as a Member.
- 2.14 Membership of the Association shall not be transferable and Shall cease on death.

3 MANAGEMENT OF THE ASSOCIATION

- 3.1 National Board
 - 3.1.1 Without prejudice to the powers of delegation conferred on the National Board by these Articles, and subject to the provisions of the Act, the Memorandum and Articles and to any directions given by special resolution by the Association in general meeting, the general management of the Association shall vest in the National Board; supported by the Regional Groups and in addition to the powers and authorities expressly conferred upon it by the Memorandum and these Articles, the National Board may exercise all such powers and do all such acts and things as may be exercised or done by the Association. No alteration of the Memorandum or the Articles and no such direction given by special resolution shall invalidate any prior act of the National Board which would have been valid if that alteration had not been made or that direction had not been given.
 - 3.1.2 Subject to Article 3.1.9 the National Board shall consist of up to fifteen Full Members of the Association to be elected by the Members at the Annual General Meeting. Each Member entitled to vote shall have one vote.
 - 3.1.3 Each member of the National Board shall be nominated and seconded for election by ballot by the members at the Annual General Meeting. A Member may not propose or second more

than one person for election to the National Board. Notification of all nominations for the National Board shall be circulated to all Members entitled to vote not less than 21 days before the date of the Annual General Meeting. Each Member of the National Board shall retire from office at the Annual General Meeting that occurs in their second year of their term of office. A retiring member of the National Board shall be eligible for re-election at the Annual General Meeting at which s/he retires.

- 3.1.4 Where a vacancy arises between Annual General Meetings of The Association, the National Board and the Regional Committees shall have the power to appoint a member to fill such vacancy. Any member so appointed shall retire at the next Annual General Meeting but shall be eligible for re-election to the National Board at such meeting.
- 3.1.5 The National Board may delegate any of their powers to any sub-committee consisting of three or more of its members or to the Regional Committees. Any such delegation may be made subject to any conditions the National Board may impose and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by the articles relating to the proceedings of the National Board so far as they are capable of applying. The Chair and Secretary of the National Board shall have the right to attend, speak and vote at every meeting of any sub-committee and shall be given notice by the sub-committee in advance of all such meetings.
- 3.1.6 In the exercise of the powers and management of the Association, the members of the National Board shall be mindful that they are charity trustees within the definition of Section 97 of the Charities Act 1993 as the persons having the general control and management of the administration of a charity.
- 3.1.7 The members of the National Board shall be the Directors of the Association for the purposes of the Act.
- 3.1.8 The National Board may appoint such of its members to hold the offices listed in Appendix 1 to these Articles and such other offices as it may from time to time create (up to a maximum of fifteen).

- 3.1.9 The National Board shall be entitled to appoint a person who is not a member of the Association to hold the position of Secretary to the Association.
- 3.1.10 The first members of the National Board shall be those persons named in the statement delivered pursuant to section 10(2) of the Act, who shall be the subscribers to the Memorandum of Association.
- 3.1.11 No person shall be eligible to be elected to the National Board unless s/he is or has served as a member of a regional committee for a minimum of 1 year.
- 3.1.12 No person may be appointed to the National Board unless s/he has attained the age of 18 years; or in circumstances such that, had s/he already been an executive s/he would have been disqualified from acting under the provisions of Article 11.
- 3.1.13 Individuals seeking election to the National Board must apply for a specific named role.
- 3.1.14 An individual can serve as Chair for a maximum of 4 years at any one time, in the year before they are due to resign a member of the National Board will be nominated from the members of the board as Chair Elect in preparation for election to the role of Chair at the next AGM. The outgoing Chair will assume the role of immediate past chair.
- 3.1.15 No person shall be eligible for the role(s) of Vice Chair of Vice Financial Director unless he/she is or has been a member of the National Board.

3.2 Regional Committees

3.2.1 The National Board shall have the power from time to time to establish Regional Committees and delegate to such Regional Committees such responsibility for such activities of the Association and such supervision of the day to day management of the Association as they shall think fit but it shall be open to them to ensure that the Regional Committees act within the policies established by the National Board and the acts and proceedings of such Regional Committees shall be reported to the National Board at such times as the National Board shall require.

3.2.2 The Regional Committee for each Region shall be constituted and conduct its proceedings in accordance with the following provisions:

- (a) The United Kingdom shall be divided into the Regions identified in Appendix 2 to these Articles provided that the National Board may from time to time increase or decrease the number of Regions or alter the boundaries thereof.
- (b) Each Region shall have a Regional Committee to be constituted and to conduct its proceedings as provided below. Full Regional Members shall elect their Regional Committee at the Annual Regional Meeting of each Region and shall appoint members of the Regional Committee to hold the offices of Chair, Secretary, Treasurer and Membership Secretary. Each Full Regional Member shall have one vote for each office. Nominations for the Regional Committee and for the position of any office on the Regional Committee must be proposed and seconded by Full Regional Members. A Full Regional Member may not propose or second more than one person for each position on the Regional Committee. No person shall be eligible to be a member of a Regional Committee unless s/he is an individual and a Full Regional Member. Notification of all nominations for the Regional Committee shall be circulated to all Full Regional Members before the annual meeting at which voting is to take place. The members so elected at the Annual Regional Meeting shall constitute the Regional Committee for that Region.
- (c) The Regional Groups shall each hold an Annual Regional Meeting at such date and time as the Regional Committee

shall appoint.

- (d) Each Member of a Regional Committee shall retire from office at the Annual Regional Meeting that occurs in the second year of their term of office. A retiring member of the Regional Committee shall be eligible for re-election at the Annual Regional Meeting at which s/he retires.
- (e) The maximum and minimum number of members of each Regional Committee shall be determined by the National Board or the Full Members of that Region at the Annual Regional Meeting, but unless and until so fixed, the maximum number shall be 12 and the minimum number shall be 4.
- (f) The Regional Committees shall at all times be accountable to the National Board and shall act in accordance with any guidelines laid down by the National Board including the Rules and Bye-laws made from time to time by the National Board. The Regional Committees shall submit to the National Board annual reports, including the regional accounts in accordance with Article 17.
- (g) Each Regional Group shall send at least one representative from the Regional Committee to the National Board Regional Meetings.
- (h) The provisions of Articles 4 to 6 (relating to general meetings), 7 (relating to votes of members) and 9 (relating to proceedings of the National Board) shall apply mutatis mutandis in relation to the general meetings of each Region, votes of members and proceedings of the Regional Committees.

4. GENERAL MEETINGS

- 4.1 The Association shall hold an Annual General Meeting each year in addition to any other meetings in that year and shall specify the meeting as such in the notices calling it; not more than fifteen months shall elapse between the date of one Annual General Meeting of the Association and that of the next, Provided that so long as the Association holds its first Annual General Meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The Annual General Meeting shall be held at such times and places as the National Board shall appoint for the following purposes:

- 4.1.1 to receive reports from the National Chair, Secretary, Treasurer and Membership Secretary;
- 4.1.2 to consider any resolution or motion duly submitted to the meeting;
- 4.1.3 to approve the accounts of the previous financial year;
- 4.1.4 to elect members of the National Board to replace those retiring; and
- 4.1.5 to appoint officers to the National Board to replace those retiring.
- 4.2 All general meetings other than Annual General Meetings shall be called extraordinary general meetings.
- 4.3 The National Board may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting of the Association in accordance with Section 368 of the Act.
- 4.4 Each Region shall hold an Annual Regional Meeting for the following purposes:
 - 4.4.1 to receive reports from the Regional Chair, Secretary, Treasurer and Membership Secretary;
 - 4.4.2 to consider any resolution or motion duly submitted to the meeting;
 - 4.4.3 to approve the accounts of the previous financial year;
 - 4.4.4 to elect members of the Regional Committee to replace those retiring; and
 - 4.4.5 to appoint officers to the Regional Committee to replace those retiring.
- 4.5 The National Board shall hold National Board Regional Meetings at such times and places as it shall appoint.

5 NOTICE OF GENERAL MEETINGS

- 5.1 The Annual General Meeting of the Association, the Annual Regional Meeting, the National Board Regional Meetings and/or a meeting called for the passing of a special resolution shall be called by at least twenty-one clear days' notice in writing. All other extraordinary general meetings shall be called by at least fourteen clear days' notice but a general meeting may be called by shorter notice if it is so agreed:
- 5.1.1 in the case of the Annual General Meeting, by all the Members entitled to attend and vote; and
- 5.1.2 in the case of any other meeting by 95 per cent of the Members having a right to attend and vote.
- 5.1.3 Notices shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of the Annual General Meeting, shall specify the meeting as such.
- 5.1.4 Notices shall be given to all the Members and to the auditors provided that in the case of Annual Regional Meetings of a Region, notices need only be given to the Members of the Region holding the Annual Regional Meeting and in the case of the National Board Regional Meetings, notices need only be given to Regional Committees.
- 5.2 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.
- 5.3 Notice in writing of any motion or business for consideration at the Annual General Meeting or at an Annual Regional Meeting of a Region or the National Board Regional Meetings must be submitted by a Regional Committee or a Full Member, as the case may be to the respective Secretary in writing, at least fourteen days before that meeting.

6. PROCEEDINGS AT GENERAL MEETINGS

- 6.1 No business shall be transacted at any meeting unless a quorum is present. The quorum for an Annual General Meeting and for an extraordinary general meeting shall consist of twenty Full Members present in person. An annual

Regional Meeting shall have a quorum of four Full Members present in person. The quorum for the transactions of business at the National Board Regional Meetings shall be fixed by the National Board but shall be not less than one third of their number plus representation from one third of the total number of Regional Committees.

- 6.2 If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the National Board may determine.
- 6.3 The Chair or in his or her absence some other National Board Member nominated by the National Board shall take the Chair of the meeting, but if neither the Chair nor such other National Board Member (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the National Board Members shall elect one of their number to take the Chair and, if there is only one National Board Member present and willing to act s/he shall take the Chair.
- 6.4 If no National Board Member is willing to act as Chair, or if no National Board Member is present within fifteen minutes after the time appointed for holding the meeting, the Members present and entitled to vote shall choose one of their number to take the Chair.
- 6.5 The Chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
- 6.6 Subject to the provisions of the Act, a resolution in writing signed by all the Members entitled to receive notice of and to attend and vote at general meetings (or being organisations by their duly authorised representatives) shall be as valid and effective as if it had been passed at a general meeting of the

Association duly convened and held. Any such resolution in writing may consist of two or more documents in like form each signed by one or more Members.

7. VOTES OF MEMBERS

7.1 Subject to Article 7.2 a resolution put to the vote of a meeting shall be decided by a show of hands and every Full Member and Honorary Member shall have one vote.

7.2 In the case of an equality of votes, the Chair shall be entitled to a casting vote in addition to any other vote s/he may have.

7.3 No Member shall be entitled to vote at any general meeting unless all moneys then payable by him or her to the Association have been paid.

7.4 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chair whose decision shall be final and conclusive.

8. FINANCE

8.1 The signatories of the national bank accounts shall be appointed by the National Board from among the National Board Members and all withdrawals, cheques, drafts, bills of exchange and receipts for money paid to the Association shall be signed, drawn, accepted, endorsed, executed or otherwise authorised, as the case may, be in such manner as the National Board shall from time to time determine.

8.2 Any bank account in which any part of the assets of the Association is deposited shall be operated by the signatories appointed under 8.1 above and shall indicate the name of the Association. All cheques and orders for the payment of money from such account shall be signed by at least two National Board Members.

9. PROCEEDINGS OF THE NATIONAL BOARD

- 9.1 Subject to the provisions of the Articles, the National Board may regulate its proceedings as it thinks fit. A National Board member may, and the Secretary at the request of a National Board member shall, call a meeting of the National Board. It shall not be necessary to give notice of a meeting to a National Board member who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair shall have a second or casting vote.
- 9.2 The quorum for the transaction of the business of the National Board may be fixed by the National Board members but shall not be less than one third of their number.
- 9.3 The National Board may act notwithstanding any vacancies in their number, but, if the number of National Board members is less than the number fixed as the quorum, the continuing National Board members may act only for the purpose of filling vacancies or of calling a general meeting.
- 9.4 The Chair shall preside at every meeting of the National Board at which she/he is present. In the absence of the Chair, the National Board may appoint one of their number to take the Chair of their meetings and may at any time remove her or him from that office.
- 9.5 All acts done by a meeting of National Board shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any National Board member or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be an National Board member and had been entitled to vote.
- 9.6 A resolution in writing, signed by all the National Board members entitled to receive notice of a meeting of the National Board, shall be as valid and effective as if it had been passed at a meeting of the National Board duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the National Board members.
- 9.7 The National Board may fill any casual vacancy in the members of the National Board by appointing a Member. Any replacement so appointed shall hold office until the next

following Annual General Meeting but shall be eligible for re-election.

9.8 Subject as aforesaid, a National Board member who retires at the Annual General Meeting may, if willing to act, be re-appointed to the National Board.

9.9 The Association may by ordinary resolution, of which special notice has been given in accordance with Section 303 of the Act, remove any National Board member before the expiration of her or his period in office notwithstanding anything in these Articles or in any agreement between the Association and the National Board member provided that the National Board member has the right to be heard in the case of such removal. The Association may by ordinary resolution appoint another Member in place of a National Board member removed under this Article who shall hold office until the conclusion of the next following Annual General Meeting.

9.10 The National Board may at any time and from time to time appoint additional members to the National Board who shall serve in an advisory capacity. Such advisory members shall be entitled to receive notice of and attend but not vote at National Board meetings. They shall serve for such period as the National Board determines at the time of appointment and may be reappointed. They may be removed at any time by the National Board.

9.11 Any member of the National Board may participate in a meeting of the National Board by means of conference telephone or any other telecommunications equipment whereby all persons participating in the meeting can hear each other. Participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting and any person so participating shall be counted in a quorum accordingly.

10 SUB-COMMITTEES

10.1 In addition to and without prejudice to the National Boards powers of delegation under Article 7 and 3.3.1, the National Board and Regional Committees may appoint sub-committees with power to co-opt any other persons and may delegate any of their powers to such sub-committees upon such terms and

conditions as they think fit and may vary or revoke such delegation.

11 DISQUALIFICATION AND REMOVAL OF THE NATIONAL BOARD

- 11.1 A National Board member shall cease to hold office if s/he:
 - 11.1.1 is disqualified from acting by virtue of any provision in the Act or by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
 - 11.1.2 becomes incapable by reason of mental disorder, illness or injury of managing and administering her or his own affairs;
 - 11.1.3 resigns her or his office by notice in writing to the Association;
or
 - 11.1.4 is absent without the permission of the National Board from all their meetings held within a period of six months and the National Board resolves that her or his office be vacated.

12. NATIONAL BOARD EXPENSES

- 12.1 The National Board members may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of the National Board, or general meetings or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration.

13. NATIONAL BOARD OFFICERS' INTERESTS

- 13.1 Except to the extent permitted by Clause 4 of the memorandum, no member of the National Board shall take or hold any interest in property belonging to the Association or receive remuneration or be interested otherwise than as a member of the National Board in any other contract to which the Association is a party.

14. SECRETARY

14.1 Subject to Section 283 of the Act, the Secretary shall be appointed by the National Board for such term at such remuneration (if not a Member of the Association) and on such conditions as the National Board may think fit; and the Secretary so appointed may be removed by it.

14.2 A provision of the Act or these Articles requiring or authorising a thing to be done by or to a National Board Member and the Secretary shall not be satisfied by its being done by or to the same person acting both as a National Board Member and as, or in place of, the Secretary.

15. MINUTES

15.1 The National Board and Regional Committees shall keep minutes in books kept for the purpose:

15.1.1 of all appointments of officers, members of the National Board and members of Regional Committees made by the National Board and Regional Committees; and

15.1.2 of all proceedings at meetings of the Association and of each Region and of all meetings of the National Board and Regional Committees including the names of the members present at each such meeting.

16. THE SEAL

16.1 The National Board shall provide for the safe custody of the Seal, which shall be used only by the authority of the National Board, and every instrument to which the Seal shall be affixed shall be signed by a National Board Member and shall be countersigned by the Secretary or by a second National Board Member or by some other person appointed by the National Board for the purpose.

17. ACCOUNTS

17.1 The National Board and Regional Committees shall cause to be kept such books of account as are necessary to exhibit and explain the transactions and financial position of the Association, and the accounts shall be prepared in accordance with the provisions of Part VII of the Act.

17.2 The National Board shall from time to time in accordance with the provisions of the Act cause to be prepared and to be laid before the Association in general meeting such profit and loss accounts, balance sheets and reports as required by the Act. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Association in general meeting, together with a copy of the auditors report and the report of the National Board, shall not less than 21 days before the date of the meeting be sent to every Member of the Association.

17.3 The national accounting records shall be kept at the registered office of the Association or, subject to the provisions of the Act, at such other place or places as the National Board thinks fit.

18. AUDITORS

18.1 Auditors shall be appointed and their duties regulated in accordance with Sections 384 to 392 of the Act.

19. ANNUAL RETURN

19.1 The National Board Members shall comply with the obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Charity Commissioners.

20. NOTICES

20.1 Any notice to be given to or by any person pursuant to the Articles shall be in writing except that a notice calling a meeting of the National Board need not be in writing.

20.2 The Association may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the Member at his registered address or by leaving it at that address.

20.3 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence

that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

- 20.4 A Member present in person at any meeting of the Association shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
- 20.5 Notice of every general meeting shall be given in any manner authorised by these Articles to:
 - 20.5.1 every Member except those Members who (having no registered address within the United Kingdom) have not supplied to the Association an address within the United Kingdom for the giving of notice to them;
 - 20.5.2 every person being a trustee in bankruptcy of a member where the member but for his bankruptcy would be entitled to receive notice of the meeting;
 - 20.5.3 the auditor for the time being of the Association; and
 - 20.5.4 each member of the National Board.
 - 20.5.5 No other person shall be entitled to receive notices of general meetings.

21. INDEMNITY

- 21.1 Subject to the provisions of the Act every National Board member or auditor of the Association shall be indemnified out of the assets of the Association against any liability incurred by her or him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in her or his favour or in which she/he is acquitted or in connection with any application in which relief is granted to her or him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Association.

22. RULES OR BYE-LAWS

- 22.1 The National Board may from time to time make such Rules or Bye-laws as they may deem necessary or expedient or convenient for the proper conduct and management of the

Association and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such Rules or Bye-laws regulate:

- 22.1.1 the admission and classification of Members of the Association (including the admission of organisations to membership) and the rights and privileges of such Members, the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members;
- 22.1.2 the conduct of Members of the Association in relation to one another and to the Association's employees;
- 22.1.3 the setting aside of the whole or any part or parts of the Association's premises at any particular time or times or for any particular purpose or purposes;
- 22.1.4 the procedure at general meetings and meetings of the National Board, Regional Committees and sub-committees in so far as such procedure is not regulated by the Articles;
- 22.1.5 generally, all such matters as are commonly the subject matter of charitable association rules.
- 22.2 The Association in general meeting shall have power to alter, add to or repeal the Rules or Bye-laws and the National Board shall adopt such means as they think sufficient to bring to the notice of Members of the Association all such Rules or Bye-laws, which shall be binding on all Members of the Association, Provided that no Rule or Bye-law shall be inconsistent with, or shall affect or repeal anything contained in, the Memorandum or the Articles.

APPENDIX 1

NATIONAL BOARD POSITIONS

Chair

Treasurer (Financial Director)

Secretary

3 Professional Advisors - (1) Clinical Practitioner

- (2) Educational Practitioners

Publicity Co-ordinator including Membership & Website

3 Regional Liaison Advisors

Conference Director

Journal Co-ordinator

Commercial Projects Lead

Vice Chair

Vice Financial Director

NATIONAL BOARD ROLES

Chair Elect (added 2002)

Immediate Past Chair (added 2002)

APPENDIX 2

REGIONS

Southern
Central South
South West
Northern
North West
Wessex
Wales
Yorkshire & Lincolnshire
East Midlands
West Midlands
Anglia (added 2003)
Northern Ireland (added 2002)
Military (added 2011)
Scotland (added 2011)

Signatures, Names and Addresses of Subscribers

Dated:

Witness to the above Signatures:

Name:

Address:

Occupation:

Signature:

Section 10: Rescue & Maintenance Packages

10.1 Rescue - Is your region struggling?

Don't suffer in silence - the Regional Liaison Advisors are here to help. There are a number of things they can do to help you get your region back on its feet.

A communication strategy with you Regional Advisor is vital - do you know who your Regional Liaison Advisor is? – if not find out and make contact....

Regional Liaison Advisors have a wealth of knowledge and experience that you can tap into - they can also make personal visits to your regions to attend committee meetings or to brainstorm an action plan.

Regions in financial difficulty should contact one of the Regional Liaison Advisors or the Financial Director as early as possible. Often a loan or some kind of help can be provided until regions are back on their feet.

Other options include linking up with other more established regions who may be able to lend a helping hand and 'buddy' you through your difficult period. You may also like to consider holding joint study events with other neighbouring regions. Similarly letters, flyers and postcards can be sent from the Membership Administrator to all members of your region to try and encourage new committee members to join.

Please do get in contact.

10.2 Maintenance - You're not struggling, but are you maximising your potential...?

Resources & Information

We have tried hard to ensure that as much 'support' information as possible has been made available to you centrally and in electronic format.

The Members Area of the BACCN website contains all templates, order forms and guidance that you are likely to need. If anything is missing or you would like to see something added – please contact us and let us know!

Free advertising

Did you know you can advertise your study days and events free in the BACCN news? Copy deadlines are at least three months in advance so you'll need to be organised!!

Flyers and information should be sent to the National Secretary.

Other help

Did you know that the Membership Administrator is on hand to help you as much as possible? They can provide you with contact details for sponsors as well as hospital and university databases. How about help with labels and distribution lists? Contact the Membership Administrator to see if they can help.

Annual Regional Meeting

The Annual Regional Meeting is the best opportunity to engage with other regions and the National Board. Central funds pay for at least two members from each region to participate. We would love to see as many regional members as possible at every event - please find out when the next event is and get involved!!!

Regular Contact

We are really pleased that some regions are well established and are self sufficient - this doesn't mean we don't want to hear from you!

Please make a point of keeping in regular contact with your Regional Liaison Advisor and letting them know how you're getting on, what you're doing and what your plans for the future might be. You can keep in contact by phone, email or post – whatever suits you best – just let your Regional Liaison Advisor know ...

There are many ways of letting us know what you're doing - Have you sent in a regional profile for the BACCN news section of the journal?

Tell us what you're doing and we can include this in the journal and E-newsletter, on the website and in our press releases.