

# **RULES OF THE LEG ULCER FORUM (UK)**

*Revised December 2004*



## **1. The Name of the Society:**

The name of the Society will be the 'Leg Ulcer Forum (UK)'.

## **2. Aims of the Forum:**

- a. To promote a local network of resources for the benefit of patients suffering from either an ongoing leg ulcer or wound management problem, through the establishment of specialist services supported by appropriately qualified staff - some of who may be termed clinical nurse specialists/advanced practitioners.
- b. To provide a forum to advance the education of nurses and other health care professionals involved in the treatment of persons with leg ulcers and related conditions including wounds through discussion, debate and the dissemination of relevant research findings.
- c. Development of new branches/affiliations of the Leg Ulcer Forum within the UK.
- d. To liaise with similar and appropriate organization in other countries in order to facilitate appropriate international associations.

## **3. Membership of the Forum:**

- a. *Full Membership*  
Full membership shall be limited to those health care professionals who are actively involved in the field of leg ulcer and wound management in whatever health care setting.
- b. *Affiliated Membership*  
Affiliated membership shall be limited to those registered as a member of any other organization formally affiliated with the Leg Ulcer Forum (UK).
- c. *Associate Membership*  
Associate membership shall be limited to those health care professionals who have an interest in the field of leg ulcer and wound management in whatever health care setting.

## **4. Membership Subscription:**

- a. Membership of the Forum - which runs for one year from 1<sup>st</sup> April - is granted to all who fulfill the above membership criteria (a to c) on payment of the current and previously notified subscription fee.
- b. The Executive Committee has the right to alter the annual subscription fee if deemed necessary. Fees levied will have previously been determined by ordinary resolution at an Annual General Meeting (AGM).

### **Notes:**

When relevant, the level of subscription may be varied according to category of membership: the level of subscription may be increased following a majority vote at the next AGM and the national executive shall have the power to reduce the subscription in any case of individual hardship. Any person who joins the Forum part way through a calendar year will be liable for the full subscription rate applicable and will therefore be entitled to receive any information previously distributed in that year.

## **5. Termination of Membership:**

A member will cease to be a member of the Forum if:

- a. They fail to advise the administrator of their current status and address on an annual basis.
- b. The member resigns in writing to the secretary *or*
- c. The member fails to pay any annual subscription fee as applicable within the first quarter of the current year.

**6. National Executive Committee:**

- a. The Executive Committee will consist of a Chairperson, Honorary Treasurer and a Secretary and up to ten (10) other elected members.
- b. The Executive Committee shall be elected on an rotational basis at the AGM and shall take office at the conclusion of the AGM.
- c. Only full members of the Forum shall be eligible for election to the Executive Committee.
- d. The Executive Committee shall elect the officers of the Forum at their next meeting. In the first instance the Chairperson will be elected for a period of three (3) years and all other officers and Executive Committee members for a period of two (2) years.
- d. Any full members of the Forum co-opted onto the executive will serve no longer than for a period of one (1) year.

**7. Powers of the Executive Committee:**

- a. The Executive Committee shall have full power to manage all the affairs of the Forum in pursuance of the aims of the Forum provided that such powers shall be subject to the provisions of Section 14 below.
- b. The Executive Committee shall have the power to co-opt not more than two (2) members in addition to those members co-opted from affiliated groups provided that such persons shall only remain members of the Executive Committee until the following AGM.

**8. President of the Forum:**

- a. A President may be nominated by the Executive Committee to serve for a period of five (5) years in the first instance. This position will only become active following the approval of a majority of Forum members eligible to vote at the next AGM.
- b. In exceptional circumstances, further to an appropriate resolution being voted by a majority - above 51% - at an AGM, Life Presidency may be conferred to the serving President for as long as they fulfill full membership criteria as set out in Section 3 above or until they resign from membership of the Forum - whichever is the sooner.

**9. Meeting of the Executive Committee:**

- a. The Executive Committee shall meet at least four (4) times between each AGM.
- b. The Chairperson of the Forum shall be the Chairperson of meetings of the Executive Committee.
- c. In the absence of the Chairperson at an Executive Committee meeting, one of the remaining officers shall be nominated to facilitate that meeting only.
- d. At meetings of the Executive Committee each member, including the Chairperson, shall have one vote provided that in the case of equality of votes the Chairperson shall have a second casting vote.
- e. A quorum at meetings of the Executive Committee shall be six (6) members.
- f. The President may attend all meetings of the Forum and Executive Committee, however, will not have any power to vote other than at the AGM.

**10. Annual General Meeting:**

- a. An AGM shall be held each calendar year at a date to be determined by the Executive Committee but not later than the end of March each year at which the following business shall be conducted:
  - i) Receipt and adoption of the Chairperson's Annual Report.
  - ii) Receipt and adoption of the Treasurer's Annual Report.
  - iii) Receipt and adoption of the Forum's Annual Accounts.
  - iv) Election of the Executive Committee members and the confirmation of any officers currently serving the Executive Committee whose term has not yet expired.
  - v) Determination of the annual subscription, as provided for in Section 4b above.
  - vi) Any other business for which proper notice has been given.
  - vii) Any other business which the meeting has agreed to discuss.
- b. Notice of the AGM shall be sent to every member not less than twenty-one (21) days prior to the date of the meeting.
- c. Any member wishing to raise any item under section IOa above shall send such notice in writing to the Secretary eight weeks prior to the AGM in order to ensure adequate notice can be given to members.
- d. A quorum at an AGM shall be no less than the number of Executive Committee members present.

### **11. Extraordinary General Meeting:**

- a. An extraordinary meeting shall be convened by the Secretary upon the request of the Executive Committee, or upon written request of one third of the members of the Forum.
- b. Any such request shall state fully the business to be discussed at the meeting.
- c. Notice of an extraordinary meeting shall be sent to every member of the Forum not less than twenty-one (21) days prior to the date of the meeting. Such notice shall state the time and place of the meeting and the business to be transacted provided that no business other than that which notice has been given shall be transacted at the extraordinary meeting.
- d. A quorum at the extraordinary meeting shall be no less than the number of Executive Committee members present.

### **12. Voting at General Meetings:**

- a. Only full members of the Forum shall be eligible to vote at a general meeting of the Forum.
- b. Members who are unable to attend a general meeting and who wish to vote on items for which notice has been given, may do so by proxy, by informing the Secretary in writing not less than seven (7) days prior to the meeting of their intent, and the name of the person designated to vote on their behalf.
- c. Any resolution at a general meeting shall be carried by a simple majority of votes cast provided that in the case of alteration of the rules the provision of section 14 shall be applied.

### **13. Financial Provisions:**

- a. All monies collected on behalf of the Forum shall be paid into a bank account in the name of the Leg Ulcer Forum (UK).
- b. All payments made on behalf of the Forum shall be made by cheque. Such cheques shall be signed by the Treasurer and one other member of the Executive Committee (for amounts over £100) who shall be authorised by the Executive Committee as a signatory.
- c. The Treasurer shall be responsible each year for the preparation of a set of annual accounts, which shall be audited by a qualified auditor, and presented, to the AGM for approval.
- d. The Executive Committee shall be empowered to invest any monies of the Forum in any such manner as may benefit the Forum provided that any such investment shall be approved by the auditor.
- e. Any such reasonable expenses as are incurred by members of the Forum in undertaking activity on behalf of the Forum may be met by the Forum provided that:
  - i) The decision of the Executive Committee as to the amount of expenses is full and final.
  - ii) The Executive Committee shall be guided in any decision on the level of expense by guidelines laid down by employers of the National Health Service.

### **14. Alteration of the Rules:**

Provided that no alteration shall be made to clause 2, clause 15 or this clause without the prior written consent of the Charity Commissioners, provided further that no alteration shall be made which would have the effect of causing the Forum to cease to be a charity in law, these rules may be altered by a two-thirds majority resolution of the AGM. The Executive Committee shall be empowered to vary these rules to allow for the proper functioning of the Forum provided that any such variation shall be agreed by at least eight (8) further members of the Executive committee and further provided that any such variation shall be ratified by a two thirds majority of the next AGM, or shall cease to be operative.

### **15. Dissolution of the Forum:**

The Forum may be dissolved by a resolution passed by two thirds majority of those present and voting at an extraordinary general meeting convened for the purpose of which twenty one (21) days notice shall have been given to members. Such resolution may give instructions for the disposal of any assets held by or in the name of the Leg Ulcer Forum (UK), provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Forum, but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Forum as the Forum may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

*Accepted by the members of the Leg Ulcer Forum at the Annual General Meeting December 2004.*