

# Scottish Manual Handling Forum

## CONSTITUTION

### 1. Name

The name of the Association shall be Scottish Manual Handling Forum (hereinafter referred to as the SMHF)

### 2. Vision & Aims

**Vision:** The Promotion and Improvement of Musculoskeletal Health for ALL (compliance with the vision of National Back Exchange)

The SMHF is established for the public benefit and for the following purposes:-

- a) To promote the exchange of information and ideas on musculoskeletal health and the management of musculoskeletal risk.
- b) To develop and promote common standards of training in moving and handling.
- c) To promote initiatives and act as a forum for providing evaluation and audit of current practice in all matters associated with musculoskeletal health.
- d) To lobby employers to provide musculoskeletal health advisory services to reduce work related musculoskeletal problems.
- e) To provide support and advice for members.

### 3. Powers

In furtherance of the above Aims the Core Group of SMHF shall have the following powers:

- a) To disseminate information to all members and co-opt members onto sub groups as required.
- b) To promote information that fulfils the aims of the SMHF.
- c) To hold meetings, lectures, exhibitions and conferences.
- d) To liaise with statutory bodies, professional organizations, voluntary bodies and charities having aims similar to those of the SMHF and the National Back Exchange.
- e) To educate public opinion and give advice and information.
- f) To raise funds by inviting and receiving subscriptions and/or sponsorship from any person or persons (with an interest in work related musculoskeletal injury).
- g) The borrowing of money for the purposes of the SMHF can only be undertaken with the consent of the membership subject to an agreed quorum.

### 4. Membership

- a) SMHF membership shall be open to all individuals who are a member of the National Back Exchange and are interested in furthering the aims of the SMHF.
- b) No member shall have the power to vote at any meeting of the SMHF if their subscription is in arrears at the time.

## 5. Subscriptions

- a) Annual subscriptions shall be paid by each individual to the Treasurer.
- b) Annual subscriptions will be renewed by each member in November of each year.
- c) The annual subscription shall meet the demands of the budget. The level of the annual subscription shall be proposed by the Core Group for approval by the membership at the Annual General Meeting and be effective from the commencement of the ensuing financial year (the first day of the SMHF financial year).

## 6. Meetings

- a) Annual General Meeting
  - 1) The Annual General Meeting shall be held within 8 months of the termination of the previous financial year to receive the Executive Committee reports, the audited accounts, the results of the elections of officers and Members of the Committee and to appoint the Auditor.

*A minimum of 28 days notice shall be given of the Annual General Meeting*
  - 2) A quorum shall be 10 members or 25% of the membership, whichever is the lesser
  - 3) Any Motions proposed by members of the Executive Committee shall be distributed to all members at least 28 days prior to the Annual General Meeting.
- b) Extraordinary General Meetings
  - 1) Extraordinary General Meetings of the SMHF shall be held at the written request of 5 or more fully paid up members or the Chairperson.

*A minimum of 28 days notice shall be given of such meeting to every member of the SMHF.*
  - 2) A quorum shall be 10 members or 25% of the membership, whichever is the lesser.
- c) SMHF Study Days
  - 1) Study days will be rotated throughout the SMHF area.
  - 2) Meetings will be held throughout the year at a frequency agreed by the membership at the Annual General Meeting.
- d) Executive Committee Meetings
  - 1) The Core Group shall meet not less than 4 times a year and the Chair shall give not less than 14 days notice of each meeting.
  - 2) The minutes of all Core Group Meetings shall be available to all members.
  - 3) The quorum shall comprise of at least four members of the current Core Group.
  - 4) In the event of a tie in the number of votes cast, the Chair shall have a second or casting vote.

## 7. The Core Group

The Core Group shall comprise of 8 members

- Chair
- Core Group Administrator
- Membership Co-ordinator + assistant

- Treasurer
  - Study Day Co-ordinator + assistant
  - Website Co-ordinator
- a) Officers and committee members shall retire every two years
- All may be re-elected to serve further years up to a maximum of 4 years in the same office, unless under exceptional circumstances.\*
- Office holders may not then be elected to serve in another office without a service break of 1 year, unless under exceptional circumstances.\*
- The officer appointed to serve a part term shall be eligible for election for 4 years in their own right.
- b) The Core Group shall have the power to co-opt not more than 3 further members who shall serve for no longer than the period to the next Annual General Meeting.
- Co-opted members shall be eligible to vote.
- c) Sub-Committees may be set up who shall have power to seek specialist advice.

*\* Exceptional circumstances – subject to approval of the membership of SMHF which must go to a vote.*

## **8. Election of Core Group**

Nominations for election to the Core Group shall be made in writing to the Membership Co-ordinator at least 30 days before the Annual General Meeting. They must be proposed and seconded. The consent, in writing, of the proposed nominee must first have been obtained. If nominations exceed the number of vacancies, a vote shall be taken at the Annual General Meeting.

## **9. Expenses of the Administration and Application of Funds of the SMHF**

These points relate to SMHF, however, the National constitution of National Back Exchange must be consulted before any potential changes.

- a) The Core Group shall, out of the funds of the SMHF, pay all proper expenses of administration and management of the SMHF. After payment of the administration expenses the remaining funds of the SMHF shall be applied by the Core Group in the furtherance of the aims of the SMHF.
- b) Should the current account show a balance above £1000.00, the treasurer will, with the permission of the membership and agreed at the relevant business meeting, deposit all extra monies in an appropriate \* savings account.
- c) The Core Group shall not be liable for the acts and defaults of the members of SMHF.

\*appropriate will be defined in the treasurer's work remit

**10. Amendments**

The Constitution may be amended by a two thirds majority of members present and voting at an Annual General Meeting or Extraordinary General Meeting, provided that a minimum of 28 days notice of the proposed amendment has been given in writing to all its members.

**11. Notice**

Any notice required to be given by these rules shall be deemed to have been duly given if emailed, left at or sent by pre-paid post addressed to the last address of the member notified to the Membership Co-ordinator.

It shall be for the members to keep the Membership Co-ordinator informed of any changes of address or circumstances.

**12. Winding Up**

The SMHF may be dissolved by a two thirds majority of members present and voting at an Annual General Meeting or Extraordinary Meeting, confirmed by a simple majority of members voting at a further Extraordinary Meeting held not less than 14 days after the previous meeting. If a Motion for the dissolution of the SMHF is to be proposed at an Annual General Meeting or and Extraordinary General Meeting, this Motion shall be referred to specifically when notice of the meeting is given. Should the winding up meeting be inquorate a second General Meeting will be called with the time allowed when a simple majority shall suffice regardless of quorum.

In the event of the dissolution of the SMHF, the available funds of the SMHF shall be transferred to either National Back Exchange or an appropriate charity – e.g. Back Care as determined by a quorum of the Core Group.

This institution is recommended by the Core Group and approved by the membership of the SMHF at the annual general meeting.

**Signed:**

**Print name:**

**Chairperson**

**Jason Nicol**

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**Membership Co-ordinator**

**Cameron Raeburn**

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**Treasurer**

**Donna Luke**

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**Date – 26<sup>th</sup> June 2009**