



**The Constitution of
The League of St Bartholomew's Nurses**
(Revised 2016)

EXECUTIVE COMMITTEE MEMBERS

The following Honorary Officers shall be members of the Executive Committee

President

Life Vice-Presidents & Honorary Vice-Presidents

General Secretary & Honorary Assistant General Secretary

Treasurer of the League

Treasurer and Secretary of each charity sub-committee

Countrywide Network Co-ordinator

Editor of the *League News*

Membership Secretary

Website Manager

A maximum of 12 other members of the League

1. The name of the Association is '**The League of St. Bartholomew's Nurses**', formerly known as The League of St. Bartholomew's Hospital Nurses.

2. The Aims of the League are:

- To further the best interests of Nursing and the Nursing Profession.
- To afford mutual help and to promote social interaction.
- To promote and maintain a Benevolent Fund for the benefit of members of The League and non-members who qualified as a nurse at St. Bartholomew's Hospital prior to September 1993.
- To promote and maintain Scholarship Funds for the benefit of League Members.

3. The Qualifications for Membership are one or more of the following:

- a. Qualified as a nurse at St. Bartholomew's School of Nursing and Midwifery prior to September 1993.
- b. Commenced training at St. Bartholomew's School of Nursing and Midwifery prior to September 1993 but was transferred to City University before qualification.
- c. Qualified as a Registered Nurse at another University/Hospital but has been employed as a nurse at St. Bartholomew's Hospital for 1 year at any time after qualifying.

4. Membership of the League

- a. Those who meet the criteria set out above will be eligible for membership of the League.
- b. The approval of new League members is the responsibility of the Executive Committee.
- c. Applicants will complete an application form outlining their eligibility for membership.
- d. Each new member, on payment of the subscription, will be sent a copy of the Constitution and the current edition of the League News.
- e. The Executive Committee has the discretion to waive a member's subscription and to establish honorary memberships.
- f. The Executive Committee shall remove from membership the name of any member whose subscription remains unpaid for two years. Such members may rejoin the League on payment of the current subscription.
- g. If a member of the League is removed from the Professional Register of the Ruling Body of Nurses and Midwives for disciplinary reasons, the member will automatically cease to be a member of the League. Should their name be restored to the Professional Register they may apply to rejoin the League.

5. Executive Committee

- a. An Executive Committee comprising the President, the Honorary and Life Vice Presidents, the Honorary Officers and up to 12 other members of the League, shall manage the work of the League.
- b. Six members of the Executive Committee shall constitute a Quorum.

6. This Constitution should be read in conjunction with the following Byelaws.

Byelaws The following Byelaws have been approved by the Executive Committee and agreed unanimously by those members present at the Annual General Meeting held on 8th October 2016.

7. President Term of Office

The President of the League is elected for a period of five years and is eligible for re-election for a second term of office or part thereof.

8. Nominations for President

- a. Nominations for president must be supported by four members of the League and forwarded to the Honorary General Secretary no later than May 1st in the year prior to the current President's last year of Office.
- b. If a single nomination is received this will be scrutinised and, if deemed appropriate, approved by the Executive Committee.
- c. If more than 1 nomination is received an election by ballot of the whole membership will be held. Voting papers shall be returned to the Honorary General Secretary and scrutinised by 2 members appointed for the purpose by the Executive Committee.
- d. The result will be declared at the next Annual General Meeting.

9. Honorary Life Vice Presidents

- a. Members of the League who have given notable service to the League may be considered for appointment as Life Vice President on the nomination of a member of the Executive Committee.
- b. The Candidate's agreement must be obtained prior to nomination.
- c. Nominees will be proposed and agreed by a majority at two consecutive Executive Committee meetings.
- d. Appointments will then be announced at the next Annual General Meeting.

10. Honorary Vice Presidents

- a. Two Honorary Vice Presidents will be appointed to deputise for the President.
- b. Current and past members may be nominated by members of the Executive Committee for the role of Honorary Vice President.
- c. The candidate's agreement must be obtained prior to nomination.
- d. Nominees will be proposed and approved by a majority at two consecutive Executive Committee meetings.
- e. Hon Vice Presidents will be elected for a three-year term and may be re-elected for a further three-year term.
- f. After a second term they are not eligible for re-election until one year has elapsed.

11. Honorary Officers. There will be the following Honorary Officers:

- Treasurer, General Secretary, Assistant General Secretary,
 - Treasurer and Secretary of each charity sub committee
 - Editor of the League News; Membership Secretary
 - Countrywide Network Co-ordinator; Website Manager
- a. The candidate's agreement must be obtained prior to nomination for the role of Honorary Officer.
 - b. Nominees will be proposed and approved by a majority at two consecutive Executive Committee meetings.
 - c. Honorary Officers will be elected for a three-year term and may be re-elected for further terms.

12. Nomination of Executive Committee Members

- a. New members of the Executive Committee (with the exception of the Honorary Officers) shall be nominated by two League members and approved by the Executive Committee.
- b. The candidate's agreement must be obtained prior to nomination.
- c. The names of candidates must be forwarded to the Honorary General Secretary no later than 1st May in the year prior to the year in which they will first serve.
- d. Members will be elected for a three-year term and may be re-elected for a further three years.
- e. After a second term they are not eligible for re-election until one year has elapsed.

13. Role of the Executive Committee

- a. The work of the League shall be managed by the Executive Committee, which will meet no fewer than six times a year.
- b. The Executive Committee has the power to co-opt a member to fill an unexpected vacancy for the remainder of the term of office.
- c. The Executive Committee may co-opt members to assist the Honorary Officers, and invite them to attend meetings. Co-opted members will not have voting powers.
- d. The Executive Committee has the power to engage paid assistance (e.g. accountants, stock brokers) as necessary in order to fulfill the aims of the League.

14. Role of Sub-Committees

- a. There are two sub-committees to manage the charitable funds: the Benevolent Fund Sub-Committee and the Scholarship Fund Sub-Committee.
- b. The Executive Committee may establish other sub-committees if required.
- c. All members of Sub-Committees will be elected for a three-year term and may be re-elected for a further three years.
- d. After a second term they are not eligible for re-election until one year has elapsed.
- e. Their appointment will be announced at the Annual General Meeting.
- f. The President, Vice Presidents and Life Vice Presidents, General Secretary and Treasurer are members of the two charity Sub-Committees. The Secretaries and Treasurers of the two Sub-Committees are members of the committee on which they serve and are ex officio members of the other committee.

15. Annual Reports

- a. Annual reports of The League and both Sub-Committees shall be submitted to the Executive Committee.
- b. The reports will be presented at the Annual General Meeting.

16. Annual General Meeting

- a. An Annual General Meeting will be held each year.
- b. Twenty-five league members, plus three Honorary Officers shall constitute a quorum.
- c. Members will be notified of the date of the AGM at least 4 months in advance, in the League News and via the League website.
- d. A financial report and statement of accounts of League funds and the funds of all Sub-Committees shall be presented at the AGM each year.

17. Extraordinary General Meeting

- a. The President may call an Extraordinary General Meeting if there is the support of at least two-thirds of the Honorary Officers.
- b. A minimum of fourteen days notice must be given to all League members.
- c. Twenty-five members and 3 Honorary Officers shall constitute a quorum.

18. League Charitable Funds. There shall be two charitable funds:

- a. The Benevolent Fund, which shall be part of the Charities in Association with the League of St. Bartholomew's Nurses (Charity number 275165).
- b. The Scholarship Fund, which comprises the Isla Stewart Memorial Fund, the Helen Baines Memorial Fund and the William Derrick Coltart Award. This shall be part of the Charities in Association with the League of St. Bartholomew's Nurses (Charity Number 275165).

19. Trustees of the Charitable Funds. The Trustees of the League charitable funds shall be:

- a. The President of the League
- b. The Honorary Treasurer of the League
- c. The Hon Gen Secretary of the League
- d. The Honorary Treasurers and Honorary Secretaries of the Charitable Fund Sub-Committees

20. Trustees Meetings

- a. The Trustees shall elect a Chairperson from their number, who will represent the League to the Charity Commission and report to the Annual General Meeting.
- b. The Trustees will meet at least once a year to review compliance with Charity Commission guidance.
- c. Individuals with experience of charitable fund management but who are not members of the League Executive or Sub-Committees may be co-opted to provide external governance.

21. Investment of Charitable Funds

- a. Subject to the approval of the Executive Committee, the Trustees have the power to invest money in such investments as may be authorised by law and in line with Charity Commission guidelines.
- b. A Chartered Accountant shall be elected at the AGM and will hold office until the following AGM.
- c. The Accounts shall be examined and prepared in June and July each year prior to the Annual General Meeting.
- d. The elected Chartered Accountant shall submit the required reports to the Charity Commission each year.

22. League General (non charitable) Funds

- a. There are two non-charitable funds: The Life Membership Fund and The General Account.
- b. Subscriptions to the League shall be paid annually. Life membership will no longer be offered.
- c. The fee for annual membership will be proposed by the Executive Committee and ratified by a majority decision at an Annual General Meeting.
- d. Subscriptions are due on November 1st. each year.
- e. Payment may be made from the income and capital of the Life Membership Fund as decided by the Executive Committee.

23. Investment of Non-Charitable Funds

- a. Subject to the approval of the Executive Committee, the Treasurer shall have the power to invest non-charitable monies in such investments as may be authorised by law.
- b. A Chartered Accountant shall be elected at the AGM and will hold office until the following Annual General Meeting.
- c. The accounts shall be examined and prepared in June and July each year prior to the Annual General Meeting.
- d. The Chartered Accountant shall submit the required accounts to Her Majesty's Revenue & Customs each year.

24. League News

The League News shall be published annually and sent to all members.

25. League Badge

The League badge will be sold only to those members who qualified at St. Bartholomew's Hospital School of Nursing prior to 1975 and have a three or four-year Hospital Certificate but were not awarded a Training School Badge.

26. Additions, Rescissions or Amendments to the Constitution or Bye-Laws

- a. To ensure effective management of the League, the Executive Committee may make minor additions, rescission or amendments to the Constitution and the Bye-Laws without seeking the agreement of the League members at an Annual General Meeting or Extraordinary General Meeting. Members will be notified of any such changes at the next Annual General Meeting and in the League News.
- b. The Constitution and Bye-Laws shall be made available to all members on the League website and a paper copy will be sent to any member on request.
- c. Members shall be notified in the League News of any proposed major addition, rescission or amendment to the Constitution or Byelaws and such changes shall not come into force unless and until passed by the majority of the members present at an Annual General Meeting.

27. Dissolution of the League and Associated Charitable Funds

Any decision to close the League and associated charitable funds will be made by the Trustees and approved by the League Executive Committee. Such a decision is likely to be due to one of the following: financial instability, fewer than 100 members, or a lack of members willing to stand as honorary officers. The following procedure will be followed.

1. Members will be informed of the decision one year in advance of the proposed closure, through a letter from the President in the League News.
2. After all debts and liabilities have been cleared any remaining assets in the League General Fund will be spent on a final social event to mark the end of the League.
3. Any remaining assets in the Charitable Funds will be transferred to other charities with purposes similar to those of the League.

28. Trustee responsibility following closure

In accordance with Charity Commission guidance

- All accounting books and records, including cashbooks, invoices and receipts, will be kept for a minimum of six years after the year they were made.
- The former charity trustees remain responsible for decisions made whilst in office.