

**Scottish Manual Handling Forum**

**CONSTITUTION**

1. **Name**

The name of the Association shall be Scottish Manual Handling Forum (SMHF)

The SMHF will be affiliated to The National Back Exchange (NBE)

1. **Vision & Aims**

**Vision:**

Excellence in all aspects of moving and handling. (Compliance with the vision of NBE)

 **Aims:**

1. To develop and promote standards for moving and handling of people and loads across all sectors in line with evolving research evidence
2. To promote the exchange and dissemination of information and ideas on moving and handling
3. To promote the application in practice of evidence, skills and information from relevant areas of science
4. To market the positive benefits of evidence based best practice to stakeholders, employers and other relevant bodies
5. To maintain a structure for the provision of information and support for members
6. To contribute to a systems management approach to health, safety and wellbeing
7. **Powers**
8. In furtherance of the above Aims the Core Group of SMHF shall have the following powers:
9. To disseminate information to all members and co-opt members onto sub groups as required.
10. To promote information that fulfils the aims of the SMHF and NBE.
11. To hold meetings, lectures, exhibitions, study days and conferences.
12. To liaise with statutory bodies, professional organizations, voluntary bodies and charities having aims similar to those of the SMHF and the NBE.
13. To educate public opinion and give advice and information.
14. To raise funds for the SMHF
15. **Membership**
16. SMHF membership shall be open to all individuals who are interested in furthering the aims of the SMHF and the NBE. Members are encouraged to also join the NBE.
17. Membership automatically ceases if no response is received from 3 consecutive study day mail shots. Members can request removal from the SMHF database in writing to the Core Group Administrator at any time.
18. **Finance**
19. Charges will be levied for attendance at each study day or conference
20. These charges are intended to cover costs for running the study day / conference including ongoing organisational running costs.
21. The study day charges shall meet the demands of the budget. The level of the charge shall be proposed by the Treasurer (on behalf of the core group)
22. Funds may additionally be raised by sponsorship from any person or persons with an interest in moving and handling and work related musculoskeletal injury and or furthering the aims of SMHF and NBE.

1. **Meetings**
2. Biennial General Meeting
* The Biennial General Meeting shall be held within 8 months of the termination of the previous financial year to receive the Core Group reports, the audited accounts (where relevant), the results of the elections of officers and Members of the Core Group and to appoint the Auditor where the end of year balance exceeds £1,000.
* A minimum of 28 days notice shall be given of the Biennial General Meeting.
* A quorum shall be 10 members or 25% of the membership, whichever is the lesser.
* Any Motions proposed by members of the Core Group or members shall be distributed to all members at least 28 days prior to the Biennial General Meeting.
1. Extraordinary General Meetings
* Extraordinary General Meetings of the SMHF shall be held at the written request of 5 or more members or the Chairperson.A minimum of 28 days notice shall be given of such meeting to every member of the SMHF.
* A quorum shall be 10 members or 25% of the membership, whichever is the lesser.
1. SMHF Study Days
* Study days will be rotated throughout the SMHF area.
* Meetings will be held throughout the year at a frequency agreed by the membership at the Biennial General Meeting.
1. Core Group Meetings
* The Core Group shall meet not less than 4 times a year and the Chair shall give not less than 14 days notice of each meeting.
* The minutes of all Core Group Meetings shall be available to all members.
* The quorum shall comprise of at least four members of the current Core Group.
* In the event of a tie in the number of votes cast, the Chair shall have a second or casting vote.
1. **The Core Group**
2. The Core Group shall comprise of 6 – 8 SMHF members who must also be members of the NBE. Each will be allocated one or more of the following roles:

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| --- | --- |
| * Chair
* Treasurer
 | * Vice Chair
* Vice Treasurer
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| * Study Day Co-ordinator
 | * Vice Study Day Co-ordinator
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| * Core Group Administrator
* SMHPS Liaison
 | * Website Coordinator
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1. Officers and Core Group members shall retire every 3 years. All may be re-elected to serve further years up to a maximum of 6 years in the same office, unless under exceptional circumstances.\* Office holders may not then be elected to serve in another office without a service break of 1 year, unless under exceptional circumstances.\*

 *\*Exceptional circumstances – subject to approval of the membership of SMHF which must go to a vote.*

1. The Core Group shall have the power to co-opt not more than 3 further members who shall serve for no longer than the period to the next Biennial General Meeting.

 Co-opted members shall be eligible to vote.

1. Sub groups may be set up which must consist of at least one SMHF Core Group member and whose activities must be aligned with the vision and aims of the SMHF.
2. **Election of Core Group**

Nominations for election to the Core Group shall be made to the Core Group Administrator at any time. They must be proposed and seconded. The consent of the proposed nominee must be obtained prior to an election being held. If nominations exceed the number of vacancies, a vote shall be taken at the Study Day / Conference.

1. **Expenses of the Administration and Application of Funds of the SMHF**

These points relate to SMHF, however, the National constitution of NBE must be consulted before any potential changes.

1. The Core Group shall, out of the funds of the SMHF, pay all proper expenses of administration and management of the SMHF. After payment of the administration expenses the remaining funds of the SMHF shall be applied by the Core Group in the furtherance of the aims of the SMHF.
2. Should the current account show a balance above £1000.00, the treasurer will, with the permission of the membership and agreed at the relevant business meeting, deposit all extra monies in an appropriate savings account.
3. The Core Group shall not be liable for the acts and defaults of the members of SMHF.
4. **Amendments**

The Constitution may be amended by a two thirds majority of members present and voting at a SMHF Study Day / Conference or Extraordinary General Meeting, provided that a minimum of 28 days notice of the proposed amendment has been given in writing to all its members.

1. **Notice**

Any notice required to be given by these rules shall be deemed to have been duly given if emailed, left at or sent by pre-paid post addressed to the last address of the member notified to the Core Group Administrator

It shall be for the members to keep the Core Group Administrator informed of any changes of address or circumstances.

1. **Winding Up**

The SMHF may be dissolved by a two thirds majority of members present and voting at an SMHF Study Day / Conference or Extraordinary Meeting, confirmed by a simple majority of members voting at a further Extraordinary Meeting held not less than 14 days after the previous meeting. If a Motion for the dissolution of the SMHF is to be proposed at a Biennial General Meeting or and Extraordinary General Meeting, this Motion shall be referred to specifically when notice of the meeting is given. Should the winding up meeting be inquorate a second General Meeting will be called with the time allowed when a simple majority shall suffice regardless of quorum.

In the event of the dissolution of the SMHF, the available funds of the SMHF shall be transferred to either National Back Exchange or an appropriate charity – e.g. Back Care as determined by a quorum of the Core Group. This institution is recommended by the Core Group and approved by the membership of the SMHF at the annual general meeting.

 **Signed: Print name:**

 Chairperson Susan Hain

 Core Group Administrator Jim Forrest

 Treasurer Emma Collins

*Revised – June 2015*