



# CONSTITUTION

WELSH BRANCH

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# Healthcare People Management Association

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## 1 TITLE

The Association shall be called the Healthcare People Management Association (HPMA) an unincorporated Association.

## 2 AIMS OF THE ASSOCIATION

The purpose of the Association is to:

Bring together all those working in people management within healthcare services in a UK wide network

Promote excellence in workforce management, education and development and leadership within healthcare services

Work in partnership with other organisations to benefit patients through workforce management, education and development and leadership

Influence on behalf of professionals and practitioners working within people management in healthcare services

## 3 BRANCHES OF THE ASSOCIATION

There will be eleven branches, eight covering England, and one each for Northern Ireland, Scotland and Wales.

Branches may be reconfigured and new branches created at the discretion of the UK Council.

Branches will be expected to arrange appropriate programmes of activity in accordance with the aims of the Association.

Each Branch will establish a Committee from among its membership to be responsible for the functioning of the Branch.

## 4 AIMS OF THE BRANCHES

Within the overall aims of the Association the Branch shall pursue the following plan:

- The establishment of an environment which promotes high quality, human resource management through education and training and other activities organised by the Branch Committee.

- The promotion of the importance of human resource management and its contribution to health and social care.
- The exchange of views between members and the sharing of good/best practice concerning developments in human resource management.

The support of links with other professional associations and organisations within and outside the National Health Service which are committed to the improvement of human resources and other management skills.

## 5 THE WELSH BRANCH

Membership is obtained through individual or corporate subscription from those who are:

- i) National Health Service staff engaged whole-time or for a significant part of their time within a specialist human resource role or,
- ii) National Health Service staff who, although not engaged primarily in the human resources function are involved in the course of their work, in human resources issues or,
- iii) Non-National Health Service personnel who can demonstrate a professional and/or working involvement in human resources matters within the field of healthcare, or by resolution of the Branch, others who may not meet this requirement.

## 6 BRANCH COMMITTEE CONSTITUTION AND ELECTION

Each Branch shall, at a branch Annual General Meeting (AGM) to be held before the Association Annual General Meeting, elect from the full members of the Branch, officers to fill the posts of Chairman, Vice Chairman, Secretary, Treasurer and Membership Secretary.

The Branch Committee shall fill casual vacancies for officers, which arise between Annual General Meetings of the Branch.

The Branch Committee shall consist of the above officers, together with such additional elected members, as the Committee shall decide. In determining membership of the Branch Committee, Branches should take account of the need to involve a cross-section of its membership.

Branches shall have in place arrangements for the nomination of Branch officers for appointment at the Annual General Meeting of its Branch.

Branches shall appoint a member(s) from the Branch, as appropriate, to serve on the UK Council for a period of one year and they shall be co-opted to the Branch Committee if not already a Committee member.

There shall be a quorum of one-third of elected officers, before a Branch Committee meeting can take place. It will be a matter for Branches to determine what constitutes a quorum of Branch membership for the Branch Annual General Meeting.

All members are expected to attend a minimum of 9 committee meetings each year. Failure to do so could result in their position as a committee member being re-considered by the Chair, including any funded places at events/conferences being withdrawn.

#### Associate Members

It is recognised that whilst individuals may wish to contribute to the work of the committee they may be unable to attend regular meetings. The committee can offer associate membership to those individuals which will mean they are included in any committee circulation of information and can contribute ideas and support.

#### Honorary Members

Individuals not employed by the NHS may join the committee on an honorary basis and will be treated as members of the committee. An honorary member will be engaged in providing goods and services to HR practitioners within the NHS.

## 7 APPOINTMENT OF AUDITORS

The Branches shall appoint auditors.

## 8 FINANCES

The financial year of the Association shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.

The Association shall require proper books of account to be held at Branch level, the responsibility for which shall rest with the Branch Chair and Branch Treasurer.

The aforementioned Treasurers will be responsible for the deposit or investment of all monies within their jurisdiction.

All withdrawals of funds from the Branch accounts shall be authorised by the signature of the appropriate Treasurer plus one other designated officer of the Branch.

Banks and other financial institutions holding funds of the Branch shall be provided by the Treasurer, both initially and at the time of any change, with copies of this section of the Constitution, the minute of the relevant appointments to office and the specimen signatures of the officers so authorised.

The aforementioned Treasurers will be responsible for the production of full and appropriate accounting records to reflect all financial transactions. These will include, where applicable:

- All sums received and expended, and the matters in which the receipts and expenditure has occurred;
- All sales and purchases;
- A trading account, profits and loss account, balance sheet and notes to the accounts,

All such accounting records will be available for scrutiny by the appointed auditors at any time.

An audited set of accounts is to be presented to the AGM of the Branch. The audited accounts of the UK Council will be presented at the UK AGM, at which meeting the accounts of Branches will also be made available when requested.

## 9 FUNDING

Subscriptions from within Wales, both corporate and individual, will be collected at UK level. These funds will be administered within the accounts of the collecting body. They will be used to support the activities of the Association at both UK and Branch levels. If the Branch has insufficient resources/or as appropriate it may apply to the UK Council for funding to support specific activities. The UK Council may approve or reject applications for funding dependant upon the individual circumstances of the application.

The level of subscriptions, both corporate and individual, and the division between UK and Branch levels will be determined by the UK Council and approved at an Annual or Special meeting of the Association.

Where the purpose of the variation is to maintain the value of corporate membership income the UK council is empowered to vary corporate membership rates in the event of organisational changes within healthcare.

For example if health organisations reduce significantly these changes may occur within year and action cannot wait till an AGM. Any changes will be reported to

membership via email and NETWORK and opportunities for consultation will be arranged. All changes will be reported at AGM. Any major restructuring of membership fees or increases by significant amounts will remain the province of the AGM or an Extraordinary General Meeting (EGM).

## 10 ANNUAL AND EXTRAODINARY MEETINGS OF THE ASSOCIATION

There shall be an AGM of the Association to be held no later than 31<sup>st</sup> October each year.

At least four weeks notice of the annual meeting will be given to all members and the agenda and supporting papers will be distributed at least three working days before the meeting.

## 11 AMENDMENTS TO THE CONSTITUTION OF THE ASSOCIATION

Amendments to the Constitution of the Association, which does not include the appendices to the Constitution, may only be made at an AGM or EGM of the Association.

Amendments to the Constitution will be upheld if supported by a majority of the full members present.