

SCOTTISH STROKE NURSES FORUM

CONSTITUTION

1 GENERAL

This document shall be called the constitution of the Scottish Stroke Nurses Forum and any member can have a copy. Any member disregarding the conditions set out in this constitution shall be subject to action by the committee.

2 TITLE

The group shall be called the Scottish Stroke Nurses Forum. For the purposes of this constitution, unless otherwise indicated, forum means Scottish Stroke Nurses Forum.

3 FUNCTIONS

- a. Promote the essential role of nurses in stroke.
- b. Share and develop knowledge, expertise and best practice.
- c. Incorporate research-based evidence into practice, and promote research to improve outcomes.
- d. Help develop core competencies, education and training initiatives for stroke nurses.
- e. Advise and influence the provision of stroke nursing services, which impinge on patient care and carers at local and national level.

4 MEMBERSHIP

The membership of the forum is for registered nurses, non-registered nurses and student nurses (until graduation) with an interest in stroke working and/or living in Scotland. Members are required to update their details regularly to renew their membership.

The forum's committee members shall be representative of stroke nursing and be elected on the basis of merit, knowledge and experience. The committee shall comprise of up to 24 members.

The composition of the Committee shall be as follows:

There shall be one representative from each of the 14 NHS board areas, except Greater Glasgow & Clyde NHS board which has four; 7 undefined general committee members from any area; if a NHS board fails to have a nominated committee member, a link nurse nomination will be sought. In future, if NHS boards reconfigure the committee can amend the composition to ensure adequate representation.

5 METHOD OF APPOINTMENT OF COMMITTEE MEMBERS

In any year where the term of office of committee members is either due to expire, or becomes vacant, nominations will be sought from the appropriate area of any individual who meets the criteria for membership.

All members will be advised of the opportunity to self nominate or nominate an individual from the appropriate area, with the consent of the individual nominated. To aid information, notices on the committee and the membership arrangements shall be circulated to members no later than 21 days before appointments are due to take effect.

6 TERMS OF OFFICE OF COMMITTEE MEMBERS

The term of office of members of the committee shall be 3 years (commencing from the annual general meeting in the relevant year). One third of the membership of the committee shall be considered for re-election every 3 years in a staggered membership cohort. Committee members shall be eligible for re-appointment.

7 ELECTION OF OFFICERS BEARERS

At its first regular meeting (following the annual general meeting), the committee shall elect from its members to any vacant office bearer positions (Chair and Deputy Chair, Secretary and Treasurer) to serve.

8 CASUAL VACANCIES

Where a member of the committee has been absent from 3 consecutive meetings of the committee, of which appropriate notice has been given, the committee may, unless they are satisfied that the member's absence was due to illness or other reasonable cause, declare that his or her seat has been vacated, and a casual vacancy shall be declared (with the exception of the Island NHS boards). Members of the committee may, at any time, by notice to the Secretary of the committee, resign their seat.

A casual vacancy shall be filled at the discretion of the committee by appointment of a new representative from the appropriate area, following consultation with that area. New representatives shall hold office for the remainder of the term of office of the member in whose place they are appointed.

9 VOTING

Each member of the committee shall possess one vote. Where there is an equality of votes, the Chair shall, as well as having a deliberate vote, also have the power to use a casting vote.

Where a decision is put to a vote, the minutes of the meeting record the decision fully, including dissenting views, and the result of the vote.

10 MEETINGS

The committee shall meet at least twice yearly, and in addition hold an annual general meeting.

11 NOTICE OF MEETING

An agenda, minutes and notices of meetings shall be sent to every member of the committee seven clear days before the day of the meeting. Failure by one or more members to receive papers will not invalidate the proceedings. A calendar of meetings will be prepared annually.

12 QUORUM

Six committee members plus two office bearers of the committee shall be deemed a quorum.

13 MINUTES

Minutes of all meetings will be circulated to the committee. Committee members can circulate minutes for information to members they represent if requested.

14 REQUESTING MEETINGS

Two committee members may, by contacting both the Chair and Secretary, request an extraordinary meeting of the committee, and should specify the business to be discussed at such a meeting. The Chair's decision on whether to accede to the request will be final, and must be reported to the next ordinary meeting of the committee.

15 APPOINTMENT OF DEPUTIES

A deputy can be nominated by a committee member (to represent their NHS board area), when the committee member cannot be in attendance. The deputy should be a current member of the forum.

16 ACTION TEAMS

Action Teams of members maybe appointed to consider specific issues, with a representative chairperson to action and report back. Action Teams will have delegated to them such powers as agreed by the committee.

17 ALTERATION TO CONSTITUTION

The constitution shall be altered only by a majority of votes passed at a meeting of the committee, or at the annual general meeting of which at least 21 days notice shall be given, setting out the proposed alteration or amendment. Such alterations or amendments so approved shall be intimated to each member of the forum. Committee members unable to attend the meeting or forum members unable to attend the annual general meeting, where there is a proposed alteration or amendment to the constitution, shall be given the facility of a remote vote.

18 CONFIDENTIALITY

The Chair shall rule, where necessary, to advise on the confidentiality of documents.

19 FINANCES

The Treasurer will produce a financial statement for the annual general meeting, and an examiner who is not a member of the forum will check this financial statement prior to the meeting.

In the event of the forum winding up and there are surplus assets, these will be used for charitable purposes.

There will be no charge for membership. However, there may be a charge for attending some events/conferences. Charges are supplemented from the continuation of the support from Chest Heart & Stroke Scotland and an unconditional educational grant from Boehringer Ingelheim. Financial support received in any given year shall be set out in the forum's financial statement. A copy of this statement shall be provided to any forum member on request.

20 CONFLICT OF INTEREST

Committee members are appointed to act objectively, and shall declare any possible conflicts of interests.

21 PARTNERSHIPS AND AFFILIATIONS

The forum acknowledges the value that partnerships offer and supports the principle of partnership working. The partnership with Chest Heart & Stroke Scotland shall be deemed an informal affiliation. The forum also has a partnership with Boehringer Ingelheim, although this is not exclusive and shall be in accordance with the guidance set out in the health department legislation regarding partnerships between the NHS and the Pharmaceutical Industry.

The forum recognises and values the contribution of Chest Heart & Stroke Scotland and Boehringer Ingelheim in the forum.

22 INFORMAL GUESTS

The forum supports the attendance of invited guests and observers at committee meetings, and welcomes attendance of representation from Chest Heart & Stroke Scotland and Boehringer Ingelheim at committee meetings.

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