

RULES / CONSTITUTION OF THE LEG ULCER FORUM **(England & Wales)**

Revised February 2019

(Adopted by our LUF Scotland and Northern Ireland partners 2020)

P.O Box 5929, S20 9FJ, Sheffield



1. The Name of the Society:

The name of the Society will be the 'Leg Ulcer Forum (England and Wales)'.

2. Aims of the Forum:

To relieve sickness and to promote and protect good health of patients suffering from either an ongoing leg ulcer or wound management problem by the following means:-

- a. To encourage and support the establishment of specialist services supported by appropriately qualified staff;
- b. To provide a forum to advance the education of nurses and other health care professionals involved in the treatment of such persons;
- c. To support other similarly formed groups across the UK and to liaise with similar and appropriate organizations in other countries.

3. Mission statement:

To drive best practice and support both patients and practitioners in the management of lower limb conditions through the promotion and development of national standards, educational activities and increased awareness.

4. Membership of the Forum:

Membership is aimed at all health care professionals who are involved in the field of leg ulcer and related wound and patient management in whatever health care setting.

5. Membership Subscription:

- a. Membership of the Forum - which runs for one year from 1st April to 31st March - is granted to all who fulfil the above membership criteria 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).

Note:

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 England and Wales 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 (by whatever means) in that year.

6. 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 **or**
- c. The member fails to pay any annual subscription fee as applicable within the first quarter of their current membership year.

7 National Executive Committee of England and Wales:

- a. The Executive Committee will consist of a Chairperson, Honorary Treasurer and Secretary and up to ten (10) other elected members.
- b. The Executive Committee shall be elected on a rotational basis at the AGM and shall take office at the conclusion of the AGM.
- c. Only current 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

8. 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 three (3) members provided that such persons shall only remain members of the Executive Committee until the following AGM.

9. President of the Forum:

- a. An Honorary President may be nominated by the Executive Committee. 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 membership criteria as set out in Section 3 above or until they resign from membership of the Forum - whichever is the sooner.

10. Meetings of the Executive Committee:

- a. The Executive Committee shall aim to 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.

11. 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 or as soon as practicable in the next financial 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 Administrator or Secretary two 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 plus one member.

12. Extraordinary Annual 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 plus one member.

13. Voting at General Meetings:

- a. Only current 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 Administrator in writing not less than seven (7) days

14. 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 (England and Wales)
- b. All payments made on behalf of the Forum shall be made by cheque or debit card. All cheques shall be signed by the Treasurer and one other member of the Executive Committee who shall be authorized 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 in the National Health Service.

15. Alteration of the Rules:

Provided that no alteration shall be made to clause 2, this clause or clause 14 without the prior written consent of the Charity Commissioners and 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 the proposed alteration of the rules shall cease to be operative.

16. 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 (England and Wales), 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.

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