The Constitution & By-laws of the League of St Bartholomew's Nurses and Charities in Association with the League

(Revised 2026)

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:**

    a. To afford mutual help and to promote social interaction for League members.
    b. To promote and maintain a Benevolent Fund for the benefit of members of the League and non-members who meet the criteria in point 3 below.
    c. To promote and maintain a Scholarship Fund for the benefit of League Members.
    d. To further the best interests of nursing and the nursing profession.

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 transferred to City University before qualification.
    c. Qualified as a Registered Nurse at another University/Hospital but employed as a nurse at St. Bartholomew's Hospital for the equivalent of 1725 hours[1] 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. Applicants will complete an application form and all other relevant forms required to gain membership.
    c. Verification of eligibility and final approval of new League members is the responsibility of the Executive Committee
    d. New League members will be sent a welcome letter, and a current edition of the League News.
    e. The Executive Committee has the discretion to waive a member's subscription and to establish honorary membership.
    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. The Executive Committee retains the right to exclude any member of The League who is deemed to have brought the League or the nursing profession into disrepute.

5. An **Executive Committee** shall manage the work of the League. The Executive Committee shall comprise the following Honorary Officers and up to 12 other members of the League:

    a. President
    b. Life Vice-Presidents & Honorary Vice-Presidents
    c. General Secretary & Honorary Assistant General Secretary
    d. Treasurer of the League
    e. Treasurer and Secretary of each charity committee
    f. Editor of the League News
    g. Membership Secretary
    h. Website Manager

[1] 1725hrs is the equivalent to a year of full-time work. By identifying a number of hours, we hope to include staff with parttime contracts, or those who regularly work on the St Bartholomew's Hospital site and who also work elsewhere within the trust.

i. Social Media Coordinator

6. **Quorum:** Six members of the Executive Committee, which must include at least two Honorary Officers, shall constitute a Quorum.

7. **This Constitution should be read in conjunction with the following By-laws.**

By-laws The following By-laws have been approved by the Executive Committee and agreed unanimously by those members present at the Annual General Meeting held on 8th October 2023.

i. 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.

ii. 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. The arrangements for voting, scrutiny and monitoring of the procedure and the final result will be overseen by a group convened for the purpose by the Executive Committee.
d. The result will be declared at the next Annual General Meeting.
e. In exceptional circumstances, the President may continue in office for a further year with the approval of the Executive Committee.

iii. Honorary Life Vice Presidents

a. The post of Life Vice President is awarded as an honour to members who have given notable service to the League, on the nomination by members of the Executive Committee. There should be no more than 4 Honorary Life Vice Presidents at any time.
b. Nominees will be proposed and agreed by a majority at two consecutive Executive Committee meetings.
c. Appointments will then be announced at the next Annual General Meeting.
d. An Honorary Life Vice President is under no obligation to remain in post if they feel unable to do so.

iv. Honorary Vice Presidents

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

v. Honorary Officers.

There will be the following Honorary Officers & committee members:

a. The candidate’s agreement must be obtained by those nominating them, 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 serve for further terms of three years.

vi. 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 by those nominating them, 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 serve for a further three years.
e. After a second term they are not eligible for re-election until one year has elapsed

vii. Role of the Executive Committee

a. The work of the League shall be managed by the Executive Committee, which will meet no fewer than 5 times a year.
b. The meetings will be held virtually or in person at the discretion of the Honorary Officers
c. The Executive Committee has the power to co-opt a member to fill an unexpected vacancy for the remainder of the term of office.
d. The Executive Committee may co-opt members to assist the Honorary Officers and invite them to attend meetings when appropriate. Co-opted members will not have voting powers.
e. The Executive Committee has the power to engage paid assistance (e.g. accountants, investment managers, business managers) as necessary in order to fulfil the aims of the League.
f. The Executive Committee may establish sub-committees if required, with agreed terms of reference.

viii. League General Funds

a. The Executive Committee has access to two general funds: The Life Membership Fund and The General Account. These funds are made up of subscriptions, investments and profits from fundraising.
b. Subscriptions to the League shall be paid annually and are due November 1st. Life membership is no longer offered.
c. The fee for annual membership will be proposed by the Executive Committee and ratified by a majority decision at the next Annual General Meeting and implemented for existing members the following year.
d. For new members the increase will be applied as they join.
e. Payment may be made from the income and capital of the Life Membership Fund as decided by the Executive Committee.

ix. Investment of League General Funds

a. Subject to the approval of the Executive Committee, the Treasurer shall in compliance with the League Investment Policy, have the power to invest general funds monies in such investments as may be authorised by law.
b. The accounts shall be examined and prepared by July each year prior to the Annual General Meeting.
c. The Chartered Accountant shall submit the required accounts to His Majesty's Revenue & Customs each year.

8. Annual Reports

a. Annual reports of the League will be tabled to the Executive Committee, after the Annual Accounts have been verified.

b. The reports will be presented at the Annual General Meeting

9. Annual General Meeting

a. An Annual General Meeting will be held each year, preferably in person, or virtually, or hybrid at the discretion of the Executive Committee and in line with Government and/or Charity Commission advice.
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 by other social media.
d. A financial report and statement of accounts of League funds shall be presented at the AGM each year.

e. Prior to the AGM, the Executive Committee will review the agenda and identify any topics which would require members to cast their vote individually. All members are entitled to vote, and the Executive Committee will ensure that all forms of communication available are used to facilitate this.

10. Extraordinary General Meeting

a. An Extraordinary Meeting can be called if the Executive Committee have failed to resolve an issue raised by members. Or at the request of twenty-four members or 5% of the membership, whichever is greater with the additional support of three Executive Committee members
b. A minimum of fourteen days' notice must be given to all League members. This can be via the League Website and other social media.
c. Twenty-five members and three Honorary Officers shall constitute a quorum.

11. Communication

a. The League News shall be published annually as a hard copy and sent to all members who comply with the UK General Data Protection Regulation (GDPR)
b. The League will have a presence on social media platforms. Content will be approved in advance by the Executive Committee and relevant charity committee. Management of social media will be in line with the League Social Media policy.
c. The League will produce a website, managed by a Webmaster appointed by the Executive Committee.
d. The Executive Committee may choose to use electronic communication to individual members as appropriate in line with the Social Media policy.

12. League Badge

a. 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 year or four-year Hospital Certificate but were not awarded a Training School Badge.
b. The League is pleased to receive League Badges no longer required by members or their families.

13. Additions, Rescissions or Amendments to the Constitution or By-Laws

a. To ensure effective management of the League, the Executive Committee may make minor additions, rescission or amendments to the Constitution and the By-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, in the League News, and via relevant social media.
b. The Constitution and By-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 By-laws and such changes shall not come into force unless and until passed by the majority of the members attending an Annual General Meeting.

14. Closure of the League.

Any decision to close the League will be made by the Executive Committee. Closure of the League will be due to one or more of the following: financial instability, fewer than 100 members, or a lack of members willing to stand as Honorary Officers. In the event of Dissolution of the League the following procedure will be adopted:

a. Members will be informed of the decision one year in advance of the proposed closure, through communication from the President.
b. All debts and liabilities will be cleared, and any remaining funds in the League General Fund/Life Membership Fund will be spent on a social event to mark the end of the League.

15. Charities in Association with the League (Charity Number. 275165). In association with the League, there are 2 charitable funds:

- The Benevolent Fund
- The Stuart Baines Coltart Scholarship Fund.

Funds for both charities are obtained through charitable contributions predominantly from members of the League, including but not limited to bequests, legacies & investments. The funds are subject to Charity Commissioners regulation and hence the Trustees remain accountable for these funds.

a. In association with the League, there are two committees which administer the charitable funds with a minimum of 3 Trustees at each meeting.
b. Members of the two charity committees are sought and nominated by the relevant Charity Committee. Their final approval is made by the Trustees and noted at the Executive Committee.
c. The candidate's agreement must be obtained by those nominating them, prior to nomination.
d. They 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.

16. Trustees of the Charities in Association with the League.

a. The Trustees of both Charities, in Association with the League include:

I. The President of the League
II. The Honorary Treasurer of the League
III. The Honorary General Secretary of the League
IV. The Honorary Treasurers and Honorary Secretaries of the Charitable Committees

b. Trustees Meetings

I. The Trustees shall elect a Chairperson from their number, who will represent the Trustees to the Charity Commission and report to the Annual General Meeting.
II. The Trustees will meet sufficient times to conduct business, and to review compliance with Charity Commission guidance.
III. Individuals with experience of charitable fund management but who are not members of the League, the Executive or Sub-Committees may be co-opted to provide external governance and advice only, and would not have voting rights
IV. Five Trustees shall constitute a quorum.
V. When applicable, decisions made by the Trustees will be reported to the Executive Committee.

17. Investment of Charitable Funds.

I. The Trustees have the power to invest money in such investments as may be authorised by law and in line with Charity Commission guidelines, and the Charities in Association with the League Investment policy.
II. The Trustees have the power to engage paid advisors to ensure effective management of investments. They are approved at each AGM and will also be reviewed on a regular basis.
III. The Accounts shall be examined and prepared by July each year prior to the Annual General Meeting.
IV. The elected Chartered Accountant shall submit the required reports to the Charity Commission and HMRC each year.

18. With respect to the Charitable Funds, the following procedure applies in the event of closure of theLeague:

a. Both charitable funds may continue. Management of the charitable funds will be at the discretion of the Charity Trustees.
b. Should the Charity Trustees decide to close the charitable funds, any remaining assets will be transferred to other charities with purposes similar to the objects of the two charities.
c. Changes to the charity governance or closure of the charities will be at the discretion of the Charity Trustees and will be in accordance with the prevailing Charity Commission rules.
d. Any financial obligations including insurance and any other liabilities, debts etc will be settled in full.
e. 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.