

NATIONAL ASSOCIATION OF TISSUE VIABILITY NURSE SPECIALISTS (SCOTLAND)

CONSTITUTION

1. Name of Organisation

The organisation shall be known as the National Association of Tissue Viability Nurse Specialists (Scotland), abbreviated to NATVNS (Scotland).

2. Aims

To promote collaborative working amongst members; and holistic research-based practice in tissue viability. This will facilitate excellence in care for patients in health, social care, private sector, third sector and in partnership with Healthcare Improvement Scotland by:

- Promoting specialist services with qualified practitioners, who will provide safe, efficient, effective patient-centred care.
- Collaborative working with other groups and organisations locally and nationally.
- Sharing and enhancing knowledge and experience.
- Raising the profile of Tissue Viability in Scotland.

3. Membership

Membership is free and eligibility of a proposed new member will be discussed and a decision made at committee level based on the following criteria:

- Tissue Viability Nurses, Specialists and Consultants whose responsibility is to provide tissue viability services.
- Lecturers or other professionals who can demonstrate advanced knowledge in tissue viability or have specific responsibility for education or research activities related to tissue viability.
- At the discretion of the Committee, other individuals may be approached to become an invited member, if they can offer advanced knowledge in a specific area that supports the aims of the Association. Eligibility of the invited member will be reviewed annually.

4. Membership Renewal

- Membership will be renewed annually by completion of a membership renewal form distributed prior to the AGM.
- Any member who does not complete and return the form, prior to the AGM, or within 2 months after the AGM, and following a reminder, will be deemed by the membership secretary as no longer wishing to be a member of the association.

5. Termination of Membership

- If a member ceases to meet the membership criteria, their membership will be terminated.
- Members must inform the secretary by email of their intention to terminate their membership out with normal renewal process.

6. Committee

The affairs of the association will be managed by a committee of up to 6 members. The committee will consist of a Chairperson, Vice Chair and roles as required to divide up the workload. (See Appendix 1 for example of division of roles.)

Committee members:

- Must have been NATVNS members for 2 years.
- Will serve for a maximum of four years
- Must then stand down and cannot stand again for a further two years.
- If a member steps down for personal reasons and is then available to return, there will be no time limit imposed.

Chair:

- The chair will stand down after the committee meeting following the AGM.

Nominations to committee:

- All members are expected when eligible to volunteer to be a member of the committee.
- Names will be sought when a position becomes available, if no volunteers present then the current committee will approach eligible members.

In exceptional circumstances:

- In order to sustain continuity and stability of the committee a committee member's term of office can be extended for a set time frame to be agreed by quorum of members at AGM.

7. Meetings

Main meetings

- The association will meet four times annually.
- Members will be expected to join and participate in sub groups and provide feedback at the meetings
- Dates of the forthcoming year's meetings will be set at the AGM.
- Meetings are held in confidence, any Freedom of Information (FOI) requests will be handled by the committee.

Agenda/Minutes

- Members who wish an item to be tabled on the formal agenda should advise the secretary four weeks prior to a main meeting.
- The agenda, notice of meeting and previous minutes will be circulated to all members not less than three weeks prior to the date of the next meeting.
- Attendance or apologies must be submitted according to the Notice of Meeting.

Annual General Meeting

- The AGM will be held annually.
- The quorum for the AGM will be one third of the members.

Extraordinary meetings

- Any committee member may call an extraordinary meeting for any purpose, it may be appropriate/necessary to hold prior to commencement of main meeting.
- Alternatively fourteen days' notice must be given to members prior to the extraordinary meeting and if less than the required quorum present, opinions will be collected by telephone/e-mail following the meeting.

8. Alterations to the Constitution

- Proposed alterations to the Constitution must be received by the Secretary at least four weeks prior to the AGM and tabled on the agenda.
- No alterations to the Constitution will be carried out unless agreed by a majority vote of members present at the AGM or extraordinary meeting.
- All agreed constitutional changes will be effective immediately following the AGM or extraordinary meeting.

9. Sponsorship

- The association does not hold a bank account or deal with handling money. Any sponsorship will be directly between the company and any third party identified by the committee.
- Sponsorship is used to facilitate meetings and other services on behalf of NATVNS(Scotland)
- Sponsorship communication and arrangements will be managed with by the committee.
- The decision to accept sponsorship from a company will not be dependent on any past, present or future use of products.
- In line with GDPR regulations, no member's information will be shared without consent.

10. Dissolution of the Association

The association may be dissolved by a proposal passed by a majority of those present and voting at an extraordinary meeting or AGM.

National Association Tissue Viability Nurse Specialists (Scotland) Version control

Version	Changes	Year updated	Date agreed by members
Version 1	First version created	1999	May 1999
Version 2	Reviewed and updated	2011	May 2011
Version 2.1	Section 6a updated	2013	May 2013
Version 2.2	Section 6a updated	2017	May 2017
Version 3	Full review and update	2018-19	29/05/19

Appendix 1 – Example of Committee Roles

Each committee may organise workload and task allocation as it sees fit. The following ‘ground rules’ apply:

- Usually the roles will rotate and be reviewed with a new Chair each year.
- If committee members agree, individuals may keep a specific role for their term of office.
- The outgoing Chair will chair the AGM for the year.
- All members of the committee are expected to respond within 48 working hours to email communications where possible.
- Other duties/tasks will be agreed by members of the committee as they arise

Chairperson

1) Main Meetings & AGM

- Chairs main meetings and AGM.
- Draws up and agrees the agenda, and reviews minutes of main meeting with the committee.
- Prepares and delivers Chair Report at May AGM.

2) Committee Meetings

- Organises and chairs committee meetings.
- Reviews minutes of committee meetings with committee.

3) External communications

- Responds on behalf of the group to external communications; unless delegated.

4) General Management of Group

- Responds on behalf of the committee by email if an application to join NATVNS (Scotland) is denied or membership has to be terminated.
- Facilitates the smooth running of the group.
- Maintains master file of information and correspondence (paper and/or electronic).

Vice Chair

1) Supports Chair at committee and main meetings

2) Acts in absence of Chair

3) Supports Secretary 2 (Main Meeting Organiser)

4) Welcomes new members to the NATVNS on behalf of the committee

- Liaises with Secretary 4 re new members.
- Writes to new members with letter and membership/competency info.

Secretary 1 (Main meetings secretary)

1) Minute taking – main meeting

- Takes minutes of main meeting.
- Coordinates with Secretary 3 to ensure all info captured from meeting.
- Types up and circulates to committee for approval within 6 weeks of meeting.
- Sends to members once approved (min. of 3 weeks prior to next meeting).
- Maintains attendance record/spreadsheet

Secretary 2 (Main Meeting organiser)

1) Checks and confirms main meeting arrangements including:

- Circulates the main meeting agenda and notice of meeting once approved by committee (min. 3 weeks prior to next meeting).
- Collates apologies for meetings
- Coordinating meeting venues/equipment availability.
- Organise video conference (confirm 1 week before).
- Catering/numbers (confirm 1 week before).

2) Liaise with sponsors and seeks out new sponsors for future meetings

- Maintains spreadsheet of sponsors by year/meeting.
- Sends emails with letters to confirm sponsorship arrangements/costs,

Secretary 3 (Committee Meetings)

1) Acts a deputy for Secretary 1

2) Minute taking

- Takes notes in main meeting to complement minutes and ensure accurate recording.
- Takes minutes of committee meetings, types up and circulates within 4 weeks of meeting.

Secretary 4 (Membership Secretary)

1) Membership

- Maintains database (e.g. Excel spreadsheet) of current members.
- Sends out membership renewal forms in February of each year.
- Scans and keeps a copy of all forms electronically once approved/renewed.
- Sends out applications to potential new members.
- Circulates to committee for agreement re approval/refusal.
- Send out updated copy of membership list/database after May AGM.