



THE BRITISH CHIROPODY & PODIATRY ASSOCIATION

North East Branch Constitution

January 2005

Constitution of the North East Branch
of the BChA

1. Local branches of the BChA may at any time be established and dissolved by the Council and the Council shall have the power to regulate the constitution, function and objectives of the branches provided the same shall be consistent with the objectives of the BChA.

2. The Council shall provide for such organisation linking the Council with the branches as the Council shall consider adequate to ensure that the views and opinions of the branches are communicated to the Council and that the opinions and views of the Council are communicated to the branches.

3. The branch committee will consist of: Chairman, Vice Chairman, Secretary, Treasurer, Membership Secretary and such other members as the branch may consider necessary. The committee will constitute the branch officers and will be elected for a period of no less than three years, subject to ratification at an Annual General Meeting (AGM) of the branch.

4. Committee posts may be held for as long as the member wishes to continue in the post, subject to ratification by the branch membership at the AGM.

5. The officers of the branch shall be fully qualified (MSSCh or FSSCh) members of the BChA or fully qualified (MAFHP or FAFHP) members of the BAFHP, including retired members, and responsible to the council of the BChA for the conduct of the business of the branch.

6. No officer of the branch may be an officer of another chiropody, podiatry or foot health organisation.

7. The branch chairman will be the branch representative on the council and will attend any council meetings held. In the absence of the branch chairman either the Vice chairman or secretary will attend.

8. The branch shall hold an Annual General Meeting once in each calendar year. Such meetings shall be convened by the secretary by no less than fourteen days notice in writing to each member of the branch.

9. The committee shall organise meetings, training seminars, conferences, visits and social events for members of the branch for the purpose of fulfilling the objectives of the Association and shall encourage the recruitment of new members within the branch area.

10. The branch shall raise funds as it requires to enable it to arrange and carry out the programme of branch activities. Specifically, it is empowered to:

- Levy branch members an annual sum to be ratified at the AGM.
- Approach organisations for the use of premises for meetings, training seminars and conferences.
- Approach individuals and organisations for the provision of lectures, trade shows and presentations.
- Publish programmes and newsletters.

11. Members may be members of more than one branch, but may not hold branch officer posts in more than one branch.

12. Officers of the branch will stand down from their post should any complaint or disciplinary matter be awaiting investigation by the Association or the Health Professions Council. Officers will resume their post should the complaint or disciplinary matter be absolved.

13. The branch shall have proper books of accounts to be kept. This shall be the responsibility of the branch treasurer.

- All single financial transactions over £250 are to be authorised in writing or verbally by two officers of the branch.
- Branch accounts are to be inspected by a branch member not on the committee at every branch meeting.

- The full branch accounts are to be made available for inspection by the branch membership annually at the branch AGM, two branch members are to inspect and ratify the accounts at this time.

14. Only members who have paid the annual subscription shall have the right of vote on any branch issue.

15. All members will, at all times, uphold the ideals, standards and objectives of the Association and will abide by the rules and Code of Ethics of the Association.

16. Members who have a grievance against any other association member, whether from this branch or not will put the grievance in writing to the branch committee for their investigation.

17. Members are entitled to bring guests to branch meetings from other branches and other organisations. However non BChA members may only attend for one trial meeting, it is expected that they become BChA members if they wish to attend further.

18. No non branch members are to attend the Annual General Meeting.

19. Any amendments to this constitution must be endorsed in full by the branch membership at the AGM.