

CONSTITUTION

1. Establishment and Title

- 1.1 A specialist professional association shall be established within the United Kingdom. Its title shall be “School and Public Health Nurse Association” (SAPHNA)

2. Aims of the Association

SAPHNA is dedicated to the promotion of excellence in practice, taking forward the public health agenda by working in partnerships for the benefit of children and young people, their families and the communities where they live and learn. This will be facilitated through the following:

- dissemination of dedicated pages in the British Journal of School Nursing;
- conference/events;
- bulletins;
- website;
- research and other activity with key stake-holders

To deliver our mission we aim:

- 2.1 To articulate the interests of school and public health nurses locally, nationally and internationally
- 2.2 To build an organisation driven and directed by the needs of professionals and celebrate the diversity of the communities which they serve
- 2.3 To commit to the advancement of the profession through building our resource of expertise and innovation in practice
- 2.4 To influence Government departments responsible for health, children, families, education, schools and others to develop and implement policies that promote integrated service provision and the health and well-being of current and future populations

3. Objectives of the Association

- Supporting career development
- A national voice across the UK
- A political base for influencing government decision-making
- Hosting local, regional and national events to promote best practice
- Communication strategy via national and international links
- Promote and participate in research, ensuring dissemination of findings
- Links with like organisations
- Working in partnership with Voice: the union for education professionals

4. Membership

The following shall be eligible for membership:

- 4.1 Any qualified nurse actively, or recently involved in providing a service to children, young people (0-19 years) and their families
- 4.2 Nursery Nurses

- 4.3 Health Care Assistants
- 4.4 Retired school nurses
- 4.5 Students
- 4.6 Only members actually attending an Annual General Meeting are eligible to vote at that meeting.

5. Register of Members

- 5.1 A register of members shall be maintained and shall be brought up to date six monthly. A database will be kept electronically and selected access to suitable companies may be given if, and when, permission has been obtained by the member. The secretary will record this permission.

6. Management

- 6.1 The Association is managed by a committee of not more than 12 members (including the Officers but not the Patron)
- 6.2 The Committee must be elected at the Annual General Meeting (AGM) and subject to termination of office by resignation or removal or otherwise the members shall remain in office until the Annual or Special General Meeting (SGM) following three years after their election
- 6.3 Retiring members of the Committee may be re-elected
- 6.4 The officers of the Committee shall be Chairman, Vice Chairman, Treasurer, Professional Officer/Marketing Manager, Secretary and Editor
- 6.5 The officers must be elected at the Annual General Meeting and subject to termination of office by resignation or removal. Otherwise the officers remain in office for a term of three years
- 6.6 Retiring officers may be re-elected as officers for one further term of two years
- 6.7 Nominations for members of the Committee or Officers must be submitted to the Professional Officer or Secretary at least four weeks before the AGM, and must be supported by at least 6 members, one of whom must be a current Committee member or Officer.
- 6.8 The committee will meet as a minimum 3 times a year.

7. Annual General Meeting (AGM)

- 7.1 A general meeting of the Association (called the Annual General Meeting) shall be held annually and must:
 - receive and if approved adopt a statement of the Association's accounts for the previous year
 - consider and if approved sanction any duly made alteration of the Association
 - elect officers and other members of the committee
 - arrange an Independent Examiner for the accounts
 - deal with any special matter which the Committee desires to bring for the members and receive suggestions from the members for consideration by the Committee
- 7.2 A notice convening the Annual General Meeting (AGM) must be sent to the members, or posted on the website, not less than 21 days before the meeting and must specify the matters to be dealt with.

8. Special General Meeting (SGM)

- 8.1 A SGM may be convened at any time by the Committee and must be convened within 28 days from receipt by the Professional Officer or Secretary of a requisition in writing signed (or confirmed by email) by not less than 6 members specifying the object of the meeting
- 8.2 A SGM may be convened:
- to consider and if approved sanction any duly made alteration of the Association Constitution
 - to deal with any special matter which the committee wishes to place before the members
 - to remove any member or members of the committee from office and to fill any vacancy or vacancies caused by removal
 - to deal with any special matter which the members requiring the meeting wish to place before the Association

9. Powers and Duties of the Committee

- 9.1 To invite person to fill the office of Patron, who shall further the aims of the Association
- 9.2 To agree the location for the Committee meetings, AGM and SGM's. To organise those meetings, including the preparation of the agenda and to consider nominations for elective officers and invitation of speakers
- 9.3 To be responsible for the day to day running of the affairs of the Association and the preparation of statements, reports and recommendations on behalf of the Association in the furtherance of its aims
- 9.4 To appoint on a fee paying basis professional assistance such as Secretary or Accountant to assist in the running of the Association and to agree fees or payments with them
- 9.5 To reimburse all reasonable expenses incurred by any individuals in attending Committee meetings; AGM and SGM's.
- 9.6 To co-opt additional members, when their specific expertise is required and would benefit/support the work of the committee, to the Committee. Co-opted members shall serve for a maximum of 12 months and may not vote
- 9.7 To amend the Rules, such amendments to be passed by a majority of at least two thirds of the members of the Committee present and voting, but no such amendment shall take effect until it has been confirmed at the next AGM or SGM convened for the purpose
- 9.8 A key function of a committee member is to act as a regional representative for a given area; representing the Organisation in strategic consultations, voluntary groups, professional organisations; and/or hold a key function in the Organisation's Committee e.g. Chairman

10. Quorums

- 10.1 The following numbers are required to form a quorum:
- at Committee meetings four; of which at least one should either be Chairman, Vice Chairman, Treasurer, Secretary or Professional Officer
 - at AGM and SGM eight, including members of the Committee

11. Chairman's casting vote

- 11.1 At Committee meetings and at AGM and SGM's the Chairman shall have the casting or additional vote in the event of an equality vote.
- 11.2 In the absence of the Chairman the Vice Chairman shall chair Committee or AGM and SGM's with the same powers as the Chairman

12. Expulsion

- 12.1 Any officer or Committee member who fails to attend three consecutive Committee meetings may be expelled from membership of the Committee by a majority of two-thirds of the Committee members present and voting
- 12.2 The Committee may expel any member who offends against the rules of the Association or whose conduct in the opinion of the Committee renders him/her unfit for membership of the Association
- 12.3 Before any such member is expelled the secretary must give him/her seven days written notice to attend the meeting of the Committee and must inform him/her of the complaint made against him/her
- 12.4 No member may be expelled unless he/she has first had the opportunity to appear before the Committee and answer complaints made against him/her and at least two-thirds of the Committee then present vote in favour of his/her expulsion

13. Finance

- 13.1 All monies raised will be subject to the agreement with MA Healthcare (secretariat to SAPHNA) and will go towards furthering the aims and objectives of SAPHNA
- 13.2 A treasurer is elected and will be a member of the Committee, they will be responsible for keeping up-to-date financial records, producing financial reports and dealing with day to day financial transactions
- 13.3 The organisation will have three authorised signatories for SAPHNA's bank account, these signatories will not be related
- 13.4 Independent examination of the accounts will occur on an annual basis, and a report tabled at the AGM

14. Alterations to the Constitution

The constitution will be reviewed at the AGM; any amendments will need to be supported by two-thirds of the Committee.

Any amendments outside of this time will need to be agreed at a SGM specifically called for this purpose. Again two-thirds of the membership needs to be present.

15. Dissolution

In this situation, any monies or assets will be passed to another organisation with similar aims.

A motion proposing dissolution has to be supported by at least two thirds of the membership at a Special General Meeting specifically called for this purpose.