

The Society of Radiographers

Midlands Regional Committee Constitution

1 Name

The name of the committee shall be, 'The Midlands Regional Committee', it shall hereinafter be referred to as, 'The Regional Committee'.

2 Catchment

The catchment area for the regional Committee shall be determined by the United Kingdom Council of the Society of Radiographers, (hereinafter referred to as the UK Council)

3 Aims and Objectives

The aims and objectives of the Regional Committee shall be to further those of the Society of Radiographers, (hereinafter referred to as The Society).

The pertinent objectives, as published in the amended memorandum and articles of Association are given below.

The objectives for which the Society is established are;

To promote and develop for the public benefit the science and practice of radiography and radio-therapeutic technology and allied subjects.

To promote study and research work in radiography and radio-therapeutic technology and allied subjects and to publish the results of all such study and research.

To further public education therein;

To protect the honour and interests of persons engaged in the practice of radiography and radio-therapeutic technology and allied subjects including the regulation of relations between such persons and employers or employers' associations

To further all such objectives which a trade union may lawfully pursue in accordance with statute

In addition it shall be the objective of the Regional Committee to

i) Recruit into membership sufficient personnel of diverse interest to fully

represent members of The Society within its catchment.

- ii) initiate and participate in activities to promote the profession
- iii) encourage the active participation of all Society members in the activities of the Regional Committee
- iv) to make contact with sister organizations in order to promote co-operation and provide multi-disciplinary learning opportunities
- v) to liaise with consortium managers and pertinent Regional Health Committees to inform them of the needs of radiographers and to promote the objectives of the Society and the Regional Committee.

4 Membership

Membership of the Midland Region shall be restricted to members of the Society as defined by the Memorandum and Articles of Association having their addresses within the area of the Regional Committee.

5 Management

The management of the Region shall be vested in an Annual General Meeting, which shall be the governing body, a Regional Committee and the Officers of the Regional Committee.

6 The Annual General Meeting

- 6.1 The Annual General Meeting shall be held after the 1st of January each year but not later than last date for submission of motions and nominations for the Annual Delegates Conference. The business of the meeting will include the presentation of a financial report and audited accounts for the Regional Committee for the year preceding the 30th September. The annual General Meeting shall elect, two auditors who shall not be members of the Regional Committee, Regional Committee delegates to Conferences of the Society and delegates to those committees on which Regional Committees are entitled to be represented. All elected persons shall be members of the Society.
- 6.2 Motions and nominations for election at the Annual Delegates Conference, shall proceed from the regional Committee or members. Nominations for Regional Committee Officership, Regional Committee Auditors and delegates to national conferences shall proceed only from members
- 6.3 At the Annual General Meeting of the Regional Committee motions for the Delegates Conference of the Society shall be agreed.
- 6.4 All members (of the Society) within the Region attending the Annual General Meeting shall be entitled to vote on all matters. In the case of a tied vote the

Chair shall have the casting vote. Voting shall be by show of hands unless a ballot is requested by five members or a ballot is called at the discretion of the chair.

- 6.5 The Annual Report and Statement of Accounts of the Regional Committee and notice of the Annual General Meeting shall be circulated to all members within the Region at least 21 days before the meeting. Motions and nominations for inclusion in the agenda for the Annual General Meeting shall be forwarded to the secretary of the Regional Committee not less than 14 days prior to the meeting. The agenda of the Annual General Meeting shall be circulated to members not less than seven days prior to the meeting. Motions submitted after the closing date for receipt will only be accepted for debate at the discretion of the chair. At the Annual General Meeting 20 members must be present for the meeting to be quorate.

7 Extraordinary General Meeting

The Regional Committee may call an Extraordinary General Meeting at any time. Should 20 members request the convening of an Extraordinary General Meeting, the meeting should be set for a date not later than eight weeks following receipt of the written request. All Extraordinary General Meetings shall be deemed to be quorate regardless of numbers attending.

8 Mandating Meeting

A meeting shall be convened by the secretary of the Regional Committee for the purpose of mandating Regional delegates in regard to business to be transacted at Delegates Conferences of the Society. A notice convening the meeting shall be circulated to members not less than 14 days prior to the meeting.

9 Regional Officers

The Regional Committee Officers shall comprise

- Chair
- Vice Chair
- Secretary
- Treasurer
- Health and Safety
- Industrial relations
- Professional Development
- Oncology
- Student
- Universities
- Publicity Officer
- Membership Officer
- Special Projects Officer
- Equal Opportunities Officer

10 Regional Committee Executive

- 10.1 The Regional Committee Executive shall be elected by the members at the Annual General Meeting. The Executive shall comprise the Officers at rule 9.
- 10.2 Members intending to stand for election to the executive should indicate the role they wish to fill and should be nominated by 3 other paid up members. Nomination forms shall be submitted not less than 14 days prior to the Annual general meeting. Election shall be by show of hands unless a ballot is called under rule 6.4. (candidates for election may be required to make a five minute presentation to the meeting).
- 10.3 The Regional Committee Executive shall meet as required between meetings of the Regional committee. All Executive members at such meetings shall be entitled to vote, in the case of a tied vote the Chair shall hold the casting vote. decisions of the Regional committee Executive shall be subject to ratification and endorsement by the Regional Committee (unless previously mandated to make such decisions on specific subjects) and or the UK Council.
- 10.4 The Regional Committee Executive shall be quorate if the majority of members are present.
- 10.5 The Regional Committee Executive shall be elected annually at the Annual General Meeting.
- 10.6 The Executive shall have the power to co-opt up to two additional members with special expertise to meetings to address specific topics.

11 Regional Committee

- 11.1 The Regional Committee shall comprise the regional Committee Executive and members who shall be Representatives elected in accordance with Rule 12. The total number of Officers and Regional Executive members elected at the Annual General Meeting under Rule 9 shall be less than the total number of representatives elected to the Regional Committee under rule 12. All members of the Regional Committee shall be entitled to vote on all matters, should the vote be tied the Chair will hold the casting vote. A meeting of the Regional Committee shall be quorate if 20 members are present.
- 11.2 All elected members of the Regional Committee shall be entitled to all rights and privileges of ordinary members of within the Region. The Chair and Secretary shall have the right to attend all committees appointed by the Regional Committee.
- 11.3 The designated member of UK Council will attend meetings of the Regional Committee *ex-officio*.

- 11.4 At every meeting of the Regional Committee there shall be a number of standing agenda items as determined by the UK Council.
- 11.5 The Regional Committee shall meet on a minimum of four occasions per annum.
- 11.6 The Regional Committee shall have the power to co-opt any member to fill any casual vacancy on the Committee, providing they retire on the 30th day of June following their co-option.
- 11.7 Regional Committee members or members of the Executive shall be removed from Committee membership should they fail to attend three consecutive meetings, unless that absence is caused by ill health or has the prior approval of the Regional Committee.
- 11.8 The Secretary of the Regional Committee shall maintain a record of attendance at both Regional Committee and Regional Committee Executive meetings, this record shall be presented in the Annual Report.
- 11.9 The Regional Committee shall have the power to create such sub groups as it deems necessary to the proper and efficient running of the Region

12 Constituency Representatives

For the purposes of representation the Region shall comprise constituencies in such divisions as the regional Committee shall define, subject to approval at the Annual General Meeting of the Region. Each constituency will elect representative who shall become members of the Regional Committee. The number of representatives to represent each particular constituency shall be defined by the Regional Committee subject to approval at the Annual General meeting of the Region.

13 Finance

- 13.1 The financial year of the Regional Committee shall be co-terminus with that of the Society.
- 13.2 The Treasurer of the Regional Committee shall be responsible for all funds of the Region and shall make all legitimate disbursements on behalf of the Regional Committee. At each meeting of the Regional Committee the Treasurer shall Present accounts for inspection, bank books and any other pertinent documentation required as required by the Regional Committee. The Treasurer shall present a report to the UK Council at least every quarter and shall give up all books, documents, monies and property of the society that is in the possession of the Regional Committee whenever called up on to do so by the UK Council or Regional Committee.

- 13.3 A bank account shall be opened in the name of the Society of Radiographers, cheques thereon shall be signed by the treasurer and any one of two other Officers so authorised by the Regional Committee. The regional committee shall cause the accounts of the region to be regularly entered in proper books and shall once a year before 30th November , submit to the duly elected auditors the accounts up to 30th September of that year with a general statement of the accounts and all vouchers. A\copy of the report and audited statement of accounts shall be forwarded to the director of finance of the society not less than two months after the close of the financial year.
- 13.4 At each quarter the chair shall sign a statement to the effect that the bank balance and Regional Committee books have been reconciled.
- 13.5 Expenses incurred by the Officers, members, auditors or others when on Regional committee business, where not otherwise met, shall be paid out of Regional committee funds. Subsistence and traveling expenses shall be paid up to the maximum of the current rates authorised by the Society.
- 13.6 The Regional Committee shall receive such financial assistance as the UK Council may consider necessary for the proper working of the Region; provided always that this regulation shall not be construed so as to prevent the Regional Committee from raising such additional funds (not carrying on any trade or business) as it may reasonably require in such a manner that the UK Council shall approve. The Regional Committee shall each year receive a statement of the UK Councils aims and objectives for the coming financial year and shall duly submit to the UK council such bids as may be appropriate to support the stated aims and objectives of the UK Council and to further the aims and objectives of the Regional committee in support of its proper working.

14 Minutes

The Regional Committee shall cause minutes to be made in books provided for the purpose, of all appointments of honorary officers, the names of members present at each meeting of the Regional Committee and the Executive. Records of all proceedings and resolutions of the regional Committee and it's Executive shall be made in these minutes.

15 Rules

Amendments to these rules may be considered at the Annual General Meeting or an Extraordinary General Meeting of the region convened for the purpose. A motion to amend the rules must be supported by not less than two thirds of the votes cast to become effective. All amendments to the rules shall be subject to the approval of the UK Council and shall not be operative until ratified by that body.