



CONSTITUTION

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Healthcare People Management Association

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1. TITLE

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

2. AIMS OF THE ASSOCIATION

The purpose of the Association is to:

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

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

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

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

3. MEMBERSHIP OF THE ASSOCIATION

There shall be three categories of membership to the association – Full Member, Retired Member, Commercial Member and Honorary Member.

Full Members can be individual members through individual subscription or by way of corporate membership, or retired members.

Full Member

- i) National Health Service staff engaged whole-time or for a significant part of their time within a specialist human resources 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.

Retired Member

Retired members are those members of the Association who have retired from employment. Such members shall not be required to pay a membership fee.

Honorary Members

Honorary Members fall into three categories:

Honorary Vice President

A distinction conferred by resolution of the UK Council of the Association on a member of the Association who has served on the UK Council and has made a significant contribution to its work.

Nominations for Honorary Vice President shall be submitted to the UK Membership Secretary. Such nominations shall be considered by a Membership Panel comprising President, Immediate Past President, and Membership Secretary and an appropriate recommendation made to the UK Council for approval.

Honorary Life Member

A distinction conferred by resolution of the UK Council, on the recommendation of a Branch of the Association, on a member of the Association who has made a valuable contribution to the work of the Association.

Nominations for Honorary Life Membership shall be submitted to the Membership Secretary. Such nominations shall be considered by a Membership Panel comprising President, Immediate Past President and Membership Secretary and an appropriate recommendation made to the UK Council for approval. The UK Membership Secretary shall maintain the details of all persons awarded the status of Honorary Life Member.

Honorary Associate Member

The persons, for the time being, holding the designated office of the following overseas health organisations:

President: American Society for Healthcare Human Resources Administration

President: Canadian Hospital Association

President: Australian Society for Hospital Personnel Administration

Commercial Members

Commercial members are those engaged in providing goods and services directly related to the practice of HR in the healthcare sector. There are three categories of commercial member:

Individual HR practitioners working in a self-employed capacity in the healthcare sector

Organisations of more than one person with an annual turnover of up to £999,999

Organisations of more than one person with a turnover of £1 Million or more

There is a variable rate of subscription for each category of membership.

Commercial members enjoy the same benefits as other members and may stand for election at Branch and National level however representation is limited to one person from a commercial organisation on any one HPMA committee or council. The UK Council has the power to act, without recourse to an AGM or EGM, to ensure the balance of power within the association remains with HR Practitioners employed within the healthcare sector.

4. ORGANISATION AND MANAGEMENT OF THE ASSOCIATION

The Association shall be organised into Branches and UK Council.

The UK Council, the composition of which is set out in (6), will have responsibility for UK wide management of the Association and for determining policy and direction.

Branches will be the basic unit of organisation of the Association and individual Branches will comprise all members of the Association who live or work within the geographical area of the Branch.

The members of the UK Council will form an Executive Committee whose function is to manage the day-to-day activity of the Association in line with UK Council Strategy and Policy. The Executive Committee will comprise of: The President, The Treasurer, The Membership Secretary, The immediate Past President or the President Elect (when the president elect is known).

The Executive Committee may engage individuals or organisations to provide administration and executive services. These individuals may attend Branch, UK Council, and Executive meetings as required but will not have voting rights.

5. BRANCHES

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 activities 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.

6. UK COUNCIL

The National Council shall consist of:

- i. One representative appointed by each Branch.
- ii. The following officers:
 - President of the Association
 - Immediate Past President
 - President Elect
 - Vice President
 - Treasurer
 - Membership Secretary

There will also be 6 members of the UK Council directly nominated by the association membership and elected by the membership at the AGM.

The term of office of the elected Council Officers shall commence immediately after the conclusion of the Annual Meeting of the Association and shall continue until the conclusion of the succeeding Annual Meeting. The President has the option of serving a term of two years and this can be approved by the AGM at the beginning of the term or as an extension after one year.

The Council shall have the power to co-opt members to the UK Council and to appoint other officers if it considers that it is in the interests of the Association.

When a Branch representative is unable to attend a UK Council meeting the Branch may nominate a substitute who shall have full voting powers.

The UK Council shall meet a minimum of four times annually.

Notice of UK Council meetings should be given at least two weeks before the meeting and the agenda and supporting papers should be distributed at least three working days before the meeting.

Failure to observe these notification periods will not invalidate the business of any meeting of the UK Council.

A quorum for UK Council meetings shall comprise one third of the officers of the Council.

The President shall preside at meetings of the UK Council and shall have the casting vote.

The right to vote on matters shall be restricted to appointed members of the UK Council (or substitutes) and to the officers set out above.

Where an urgent decision between Council meetings is required, the President, in consultation with other officers as he/she deems appropriate, shall be empowered to act on behalf of the Council. Any action taken under the provisions of this paragraph shall be reported to the earliest meeting of the National Council following the action.

The minutes of Council Meetings shall be maintained by the President who shall also be responsible for their distribution to Council Members.

The UK Council shall fill casual vacancies for officers, which arise between general meetings of the Association.

7. OFFICERS (shall be full members of the Association)

The posts of officers shall be filled in the following way:

President

The President Elect shall be confirmed as President at the Annual Meeting of the Association. In the event of the President Elect not taking up the post of President, the President shall be elected at the Annual Meeting of the Association from nominations received from Branches in accordance with a specification determined by the UK Council. The term of office will be one or two years as approved at the AGM.

President Elect

The Vice President shall be confirmed as President Elect at the Annual Meeting of the Association. In the event of the Vice President not taking up the post of President Elect, the President Elect shall be elected at the Annual Meeting of the Association from nominations received from Branches, in accordance with a specification determined by the UK Council.

Vice President

The Vice President shall be elected at the Annual Meeting of the Association from nominations received from Branches, in accordance with a specification determined by the UK Council.

Treasurer

The Secretary and Treasurer shall be elected at the Annual General Meeting of the Association from nominations received from Branches or the UK Council. These officers will become members of the UK Council if they are not already members.

Other Officers

The UK Council shall appoint all other officers.

8. APPOINTMENT OF AUDITORS

The UK Council and branches shall appoint auditors.

9. FINANCES

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

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

Each Branch will be required to elect a Treasurer. A UK Treasurer will also be appointed by the membership at the AGM, following nomination by branches and/or the UK Council.

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

All withdrawals of funds from current or investment accounts shall be authorised by the signature of the appropriate Treasurer plus one other designated officer of the relevant Branch or UK Council.

Banks and other financial institutions holding funds of either Branches or the UK Council shall be provided by the relevant 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 also 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;
- All assets and liabilities;
- A trading account, profits and loss account, balance sheet and notes to the accounts,
- VAT returns and other tax liabilities

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.

10. FUNDING

Subscriptions, both corporate and individual, will be collected at UK level or with the agreement of the UK Council, at Branch 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. Branches with insufficient resources 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 organisation changes within the 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 would or increases by significant amounts will remain the province of the AGM or an EGM.

11. OBJECTIVES OF BRANCHES

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

- The establishment of an environment which promotes high quality human resource management through educational and training and other activities organised by the Branch Committee.
- The promotion of the importance of human resource management and of the necessity to enhance its contribution to the health service.
- The exchange of views between members and the sharing of good practice concerning developments in human resource management.
- The encouragement of links with local Branches of 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.

12. BRANCH COMMITTEE CONSTITUTION AND ELECTION

Each Branch shall, at an Annual General Meeting to be held before the Annual General Meeting of the Association, elect from the full members of the Association who are members of the Branch, officers to fill the posts of 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 Branch 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 and committee members 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 an elected 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.

Branches should determine audit arrangements locally.

13. ANNUAL AND EXTRAORDINARY MEETINGS OF THE ASSOCIATION

There shall be an Annual Meeting of the Association to be held no later than 31st October each year.

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

Extraordinary meetings of the Association may be called on the direction of the UK Council or at the demand of at least twenty members of the Association from at least two Branches. Any demand by members for a meeting of the Association must state the reason for demanding meetings.

Special meetings called on the demands of members of the Association must be held within one month of the date of receipt of such a demand.

At least fourteen days notice of any special meeting, together with details of the business to be transacted, must be given to all members.

Admission to meetings of the Association shall be restricted to members of the Association unless otherwise determined by the meeting.

The President, who shall also be responsible for their distribution to Branches, shall maintain minutes of meetings of the Association.

14. AMENDMENTS TO THE CONSTITUTION OF THE ASSOCIATION

Amendments to the Constitution of the Association, which term does not include the appendices to the Constitution, may only be made at an Annual or Extraordinary meeting of the Association.

Amendments to the Constitution may only be made if supported by a majority of the full members present.

15. INTERPRETATION OF THE CONSTITUTION

Reference throughout this document to National Health Service includes Health and Personal Social Services in Northern Ireland.

Interpretation of any of the provisions of the Constitution shall be the responsibility of the UK Council.

The President, whose decision shall be reported to the UK Council immediately following, shall make any interpretation, which is required between meetings of the UK Council.