

1. GENERAL

This document is the revised Constitution of the Scottish Stroke Nurses Forum (SSNF). This will be displayed on our website page (www.ssnf.org.uk) and if needed a paper copy can be supplied to anyone who is a member. Any member disregarding the conditions set out in this constitution shall be subject to action after discussion by the committee and will be notified of the decision and how this has been reached.

2. TITLE

The group is called the Scottish Stroke Nurses Forum (SSNF). For the purposes of this constitution, unless otherwise indicated, forum refers to the SSNF.

3. FUNCTIONS

- To promote the essential role of registered nurses/ health care assistants/ student nurses in stroke care
- To share and develop knowledge, expertise and best practice
- To incorporate research-based evidence into practice, to promote research to improve outcomes and to be involved in research projects and initiatives
- To help develop new core competencies and help to maintain /update those already developed and to be involved in other education and training initiatives for stroke nurses
- To advise and influence the provision of stroke nursing services in order to affect patient care and carers at local and national level
- To advice and influence stroke policy, guidelines and improvement plans and to be involved in their development

4. MEMBERSHIP

The forum is for registered nurses, health care assistants and student nurses (until graduation) who have an interest in stroke who are living and/or working in Scotland.

The forum's committee will comprise of a maximum of 26 members and the composition will be as follows: 1 member from each of the Health Boards plus representation from Argyll and Bute, Northern Isles and Glasgow will be divided into north and south giving them an extra place (14 in total). A committee space is also allocated for a representative for Health Care Assistants, Chest Heart and Stroke Scotland and The Scottish Research Network. Further to this there can be up to 8 General Members and these can be filled by anyone who is a member of the SSNF and working in Scotland.

5. APPOINTMENT, TERMS AND ELECTION OF COMMITTEE AND OFFICE BEARERS

Each committee member will have a 3 year term of office commencing at the AGM. Nominations will be sought when posts become vacant or the term expires. Self nomination or nominated individuals can stand for election to the committee.

1/3 of the committee will be considered for re-election each year in a staggered membership cohort. All committee members should appoint and notify the forum of a deputy for their area.

Office bearers will be appointed at the first regular meeting held after the AGM (Chairperson, Deputy Chairperson, Secretary and Treasurer).

Committee members (or their deputy) are expected to attend a minimum of 2 meetings annually, unless there is a reasonable cause for absence. Members of the committee may at any time, by notice to the Chairperson, resign their seat. Non attendance at meetings (without just cause) will result in the committee and chairperson seeking resignation and replacement of that member.

Casual vacancies can be filled at the discretion of the committee and the new member will hold office for the remainder of the term of office of the member they are replacing.

6. VOTING

Each member of the committee has one vote. Where votes are equal the chairperson / vice chairperson will have the casting vote

7. MEETINGS

Meetings will be held quarterly and in addition there will be an annual general meeting. Meeting dates will be set annually but may be subject to change.

An agenda, notes and notices of meeting shall be sent to every committee member at least 7 days before the date of the meeting.

All Committee Members are expected to provide an update from their local area for each committee meeting

Meeting notes will be posted on the forum website from 2019 onwards

The meeting quorum is 6 committee members plus 2 office bearers.

Extraordinary meeting can be requested by contacting the Chairperson and it is the chairperson's decision whether this should proceed.

Action Teams of members maybe appointed to consider specific issues and will appoint a lead to report back to the chairperson and the committee. Powers of the Action Teams will be agreed by the committee.

Where necessary the Chairperson will advise on the confidentiality of documents.

8. FINANCES

The treasurer will provide a financial statement for the AGM and each committee meeting. An independent audit of finances should be carried out every two years prior to the AGM.

Membership to the forum is free.

There will be a charge for attending events and conferences.

Reasonable expenses for travel and accommodation will be met by the SSNF for speakers. These are clearly laid out in the Conference Guidelines. If costs exceed the guideline this has to be discussed and approved by the SSNF Committee Members. Travel and accommodation will be arranged by the SSNF if needed.

Charities will receive a free table at the Annual conference however they will be expected to pay the conference place fee for each charity member attending.

Pharmaceutical and other product promoters will be charged at the agreed rate for their conference table.

Any profits made at educational events after all expenses have been met will be shared equally with Chest Heart and Stroke Scotland.

An annual payment of £100 in gift tokens will be paid to the UK Stroke Forum as the prize for the best poster presentation.

In the event that the forum has sent a representative to an education event to present on their behalf a committee discussion will take place and an agreed amount paid to meet their expenses.

In the event of the forum winding up and there being surplus assets, these will be donated to Chest Heart and Stroke Scotland once all outstanding accounts have been audited and settled.

Any additional funding paid to the SSNF will be discussed at the AGM before decisions are made on how this will be used.

9. PARTNERSHIPS AND AFFILIATIONS

The forum acknowledges the value of partnership working. The partnership with Chest Heart and Stroke Scotland should be deemed an informal affiliation. The forum is also supported by the Stroke Research Network and the Scottish Stroke Care Audit.

The committee will discuss other affiliations and partnerships when required and decisions will be recorded in the appropriate meeting notes.

These partners are welcome at all committee meetings

10. INFORMAL GUESTS

Invited guests and observers are welcome at committee meetings with notification to the chairperson.

11. CONFLICT OF INTEREST

Committee members should declare when they have a conflict of interest and act objectively. On occasions they may be asked to leave the meeting while points are being discussed.

12. ALTERATION TO THE CONSTITUTION

The Constitution can only be altered by a majority of votes passed at a meeting of the committee or at the AGM (21 days notice is needed). The option of a remote vote should be given to those unable to attend these meetings.

Once the alterations have been made the altered constitution will be posted on the forum website to inform all forum members.

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