



HANDBOOK

SOR is the membership body and limited company and is governed by the Companies Act 1985 and the 'Articles of Association' for operational activity and the membership handbook for the development and implementation of policy. The Articles of Association can be found at <https://www.SoR.org/about-us/statutory-documents/moa-aoa-and-handbook>

The College of Radiographers [COR] is a registered charity and a subsidiary of the SOR but answerable to the rules and directions from the Charity Commission and is established for the promotion of professional practice for the public good.

Both organisations work in concert for the benefit of the membership, patients, and the public and wider society.

SOR as a Trade Union and Professional body have a duty to ensure that every effort is made to promote quality healthcare in the interests of the public, and to protect the employment rights and professional interests of the membership.

SOR is politically independent which means we are not affiliated to any political party and will work on member's behalf with the government of the day regardless of political affiliation to oppose any action that may be contrary to the interests of members and to support action that is in members' interests. We will also work with any political party on issues where co-operation is in members' interests.

In exercising this duty SOR recognises that there is also a social responsibility to promote and protect public services across the UK in the wider interest of the communities in which our members live and work.

SOR will use every means possible to ensure that the voice and opinions of the membership and the profession are heard and will challenge any and every attempt to undermine the rights of members or to destroy the principle of public service.

As a Trade Union we are affiliated to the Trade Union Congress [TUC] and to equivalent bodies in Scotland, Wales and Northern Ireland, where we campaign on member's behalf with other public sector and general unions on issues such as improvement in terms and conditions for working people, promotion of social awareness and protection of the provision of public services across the UK.

We are also affiliated to relevant International Bodies where such affiliation assists in protecting and promoting members' interests.

We recognise the contribution membership of the European Union has made to further members interests. In 2014 UK Council adopted the following statement in relation to the European Union.

At all times the Society of Radiographers will monitor European Union activity to ensure that the interests of the membership, the profession and patient care are taken into account.

The Society of Radiographers recognises that membership of the European Union benefits the UK by sharing resources and access to an open market for trade and employment.

As the preeminent body for diagnostic imaging and radiotherapy, the Society of Radiographers consults with European bodies representing our professions through the European Federation of Radiography Societies and other member Societies, where appropriate to support applications of European Law and to challenge any aspect of proposed implementation where this is not favourable to our profession.

However, decisions in the European Parliament are sometimes perverse or fail to take into account UK domestic law or the practical consequences on our members ability to develop their professional role or work safely and to the benefit of patient care.

Where we disagree with proposed European directions or policy the SoR will campaign for change and will seek cross political party support for our objection.

Where the European Parliament changes EU employment law, that will benefit members at work, we will ensure that the government will not seek derogation.

IMPORTANT NOTICE

Following the outcome of the Referendum held on 23rd June 2016 , UK Council have initiated a full review of the above statement on the Society's position in relation to the European Union and related matters . Updates to this statement and changes to any other matters covered by this Handbook will continue to be communicated to members in accordance with Article 2 of the Society's Articles of Association.

1.0 PURPOSE

- 1.1** **Sections 1.0 to 17.0 together with Appendices 5 – 7 of this handbook are rules of the SoR and are binding on all members of the SoR.**
- 1.2** **The purpose of this SoR handbook is to ensure that members have a clear understanding of their rights and duties when joining the SoR and at the same time provide guidance and an insight into the support we provide at all levels of the organisation.**
- 1.3** **This handbook will be reviewed from time to time under the direction of UK Council and any interim changes will be made available on the SoR website – www.SoR.org.**
- 1.4** **It is important that members, when accessing our services, check the website for any alterations or improvements that may have been made since the publication of this handbook.**
- 1.5** **The SoR believes that we provide a level of service designed to fully meet the needs of members. But we rely on your feedback to ensure this remains true. To help us we encourage members to provide us with feedback on our level of service and any suggestions that can improve our understanding of your needs.**

2.0 STATUS AND INTERPRETATION

- 2.1** In this Handbook, "the Society" shall mean the Society of Radiographers Limited (a company limited by guarantee and registered company number 169483) and references to the "Memorandum" and the "Articles" are references to the Memorandum and Articles of Association of the Society, from time to time in force.
- 2.2** Expressions defined in the Memorandum and Articles but not in this Handbook shall have the same meaning in this Handbook.
- 2.3** This Handbook has been adopted pursuant to Article 2 and has effect in accordance with and subject to that Article.

3.0 OBJECTIVES

3.1 The objectives for which the Society is established are those set out in the Memorandum.

3.2 In advancing its objectives the Society shall promote full equal opportunities for all Members and oppose any force in society that seeks to foster division based on race, creed, religion, gender, sexuality, marital status and disability. To that end the Society shall seek to ensure that discriminatory acts are not committed against any persons by the Society or by its organs, members or officers on the grounds of race, creed, religion, gender, sexuality, marital status and disability.

4.0 CATEGORIES OF MEMBERSHIP

4.1 To be a member an application form must be completed and sent to Head Office. On receipt of the forms your application will be processed and we will provide you with a membership number. A copy of the current membership forms can be found on the website.

4.2 All applications will need formal approval and this will be done during the processing of the form. Membership therefore begins once formal approval is granted which will be one month after your application. You do not have to be HCPC registered to become a member but you will have to meet at least one of the criteria listed below.

(a) **Ordinary Members:** Members who have gained an appropriate radiography qualification valid for UK practice (referred to in this Handbook as "Radiographers"). Only persons who have passed such qualifying examinations as the UK Council may from time to time prescribe or approve or shall satisfy such other criteria, listed below in (b),(c) and (d) , and as the UK Council may from time to time determine shall be eligible for Membership as Ordinary Members;

(b) **Associated Professionals:** Members who are not Radiographers but hold a health qualification of equivalent professional status which satisfies such criteria as the UK Council may from time to time determine;

(c) **Assistant Practitioners:** Members who are accredited as Assistant Practitioners by the College of Radiographers and who perform radiographic tasks under the supervision of a radiographer;

(d) **Radiographic Assistants/Helpers:** Members (including trainee Assistant Practitioners) who act as support workers to a radiographic team;

(e) **Retired Members:** Members of any other class of Member (other than Student Members) who are unemployed or cease to be self employed and over NHS retirement age;

(f) **Overseas Members:** Members of any other class of Member (other than Student Members) whose registered addresses are outside the UK;

(g) **Student Members:** Members registered as student radiographers with a Recognised Educational Institution;

(h) **Honorary Members;** Members of any other class of Member that the UK Council consider should (because of their exceptional contribution to the Society) be free from the obligation to pay subscriptions to the Society during their lifetime; and

(i) **Life Members:** this class of Member is closed to further entrants.

Those members in categories 4.2(a)-(d) and in categories 4.2(e) and (i) if still in work are entitled to stand in and vote in SOR elections.

5.0 **BENEFITS OF MEMBERSHIP**

These clauses apply to full paying members only in the classes described in clauses 4.2(a)-(e) above;

- 5.1 As a member you will be encouraged to attend the local activities in your area. There are 8 English Regions each with a committee [The Regional Committee] that will organise professional, Industrial and social events that you can attend.
- 5.2 In the Countries of Wales, Scotland and Northern Ireland there is a National Council that will organise trade union and professional events where you can learn, develop or take part in to understand the structure and activities of the SOR.
- 5.3 The SOR website www.SoR.org is an important source of information for members and will tell you about the most up to date activities and latest developments in professional practice
- 5.4 As a member organisation the SOR takes seriously the interaction with members. To assist with the development of SOR policy the SOR has a national conference; The Annual Delegates Conference or ADC, where Delegates, elected by members, debate and direct policy. Further information about the ADC can be found in section 12 of this handbook and on the SoR website at www.SoR.org/trade-union-support/annual-delegates-conference.
- 5.5 Each English region or UK country will elect a member to represent their interests. All members of the SOR **in employment** in categories (a) to (e) and (i) above can stand for election. Elections are governed by the Articles of Association and this handbook, clauses 16.1 to 16.3 and the duties of the post holder can be found in the Trade Union Support section on the website.
- 5.6 Once elected the member will attend the United Kingdom Council of the Society of Radiographers UKCSOR which is the SOR governing body and responsible for the implementation of policy that may be recommended by the ADC.
- 5.7 The SOR has a network of locally elected Trade Union representatives who act in your interests and will represent you at the workplace. The role of the representative and the election process is governed by a handbook that can be found in the Trade Union Support section on the website.
- 5.8 In addition to the Trade Union representative we have the Health and Safety Representative, who will challenge the employer for failing to provide a safe place of work and the Union Learning Representative who will provide you with information that will help you develop your ability and understanding.
- 5.9 You are encouraged to keep up to date with workplace industrial relations and improvements in your professional practice. To assist you we publish a range of documents that are free to members. As a member you are entitled to copies of our monthly publication 'Synergy News' where you will find contemporary news articles and up to date information about your employment and the profession. We also provide you with the peer reviewed journal 'Radiography'.
- 5.10 As the preeminent organisation in diagnostic imaging services and cancer care and treatment we hold a wealth of knowledge that you can access to assist you with your career. These can be found at www.SoR.org/career-progression and www.SoR.org/learning

- 5.11 The SoR is in the unique position of being a single profession trade union and hence has working and operational knowledge of all aspect of your employment and professional development. No other body in the UK has this insight so that when we undertake to represent individual or collective interests in employment, professional practice or to express a point of view or an opinion with any one of the political parties in the UK we are respected for our opinions and ideas.
- 5.12 It is unfortunate that members can sometimes be accused by patients of negligence and incompetence. The SOR, in addition to formal representation, has provision for members to access an insurance policy which is designed to underwrite the costs of defending a claim against you. The details and conditions of this policy can be found at Appendix 3 and the requirements that you need to comply with to access this policy can be found on the website.
- 5.13 It is also unfortunate that members can be injured at work. Should this happen the SOR will investigate the circumstances of any injury and if the claim is valid will instruct solicitors to help you at no expense to the member. <https://www.SoR.org/trade-union-support/employment-advice/injuries-work>
- 5.14 All the benefits stated above can only be accessed if members adhere to the standards in Section 6.0

6.0 **STANDARDS**

Members adhere to the conditions of this handbook and rules governing representation and adhere to the following standards;

- 6.1 All Members are of equal standing and will extend all courtesy and consideration for others.
- 6.2 Members shall exercise honesty, objectivity and diligence in the performance of their duties and responsibilities.
- 6.3 Members shall exhibit loyalty in all matters pertaining to the affairs of the Society and shall not knowingly be a party to any illegal or improper activity.
- 6.4 Members shall not knowingly engage in acts or activities that are discreditable to the Society.
- 6.5 Members shall refrain from entering into any activity which may be in conflict with the aims or interests of the Society or which would prejudice their ability to carry out objectively their duties and responsibilities.
- 6.6 Members of the Society acting on behalf of the Society shall declare any potential conflict of interests.
- 6.7 Members of the Society shall undertake only those roles or activities for which they are adequately prepared and that they can reasonably expect to complete competently.
- 6.8 Members shall be prudent in the use of information acquired in the course of being a part of the Society. They shall not use confidential information for any personal gain. Where Members hold information about any other individual in the course of undertaking any role or activity, they will ensure that they do not pass the information to others without the consent of the individual and will in all respects comply with the applicable provisions of the Data Protection Act 1998.

Any member who is judged as having failed to comply with these conditions will be subject to investigation and may be called to account for their actions in accordance with the SoR membership disciplinary procedure. Sanctions applied could include expulsion from the SoR in accordance with the procedure in Appendix 4.

It is important to note that to access all these benefits members will need to subscribe to the SoR and for the purposes of individual representation, professional indemnity insurance or personal injury claim be in membership at the time of the complaint and also the incident.

MEMBERSHIP OF SoR

- 7.1 Subscriptions are payable monthly by direct debit in advance and the amounts are published on the website. <https://www.SoR.org/being-member/join-us>. The amount of subscriptions payable can only be altered by a decision of UK Council.
- 7.2 Subscriptions vary and will depend on your income.
- 7.3 **Ordinary Members and Associated Professional Members** will be eligible for Membership at the Reduced Rate where the Member's salary is less than Pay Point 16 of the Agenda for Change pay scales for the National Pay Scale or such other figure or value as may be determined by UK Council from time to time.
- 7.4 **Overseas Members** will pay subscriptions at the relevant Overseas Rate.
- 7.5 **Retired Members** will pay subscriptions at the Retired Rate.
- 7.6 **Honorary and Life Members** are not obliged to pay any annual or monthly subscription to the Society.
- 7.7 No person shall be admitted to Membership of the Society until any subscription or instalment for admission has been paid.
- 7.8 Any Member whose subscription remains unpaid for more than one month after the due date shall lose all privileges of Membership until such time as it is paid.
- 7.9 Any member who remains out of membership for 6 successive months in any one year will not be automatically readmitted to membership without the consent of the Chief Executive Officer of the SOR.
- 7.10 The UK Council may, where in its opinion it is desirable to do so, reduce or remit the subscription or the arrears of annual subscription of any Member.
- 7.12 The following provisions shall apply to all Members of the Society:
 - (a) Members (except Overseas Members) shall belong to a geographical region (in England) (each an "English Region") or country (Wales, Scotland or Northern Ireland) (each a "Country") of the Society which is determined by the UK Council to be the English Region or Country most appropriate to their registered address (or such other address as is otherwise determined to be appropriate by the UK Council from time to time);
 - (b) Members shall pay all subscriptions and other sums required to be paid under this Handbook as and when they are payable;
 - (c) Members shall at all times observe the provisions of the Articles and the Handbook of the Society. They shall abide by any decisions properly made under the Articles or the Handbook and shall carry out any duty or obligation imposed and any orders or directions given by or under the Articles or the Handbook;
 - (d) Members shall ensure that the Head Office is informed in writing of their principal place of employment and the address of their main residence. A Member's main residence will be his or her "registered address" for the purposes of the Articles and this Handbook, except that a Member may notify the Society in writing that his or

principal place of employment should be his or her registered address and the registered address of a Student Member will be the address of the Recognised Educational Institution with which he or she is registered: and

- 7.13 (e) for the avoidance of doubt, a person ceasing to be a Member of the Society for any reason shall have no interest or right whatsoever in or over the funds and property of the Society.
- 7.14 A Member ceasing for any reason to be a Member shall forthwith relinquish any office in the Society to which he or she has been elected or appointed, and shall cease to represent the Society on any other body
- 7.15 Members may at any time resign from the Society by giving four weeks' written notice of resignation to the Society at the Head Office provided that any such resignation shall be without prejudice to any liability of such Member for payment of any arrears of subscription.

Expulsion

- 7.16 If, after due and proper enquiry and subject always to the requirements of the 1992 Act, the Chief Executive is of the opinion that a Member has been guilty of conduct which in his or her opinion renders such person unfit to remain a Member or is injurious to the character or interests of the Society, the Chief Executive may remove his or her name from the register whereupon such person shall cease to be a Member of the Society.
- 7.17 The UK Council may from time to time prescribe criteria for the expulsion of Members by the Chief Executive (provided that such criteria shall not infringe any right conferred by the 1992 Act).
- 7.18 A Member whose name is so removed from the register will be notified of the removal in writing and informed that an appeal can be made against that decision to the UK Council and that notice of appeal must be in writing and received by the Chief Executive within 28 days of the date of the written notification of the right to appeal.
- 7.19 If notice of appeal is received within the time specified, the UK Council will give the person whose name has been removed an opportunity to be heard and may accept or reject the appeal or impose conditions as it may in its absolute discretion think fit. The decision of the UK Council shall be final.
- 7.20 The UK Council may by resolution remove from the register the name of any Member whose name is removed from any register maintained by the Health Professions Council pursuant to section 60 of the Health Act 1999 or any other such register to which Members must subscribe whereupon such person shall cease to be a Member of the Society.
- 7.21 Any Student Member who ceases for any reason to be a registered student radiographer shall also cease to be a Student Member of the Society and his or her name shall be removed from the register accordingly

8.0 **STUDENT MEMBERSHIP**

- 8.1 Student membership is open to those undertaking pre-registration programmes in medical imaging or radiotherapy in the United Kingdom. Members undertaking other programmes of study, even when these are full-time, are liable for the full membership fees, or reduced rate, as applicable. Separate membership arrangements exist for those training to be assistant practitioners.
- 8.2 Students may terminate their membership and/or rejoin at any time. Students who join or re-join after the start of their programme and who wish to have a certificate of professional indemnity for the purposes of elective placements (see 8.7 below) must pay the full year's membership fee for the membership year in which the certificate is required.
- 8.3 Student members are not provided with full workplace representation. In cases of dispute with the education provider or clinical education site we recommend that representation be sought from the National Union of Students (NUS). The SoR will, however, provide advice and information regarding our policies on undergraduate education and training, as appropriate.
- 8.4 Student members receive a range of benefits including opportunities to participate in the national and regional structures of the SoR, preferential rates to attend SoR conferences and events, eligibility to enter student competitions and to apply for student awards and access to the website, our electronic publications and document libraries.
- 8.5 Student members do not normally receive paper copies of our monthly magazines and quarterly peer reviewed journal. Those wishing to receive paper copies of our monthly magazines may do so for a small additional charge.
- 8.6 Student members are covered by the Society's professional indemnity insurance (PII). This is valid provided that the student is acting in accordance with the SoR's defined conditions for pre-registration clinical education and supervision. Students who wish to obtain a certificate of PII for elective placements should refer to clause 8.3 above. PII is only valid for elective placements when these are recognised by the education provider as a component of the pre-registration programme with a contribution to the student's clinical education. This need not imply that the education provider has a formal contract with the elective placement site, but student members are advised to obtain written support for the elective placement from their programme leaders. Students are advised that PII does not provide any travel or medical insurance relating to elective placements and that these should be arranged separately.

9.0 REGIONS AND COUNTRIES

9.1 The Membership of the Society shall be organised into defined geographical areas at the discretion of the UK Council and each Member of the Society shall also be a Member of an English Region or a Country as determined by the UK Council in accordance with clauses 5.1 and 5.2.

9.2 Each English Region and Country shall adopt a constitution substantially in the form of the Model Constitution specified in writing by the UK Council from time to time and which it shall submit to the UK Council for its approval. The constitution of the English Region or Country or any amendment thereto shall not have effect unless and until approved by the UK Council and any resolution by an English Region or Country to amend or alter the constitution of the English Region or Country must be supported by not less than two-thirds of the total votes cast at an Annual General Meeting or at a Special General Meeting (each as defined in clauses 12.1 to 12.6 below) convened for that purpose by the Members of each English Region or Country entitled to vote at such meeting.

9.3 Each English Region or Country shall arrange for meetings to be held as follows:

- (a) an annual general meeting (an "Annual General Meeting") for the purpose of electing officers and members of the Regional Committee or National Council (as defined in clauses 5.1 and 5.2);
- (b) one or more meetings for the purpose of determining motions and nominations in relation to the Annual Delegate Conference (as referred to in 12.7 to 12.10) and where such a meeting is not the Annual General Meeting it shall be convened on the same basis as the Annual General Meeting and within the timetable for the submission of motions and nominations to the Annual Delegate Conference; and
- (c) one or more meetings for the purpose of instructing delegates in regard to motions and other business on the agenda of the Annual Delegate Conference or any other conference.

9.4 The constitution of each English Region or Country shall make provision for a special general meeting (a "Special General Meeting") to be convened on the application of a minimum number or proportion of the Members of the English Region or Country and by the Regional Committee or National Council.

9.5 Each English Region and Country shall at its Annual General Meeting elect a chairperson, vice-chairperson, secretary and treasurer (each a "Chairperson", "Vice-Chairperson", "Secretary" and "Treasurer"), together with such further officers as the meeting considers necessary. The name and address of a newly elected Chairperson, Vice-Chairperson, Secretary or Treasurer shall be notified to the Chief Executive within seven days of the election.

9.6 Each English Region and Country shall have a regional or national committee (a "Regional Committee" and "National Council") which shall be composed of the officers elected at the Annual General Meeting pursuant to clause 9.3(a) together with such additional members so elected as are provided for in the constitution of the English Region or Country

The constitution of each English Region or Country shall provide for notice of any Annual or Special General Meeting to be given to the UK Council when notice of such meeting is given to the Members and for any person designated by the UK Council to attend any such Meeting.

10.0 WORKPLACE REPRESENTATIVES

- 10.1 The Society is responsible for the system of workplace representatives accredited by the Society under relevant legislation. Workplace representatives provide support to Members on issues of industrial relations, health and safety and education.**
- 10.2 Each English Region and Country may establish a committee or other means of facilitating the discussion of all relevant issues by workplace representatives.**

11.0 REGIONAL ACCOUNTS AND FINANCES

11.1 All monies, funds, property or other assets held by or on behalf of the Society or any English Region, Country or other subsidiary part of the Society shall be the property of the Society and shall be surrendered to the Society at the request of the UK Council.

11.2 Each English Region and Country shall at its Annual General Meeting elect a minimum of one independent auditor, who shall examine and audit the accounts of the English Region or Country.

11.3 The Treasurer of each English Region or Country shall present to the Annual General Meeting a financial report and audited statement of accounts in the form prescribed by the UK Council. A copy thereof shall be sent to the Finance Director of the Society at the Head Office as soon as possible and in any event not later than two months after the close of the financial year.

11.4 Each English Region and Country shall be entitled to receive such financial assistance as the UK Council may from time to time decide is appropriate having regard to an assessment by the UK Council of the number of Members of that English Region or Country and the nature and cost of the activities planned by each such English Region or Country in each financial year, which shall be notified to the UK Council by the Treasurer of each such English Region or Country in a form and by a date specified by the Finance Director of the Society from time to time.

11.5 Such financial assistance as is provided in accordance with paragraph 11.4 is to be used by the English Region or Country solely for the purpose of representing and advancing the interests of Members of the Society in that English Region or Country in accordance with the objects of the Society, the Articles, this Handbook and the constitution of the English Region or Country.

11.6 Financial assistance to English Regions or a Country under paragraph 11.4 may be withheld by the UK Council if the UK Council decides that the English Region or Country has acted otherwise than in accordance with paragraph 11.5 or if that English Region or Country has failed to deliver to the Finance Director of the Society the accounts of the English Region within two months of the close of each financial year.

11.7 Any English Region or Country may apply to the UK Council for a supplementary payment. The UK Council may in its absolute discretion grant or refuse such application and its decision shall be final.

11.8 Any English Region or Country may raise additional funds it may reasonably require in such manner (not involving the carrying on of any trade or business) as is within the objects of the Society, Articles, the Handbook and the constitution of the English Region or Country and as the UK Council may from time to time expressly approve in advance, but in no other manner. Nothing in this paragraph shall permit any English Region or Country to require Members to pay an additional or higher subscription.

12.0 ANNUAL DELEGATE CONFERENCE

- 12.1 The Annual Delegate Conference (ADC) of the Society of Radiographers (SOR) shall meet annually at such time and place as the UK Council of the Society of Radiographers determines.
- 12.2 ADC, as a representative forum, shall formulate policy and direct that policy to the UK Council of the Society of Radiographers.
- 12.3 In addition, the ADC shall receive reports on the action taken in respect of successful motions from previous ADCs and on the work/activities of the SOR.

SPECIAL DELEGATE CONFERENCE

- 12.4 A Special Delegate Conference (SDC) may be convened by the UK Council of the Society of Radiographers.
- 12.5 An SDC shall also be convened on receipt by the Chief Executive Officer of a resolution supported by at least fifty (50) accredited representatives and at least three (3) Regional Committees/National Councils, stating clearly the purpose and business to be transacted. A Special Delegate Conference shall be convened not more than eight weeks from the date of receipt of a valid request.
- 12.6 A Special Delegate Conference shall be convened on the same constituency basis as that applied to the preceding ADC.

COMPOSITION OF DELEGATE CONFERENCES

- 12.7 The basis of representation at Delegate Conferences shall be one delegate for every 100 members or part thereof in a geographical area as defined by Delegate Conference Committee (DCC) in conjunction with UK Council of SOR. Membership of each region/country shall be as recorded on SoR membership database on the preceding 30th September.
- 12.8 RC/NCs shall be responsible for the election of delegates and delegations should, where possible, represent the diversity of members and their work roles.
- 12.9 Each RC/NC shall elect a delegation leader.
- 12.10 Each delegation shall receive a mandate from members in that constituency.

THE RIGHT TO ATTEND AND SPEAK

- 12.11 The following shall have the right to attend and speak, but not to vote:
 - 12.11.1 All members of the UK Council of the Society of Radiographers.
 - 12.11.2 Two representatives of each Regional Committee/National Council not otherwise delegates.

12.11.3 The Chief Executive Officer, Director of Industrial Relations, Director of Professional Policy and other such staff as the UK Council or Delegates Conference Committee may determine.

12.11.4 A total of (3) three representatives from 'Equalise'.

THE DELEGATES CONFERENCE COMMITTEE

12.12 The function of DCC shall be to:

12.12.1 Ensure that the Rules and Standing orders relating to Delegate Conferences are observed and to notify the President of any violation brought to their notice.

12.12.2 Consider all motions submitted for consideration and, for the purpose of enabling Conference to transact business effectively DCC shall:

- i. decide whether motions have been submitted in accordance with Rules
- ii. group together motions relating to the same subject and decide the order in which they should be debated and voted on by Conference
- iii. make arrangements where necessary for compositing motions. In doing so, DCC will consult with movers of motions and amendments.
- iv. Offer guidance to regions and countries regarding the motions submitted prior to the final deadline for submitting motions
- v. After offering guidance the DCC can refuse to accept motions where the wording does not include a clear instruction regarding action required, where the motion itself is unclear, where the motion is factually incorrect or where the motion simply restates a policy set at the previous year's ADC.
- vi. Amendments that clarify and enhance motions will be accepted but amendments that alter the purpose of the original motion will not be accepted.

12.12.3 Draw up the preliminary and final Agendas of Conference and the proposed hours of business. These will be circulated in accordance with the timetable in clause 12.18 and be presented to Conference for approval.

12.12.4 Determine the order in which the business of Conference shall be conducted

12.13 DCC shall have the power to make any recommendations to UK Council in respect of the organisation, conduct, Rules, Standing Orders or other matters relating to Conference which it deems appropriate.

12.14 DCC shall comprise:

12.14.1 Two representatives elected by ADC who shall observe on UK Council on behalf of ADC

12.14.2 Two representatives elected by ADC

12.14.3 Two representatives nominated by UK Council

12.14.4 A Secretary appointed by the Chief Executive

- 12.15 Members of DCC shall hold office from the end of ADC until the end of the following ADC. They shall be present at ADC either as part of their Country/Regional Delegation or in their own right as members of the DCC.
- 12.16 At its first meeting, DCC shall elect a Chair and Vice Chair from its members. The retiring Chair shall make a report on conduct and matters arising from the year in office.
- 12.17 Any decisions of DCC that are to be reported to Conference shall be reported by the Chair or their deputy and shall be subject to the approval of Conference

ADC TIMETABLE

- 12.18 The timetable by which the ADC shall be convened shall be as follows:

Procedure : Weeks (at least) before first day of Conference:

Notice of timetable and request for submission of motions and delegates	16 weeks
closing date for submission of motions	9 weeks
Publication of Preliminary Agenda and call for amendments to motions	5 weeks
Final date for submission of amendments and details of delegates	4 weeks
Publication of Final Agenda	2 weeks

This timetable will be adhered to at all times.

ADC PROCEDURE AND QUORUM

- 12.19 Each constituency as defined by clause 12.7 may send a delegate and, shall be entitled to submit motions and amendments
- 12.20 The UK Council of SoR shall have the right to submit motions and amendments and to submit reports and statements.
- 12.21 Equality networks of SoR shall be entitled to submit motions and amendments.
- 12.22 If the business of Conference has not been concluded by the end of Conference, then outstanding matters shall be referred to UK Council, which will then report its decisions to members.
- 12.23 The DCC shall have the right to recommend the cancellation of the ADC in either of the following circumstances:
 - 12.23.1 Insufficient business has been received after the specified day for the receipt of motions.
 - 12.23.2 Less than one third of delegates eligible to attend and vote have registered by the final date for the receipt of such registrations.

ELECTIONS AT THE ADC

- 12.24 The following elections shall take place at ADC:

12.24.1 Two representatives to act as observers to UK Council on behalf of DCC and as members of DCC

12.24.2 Two representatives as members of DCC

12.24.3 One student representative to attend as observer to UK Council. This role may be shared between two (or more) nominees

12.24.4 Two representatives as members of the Trade Union Education Committee (TUED)

12.25 Nominations shall be received by 12 noon on the first day of ADC

12.26 All elections shall be by secret ballot.

OBSERVERS AND GUESTS

12.27 Subject to the availability of accommodation, the Delegates Conference Committee shall make appropriate arrangements for other members of SOR to attend Conference as observers. Such observers will not be permitted to speak or vote. Attendance shall be at the observers' own expense unless DCC directs otherwise.

12.28 DCC shall have the right to invite such guests not being members of SOR to attend any part of the ADC as it deems appropriate.

CONDUCT OF THE ADC

12.29 The conduct of Conference shall be determined by the Rules and Standing Orders adopted by the ADC. Conference shall normally be conducted in public session, but exceptionally the whole or any part of Conference may be held in private. This course of action may be recommended by any delegate to Conference or by the Chair of Conference and must be seconded and agreed by a majority vote.

13.0 THE UK COUNCIL

13.1 The UK Council shall be established in accordance with the Articles and shall have the powers and functions set out in those Articles. In addition, the UK Council shall, without limiting its general or other powers under the Articles of Association or this Handbook, have power subject to this Handbook:

- (a) to organise, open, amalgamate, sub-divide or close English Regions, Countries or other parts of the Society;
- (b) except as specifically provided for elsewhere in this Handbook, to make, vary, suspend or rescind regulations and by-laws for the conduct of the business of English Regions, Countries or other parts of the Society; and
- (c) to arrange for any casual vacancy in any office filled by election for which no other provision is made in this Handbook to be filled.

14.0 POWERS OF THE PRESIDENT

In addition to the powers conferred on the President by the Articles, the President shall be entitled to attend every meeting of Members convened to consider all business and shall have the right to speak on all questions. The President shall not, however, preside at such meetings unless required to do so by this Handbook or by Standing Order or at the invitation of the meeting.

15.0 OFFICES OF PRESIDENT, PRESIDENT-ELECT, VICE-PRESIDENT AND IMMEDIATE PAST PRESIDENT

15.1 The President, President-Elect and Vice-President elected by the UK Council shall have the functions set out in this Handbook and in the Articles and shall, in respect of that position, not have any additional right as a voting member of the UK Council. No person shall hold the position of President, President-Elect or Vice-President for a period which ends more than 13 months after she or he took up that position, nor shall any person be entitled to hold the same position at any time within the period of 12 months following the period for which she or he held that position. Nothing in this provision shall prevent a person holding the position of Vice- President from holding in a succeeding year the position of President Elect or a person holding the position of President-Elect from holding in a succeeding year the position of President.

15.2 An Immediate Past President who holds office in accordance with the Articles may attend meetings of the UK Council to discharge such functions as are specified in the Articles or this Handbook.

16.0 ELECTIONS

- 16.1** The following paragraphs shall govern the election of members of the UK Council (and the election of substitutes for those members of the UK Council who are appointed as President, President-Elect and Vice-President).
- 16.2** Overseas Members will not be entitled to vote on the election of members of the UK Council if they are outside the United Kingdom throughout the period during which votes may be cast.
- 16.3** The election of UK Council members shall be conducted by postal vote. The UK Council may adopt, amend or rescind such regulations as it considers necessary for the conduct of the elections in accordance with the 1992 Act. Such regulations shall be published and shall be binding on all Members as if part of this Handbook.
- 16.4** The UK Council shall appoint a returning officer (the "Returning Officer") in respect of the conduct of elections. The Chief Executive shall, with the assistance of the Returning Officer, make all necessary arrangements for the conduct of the elections in accordance with the 1992 Act. The Returning Officer shall supervise the elections and supply the President and Chief Executive with a certified statement of the results thereof.
- 16.5** The regulations adopted by the UK Council in accordance with paragraph 16.3 above shall stipulate the procedure for the nomination of candidates and in particular the number of valid nominations required to be eligible as a candidate.
- 16.6** All nominations shall be made in writing to the Chief Executive. The closing date for receipt of nominations shall be determined each year by the UK Council and notified to the English Regions and Countries.
- 16.7** Nominees must be Members of the Society who are entitled to vote in the elections to which their nomination relates. Nominees must give their consent in order for their nomination to be valid.

17.0 Political Activity and Political Expenditure

17.1 It is the established policy of the Society to maintain complete political independence at all times. No affiliation and or support for a political party or candidate for political office will be entered into or provided in money or in kind in any circumstances.

17.2 Within this policy framework it has been recognised, however, that the ability of the Society to lawfully campaign on matters of relevance and concern to members, their patients and society as a whole is threatened by changes to the law governing elections and the conduct of referenda introduced by Part II of the Transparency of Lobbying, Non-Party Campaigning and Trade Union Administration Act 2014.

17.3 To address this members have approved the establishment of a Political Fund following a ballot conducted in accordance with the Rules set out in Appendix 5 to this Handbook, these Rules having met the requirements of the Trade Union and Labour Relations Consolidation Act 1992 (TULRCA). Also as required by TULRCA, members through the same ballot have adopted the political objects set out in Section 72 of that Act and forming Appendix 7 of this Handbook.

17.4 The members approved the detailed Rules for the operation of the Political Fund found in a version of Appendix 6 of this Handbook which applied statutorily until 28th February 2018 (please see 17.6 – 17.8 below). Although the requirements of TULRCA 1992 required members to adopt the full scope of the Political Objects set out in Section 72 as an Object of the Society, it is these Political Fund Rules that specifically restrict political expenditure by the Society solely and exclusively to activity covered by Clause 1 (f) of Section 72 of TULRCA 1992 i.e. campaigning activity and thereby ensure the political independence of the Society is preserved.

17.5 Further, no change may be made to the Political Fund Ballot Rules, the Political Fund Rules and the Political Objects to be pursued by the Society without the prior agreement of members in General Meeting followed by ratification under a full ballot of the membership. In this way, the Society has been enabled to continue to campaign lawfully on the policy issues and priorities that matter to members, their patients and wider society.

17.6 On 4th May 2016 the Trade Union Act 2016 became law. Its provisions include changes to the operation of Political Funds under TULRCA 1992 and the annual financial reporting of activity relating to these funds. Under these changes any new member joining a trade union after a “transition” period must complete an “Opt-in” form if they wish to contribute to the union’s political fund. This form can be in electronic format. Under Regulations passed by Parliament during the first quarter of 2017 the transition period was set at twelve months commencing on 1st March 2017 and ending on 28th February 2018.

17.7 As a result of these mandatory changes required by statute, the Society submitted to the Certification Officer, as of May 2017, revised rules for the Political Fund that provide for the operation of (a) an “Opt-out” by members or returning members who had joined up to 28th February 2018 and (b) an “Opt-in” by any member joining on or after 1st March 2018. The statutory position of members in Northern Ireland is unchanged i.e. an “opt-in” to contributing to the Political Fund was and is required both before and after 1st March 2018.

17.8 The Certification Officer confirmed his preliminary approval of UK Council's proposed revisions to the Political Fund Rules on 22nd August 2017. Following this, arrangements were made for an Extraordinary General Meeting of members to be held in Glasgow on 28th October 2017. At this EGM members voted in person and by proxy to replace the existing Political Fund Rules in Appendix 6 of the Handbook with effect from 28th February 2018. Subsequently the Certification Officer gave formal approval on 15 November 2017 for the use of the revised Rules for the Political Fund from 28th February 2018 as set out in Appendix 6.

The following seven Appendices all form part of this Handbook. Appendices 1 – 4, however, are not part of the Rules of the SoR. Appendices 1 –3 advise members on matters referred to in the Handbook and Appendix 4 sets out the procedure to be followed regarding the membership disciplinary procedure. Appendices 5 – 7, i.e. the Political Fund Ballot Rules, the Political Fund Rules and the Political Objects, are a full part of the Rules of the SoR.

Appendix 1
The Society and College of Radiographers
COMPLAINTS POLICY

1. Principles

- Complaints about SoR, its work or staff, will be handled promptly and resolved as quickly as possible.
- Complaints of a routine nature should be handled and resolved if possible by the staff member that receives them.
- Staff should obtain support from Directors and/or Chief Executive in resolving difficult complaints and should escalate all written or unresolved complaints to the CEO.

2. Policy detail

- Verbal complaints received by phone or face to face should be dealt with if possible by the member of staff that receives them.
- Complaints that relate to the performance of a named member of staff should be treated as a serious complaint (see below).
- If the complaining member persists with the complaint or if it proves impossible to resolve satisfactorily, the complaint should be treated as a serious complaint (see below).
- Complaints of a serious nature, where a formal investigation may be necessary or where personally directed against a named member of staff should be made in writing to the Chief Executive. Staff that receive verbal complaints that cannot be resolved or where the complaint is believed to be serious should seek support from a director or the CEO if available at the time or should recommend that a letter be written directly to the CEO.
- Any complaints that are received in written form should be escalated to a director or the CEO.
- Written acknowledgement of every written complaint will be made within 5 working days of receipt. If possible, this letter should complete the SoR response. If further investigation is necessary, the CEO will respond finally in writing within a further 20 working days.
- Any necessary investigation will be carried out by the relevant Director who will report back to the CEO for response.
- In cases of complaint about Directors, the CEO will investigate and respond but may refer to the President for support.
- Complaints regarding the CEO will be escalated directly to the President.
- Members who are not satisfied with the outcome of their complaint may appeal to the President who may seek support from other members of UK Council in considering the matter.
- The decision of the President will be final in any appeal.

Appendix 2

WHAT WE WILL DO FOR YOU- A GUIDE TO INDIVIDUAL AND COLLECTIVE REPRESENTATION

NB This appendix applies to those in membership categories 4.2 (a)-(d) and to those members in category 4.2(i) who are in work.

- 1.0 As a trade union and professional body the Society of Radiographers is committed to provide the most effective and cost efficient representation for members. Local, Regional and National Officers are equipped to deal with a wide variety of problems members can experience in the workplace. In addition we have a team of Full Time Officers who are skilled in representing members before the Health and Care Professions Council, Employment Tribunals and during investigations conducted by DH into incidents involving radiation.
- 2.0 We are often asked to represent members in situations that are contentious and require a high degree of tact and diplomacy. It is important that members recognise and accept that the SoR as a trade union will ensure that any investigation or disciplinary process is fair and transparent. In all cases it is important that the full facts are known to all parties and that a written or oral submission by an employer or the member is the truth. Where facts are not in contention, we will advise the member to be honest in all that they say and do so that an employer or regulatory body can reach a reasonable, proportionate and just conclusion.
- 3.0 This guide will assist members to understand how we will represent your interests and how we determine representation should be provided. All cases are assessed on merit and therefore the following information will always depend on the particular circumstances of any case and the facts as they arise.
- 4.0 We have compiled a sample list of questions and answers below that should help you to understand what the SoR will do for you and explain some of the parameters for representation.

Q 1 How long do I have to be a member of the SoR before I can expect representation?

A. Members must be in membership before representation is provided. However if the need for representation occurred before membership commenced the SoR may not provide assistance. Each case will be treated separately and it will be for the prospective member to explain why they were not in membership at the time of the incident and why the SoR should now support them.

Q 2 I have been told by my employer that there has been a complaint made against me by a Patient and/or another member of staff, how do I get SoR representation?

A. All members should consult with the local SoR representative in the first instance. Where there is no elected representative available the member should contact the SoR on 020 7740 7234 for further advice and assistance. Until advice is given the member should not produce a written statement for the employer or admit any blame or culpability.

Q 3 Our SoR local representative is young and I think they are inexperienced. They are also friendly with the Manager and do not like me, can I have another representative or the Full Time Officer to represent me?

A. The SoR expects that the local representative will provide representation in the first instance. If there is a conflict of interest or the representative does not feel they are able to provide assistance they will discuss this with the Full Time Officer who will decide how best to proceed.

Q 4 The local representative is only Band 5 and I am the Manager. How can they represent me when I am responsible for managing them?

A. We have found that the best representation for managers will be the local representative as they are aware of the issues and the local politics. If this is a problem then please refer to the answer to question 3 above.

Q 5 The Full Time Officer is representing the staff. I am the manager, who represents me?

A. This will depend on the case and the issues under discussion. If the Manager is seeking to re-organize the department/discipline a member of staff or change working practices, they will seek advice and assistance from the employer as they are acting on behalf of the Trust, PCT or independent company. If the action is against the manager for a decision they have taken and the staff have entered a grievance, the manager should seek assistance from Human Resources as they are acting on behalf of the employer. In all cases the manager may discuss their concerns with the Full Time Officer who may advise them accordingly.

Q 6 I am not happy with the advice given to me by the Full Time Officer and want the Director of Industrial Relations [DIR] or another officer to represent me.

A. If the member is not happy for the Full Time Officer to continue to represent their interests they must write to the Director of Industrial Relations and explain the reasons for their concern as soon as possible. The general rule that will be applied is that only where there has been, or will be, a clear conflict of interest, will another officer be allocated to represent the member.

Q 7 Why can I not have a lawyer with me at the investigation?

A. Members who wish to instruct legal counsel may do so. In the majority of cases the employer is not obliged to allow a member to have legal representation present at an internal investigation and hearing. Once the member instructs or seeks assistance from legal counsel the SoR is no longer obliged to represent the member. Whilst SoR representation is free, legal representation is likely to attract a fee that will be met by the member and not by the SoR.

Q 8 The employer has told me that they will report my conduct to the Health and Care Professions Council, will the SoR provide legal representation?

A. See paragraph 1.0 above. The SoR has a number of trained Full Time Officers who are skilled in representing members before the HCPC. Only in extreme cases will the SoR instruct legal counsel to represent a member. Should we instruct counsel the SoR will compile the brief and will be responsible for any instruction and direction at the hearing.

Q 9 I have been told by the employer that the matter will now progress to a full hearing and may be reported to the HCPC. I have heard that where my future registration is in jeopardy I am entitled to legal representation - is this true?

A. Currently and only in exceptional circumstances where it is clear that the member's ability to work may be at risk, can there be a right to legal representation. The right to legal counsel is currently under review and on appeal at the High Court.

In any event where the member is of the view that they must have legal representation they will be responsible for any fee or instruction. The SoR can provide free representation of the required standard and does not believe that Solicitors or equivalent are necessary or as effective as a local SoR trained representative or Full Time Officer.

Q 10 My friend has told me that the union is obliged to provide me with a lawyer if I want one, is this true?

A. No it is not. The SoR is obliged to consider the most appropriate advice and representation for the member in the circumstances. It is for the member to accept the advice and representation offered by the SoR, or seeks alternative representation at their own expense.

Q 11 Am I not entitled to legal representation through the insurance provided by the SoR?

A. The SoR Professional Indemnity Insurance will only provide representation where the member is accused of professional misconduct and this is the subject of civil proceedings. In any event it is for the Insurance Underwriter, in discussion with the SoR, to determine if there is a need to instruct legal counsel (see 4 above).

Q 12 If I get a lawyer to represent me will the SoR pay the Bill?

A. Only where the SoR instructs a Solicitor will the SoR be responsible for payment. In instances where the member instructs a Solicitor of their choice the member will always be responsible for all costs associated with representation. (See also Question 8.)

Q 13 If during the course of the investigation I obtain free legal advice that conflicts with that given by the SoR what should I do?

A. You may discuss your information with the local representation or Full Time Officer. This may be considered further with the Director of Industrial Relations and we will advise you of our decision.

Q 14 If I employ a lawyer will the SoR still provide representation if I change my mind?

A If the member decides from the outset that they do not want the SoR to represent them the SoR will take no further action. If the member decides that they no longer want legal assistance and wish that the SoR continue with representation, they must advise us in writing as soon as possible. All correspondence should be sent to the Director of Industrial Relations and include the reasons why the SoR should now be involved.

Q 15 I was told that other unions provide legal representation to all members when they ask for it- why does this not happen with the SoR?

A. This is not true. Many unions only provide legal assistance in extreme cases and within strict limits. No unions, to our knowledge, automatically instruct Solicitors rather than rely on local representation

Q 16 Who will decide that legal assistance will be provided and who will be responsible for my case?

A. This will be determined by the facts of the case and the stage you reach in proceedings. Each case will be considered separately and on investigation by the Director of Industrial Relations.

Q 17 If I lose my job and cannot pay my SoR subscription will the SoR still represent me at subsequent hearings?

A. Only in extreme cases would the SoR cease representation for a member who is in such dire need that they cannot pay subscriptions. We may ask the member to go onto reduced subscription, seek help from the Benevolent Fund or provide them with a subscription holiday.

Appendix 3

Summary of Professional Liability Insurance Policy

Summary of Professional Liability Insurance Policy

The Society of Radiographers has a professional liability insurance policy which is placed with certain Underwriters at Lloyd's, the Royal & Sun Alliance Insurance plc and Novae Insurance Co Ltd, to provide cover for members against claims made in respect of their professional duties. The policy covers full members, those life members who have paid separately the triennial premium, members of associated professions, as approved by the Society of Radiographers and for which there is an agreement for cover, student/trainee members during recognised placements and under supervision.

The policy indemnifies members against such sums as they may become legally liable to pay in respect of claims made against them arising from bodily injury or disease (fatal or non-fatal) to persons, or damage to material property, caused by any incident resulting in a claim being made during the period of the policy. The indemnity applies to claims made anywhere in the world other than the United States of America and Canada. Payment will also be made in respect of costs and expenses incurred with the written consent of Underwriters in the defence of any such claim. Cover is restricted to members working in the U.K. and subject to prior approval by the Society of Radiographers short term overseas placements. Cover extends to members working in the Channel islands, the Isle of Man, Gibraltar, and the Falkland Islands. Members in both the National Health Service and in the independent sector are covered by the insurance.

The policy is a 'claims made policy'. This means that you must have been in membership at the time of any incident and also in membership when a claim is made even though this may occur some time after the incident.

The total amount of the indemnity provided is £5,000,000 in respect of any one incident or series of incidents arising out of one originating cause (inclusive of costs and expenses) and in total in respect of any one member during any one period of insurance. Certain Underwriters at Lloyd's provide the first £100,000, Royal & Sun Alliance Insurance plc £1,900,000 in excess of £100,000 and Novae Insurance Company Limited £3,000,000 in excess of £2,000,000.

It is important to know what else is not covered, and the specific exclusions for which this policy does not cover liability are as follows:-

1. Any claim where the incident giving rise to such claim occurred before 1st April, 1987;
2. Any claim as a result of bodily injury sustained by any person arising out of and in the course of his employment by a member of the Society under a contract of service;



The Society & College of Radiographers

3. Any claim for damage to material property owned by or occupied by any member of the Society or of any servant of such member;
4. Any claim involving liability assumed by any member of the Society by agreement or under contract unless such liability would have attached to the member in the absence of such agreement;
5. Any claim caused by any ship, craft, aircraft or mechanically propelled vehicle which is:- (i) owned by or in the custody or control of a member of the Society; (ii) in the custody of an employee of a member of the Society; (iii) being moved by whatever means by a member of the Society or an employee of a member of the Society. However, provided the member of the Society is not entitled to indemnity under any other policy, cover will apply in respect of any claim:- (i) caused by any mechanically propelled vehicle which is not licensed for road use and for which no Certificate of Motor Insurance is required, or (ii) arising from the act of loading or unloading a mechanically propelled vehicle, including assisting persons into or out of a mechanically propelled vehicle or the bringing or taking away of a load from such vehicle;
6. Any claim directly or indirectly occasioned by, happening through or in consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power;
7. Any claim for:- (i) personal injury or bodily injury or loss of, damage to or loss of use of material property directly or indirectly caused by seepage, pollution or contamination (ii) the cost of removing, nullifying or cleaning-up seepage, polluting or contaminating substances (ii) fines, penalties, punitive or exemplary damages;
8. Any claim in any way related to Criminal Acts.
9. Any claims made or judgements rendered in the Courts of the United States of America or Canada. The Policy also excludes any legal fees, costs and expenses related to such claims.

There is also an extension in the policy to cover National Councils/Regional Committees of the Society of Radiographers and individual members in respect of their legal liability incurred arising out of activities and meetings held by the National Councils/Regional Committees.

Cover also includes indemnity to members in respect of legal liability arising from their acts as Expert Witness or as an External Appointment Assessor.

It is important to note that the cover provided is for a member's work as an individual professional and will not cover any

company, Trust or Health Board for whom they are working. The SoR is neither an insurance broker nor insurance company. The final decision to accept a claim will rest with the underwriter, albeit based on the advice of the Society of Radiographers and as long as the conditions for cover are met. The Professional Indemnity Insurance member benefit is applicable if a particular practice is recognised as being within the Society of Radiographers approved Scope of Practice which is revised and updated periodically.

The scheme applies to eligible members whether they are in full or part time employment.

The Society of Radiographers is frequently asked to give advice to members on their legal liability. A member is liable at common law for any injury caused to a patient through negligence in carrying out his or her duties, in the same way as any other person holding him or herself out to the public as having special skills. In most cases the employing authority would also be vicariously liable to the patient for the same negligent act and although it would normally meet any claim brought by the patient without seeking contribution from the member personally, that course is always open to it and the authority could well do so in some circumstances.

Clinical imaging or radiotherapy procedures involving ionising radiation must have a referral from a statutorily regulated healthcare professional, this is a legal requirement. For examinations and procedures involving the use of non-ionising radiation the Society is now more flexible over the source of referral for examination and treatment. This cover also now applies to self-referrals and referrals from non-statutorily regulated healthcare professionals subject to compliance with the Society's advice on the acceptance of this type of referral.

When undertaking clinical imaging or radiotherapy procedures members may also be asked to report on these procedures. Producing reports, whether written or oral, is within the Society of Radiographers approved Scope of Practice. Members are advised to inform their employer that they are issuing reports, and that the practice will continue unless the employer notifies the member otherwise.

Members must act within the Society of Radiographers published professional guidance for the professional indemnity insurance benefit of membership to be effective. Specifically, members must practice in accordance with the Scope of Practice and the Code of Conduct approved by the Council of the Society of Radiographers. These are reviewed and revised periodically, with the most recent editions (2013) available to all members via the document library on the Society of Radiographers website.

The Society also expects members practising as independent practitioners to adhere to its guidance in its publication 'Professional Standards of those working as Independent Practitioners'. This is updated regularly and is available to all members in the document library on the SoR website.

Failure to adhere to the above conditions may compromise insurance cover.

In the event of an incident occurring out of which a claim might arise, members are instructed to communicate immediately with the Chief Executive Officer, at The Society of Radiographers, 207 Providence Square, Mill Street, London, SE1 2EW. No written or oral statement should be made to the patient or the patient's solicitor except on the direct advice of the solicitors appointed by the Underwriters underwriting the SoR's PII policy. The work of these solicitors may be seriously hampered by an inadvertent remark acknowledging liability for the accident, while a case may easily be lost if the insured member offers to pay a small sum in compensation: such an offer seldom has the desired effect of ending the case but frequently prejudices the issue. Members must co-operate in every way with the Underwriters' solicitors and give all possible facilities for full enquiry into any claim that arises.

This is a summary of the policy which is worded in much greater detail and in more legalistic terms. As is usual in explanations, nothing written here can override the provisions of the policy.

A series of Frequently Asked Questions can be found on <https://www.sor.org/being-member/professional-indemnity-insurance>.

Appendix 1: Society of Radiographers membership categories and PII benefit eligibility

Membership Category	PII Benefit
Assistant practitioner (accredited)	YES
Associated professional (non radiographer)	YES
UK Qualified radiographer	YES
Overseas Member (any category)	NO
Radiographic Assistant	YES
Retired (not working)	YES (for three years beyond retirement date)
Student radiographer	YES (for approved placements)
Trainee assistant practitioner	YES (for approved placements)

Society for Vascular Technology of Great Britain and Ireland (SVT) Members

In addition, full ordinary members of the SVT benefit from the Society of Radiographers Professional Indemnity policy on payment of the required fee.



Appendix 4

Membership Discipline Procedure

The draft procedure outlined below is for use to discipline SoR members for breach of SoR rules, not for professional misconduct which should either use a different procedure or, preferably, be left to the HCPC. Of course, one of the rules of the SoR is to behave in a manner appropriate to the profession and Council may wish to invoke the disciplinary procedure in certain instances.

1. The Procedure

This procedure is to be used only for disciplining SoR members for conduct which may have breached the rules of the organisation or brought it into disrepute. It is not to be used for complaints about the service provided by the SoR, its accredited representatives or its officers or other matters of concern. It is not to be used to discipline staff.

Complaints can be made through this process by SoR members or other parties.

2. Complaint Process

- (i) The Chief Executive will appoint a member of staff to act as Complaints Secretary in all aspects of the complaints procedure. All complaints about member conduct should be made to the Complaints Secretary clearly stating the reason for the complaint and which SoR rules have allegedly been breached¹.
- (ii) Upon receipt of a complaint the Complaints Secretary will send a copy of the complaint to the member who shall, within 10 days of the date it was sent to her/him, notify the Complaint Secretary in writing whether the complaint is admitted or denied.
- (iii) Upon receipt of a denial, or upon the expiry of 10 days if there is no response from the member is received, the Complaints Secretary will refer the complaint to the Director of Industrial Relations who will appoint an Investigating Officer.
- (iv) The Investigating Officer will be a senior member of staff who will be directed by the Chief Executive. The Investigating Officer will not be the member's own RO or Council member or have had any prior involvement with the member or the case. The Council member cannot be a member of the Appeals Committee (see 4(iv)).
- (v) The Investigating Officer will carry out a thorough investigation of the complaint and decide whether there is a prima facie case against the respondent. The Investigating Officer will lodge a report with the Complaints Secretary.
- (vi) If the Investigating Officer finds that there is no case to answer the Complaints Secretary will write to the member to inform them of this decision. If the Investigating Officer finds that there is a prima facie case against the member, or the member admits the complaint, the Complaints Secretary will set up a disciplinary hearing.
- (vii) The initial hearing shall be in front of the Chief Executive assisted by the Complaints Officer. Further advice may be sought as appropriate.

¹ It is advised that this is a member of staff who is used to dealing with complaints or disciplinary procedures and is of sufficient seniority to carry respect among staff, members and Council. It is not anticipated that the number of complaints will make this an onerous task.

3. The Disciplinary Hearing

- (i) No later than 21 days before the disciplinary hearing, the member shall be sent a written notice of the disciplinary hearing including the information listed in Appendix 1 below.
- (ii) The member will be entitled to submit, not later than 7 days before the hearing, any written material in support of her/his case and the names of any witnesses.
- (iii) The member shall be entitled to be represented at the hearing by another person of her/his choice (subject to the approval of the Director of Industrial Relations, such approval will not be unreasonably refused).
- (iv) No accredited representative or officer is under any obligation to undertake representation but equally, if asked, they should be allowed to undertake the task if they believe it is the right thing to do.
- (v) At the hearing the member will be asked whether she/he admits or denies the charge. If the member admits the charge she/he will be given the opportunity to raise any points of mitigation before the Chief Executive adjourns the meeting to consider her/his decision.
- (vi) If the member denies the charge the Investigating Officer will present the case against the member and call any witnesses. The member or their representative will have the opportunity to question the SoR witnesses.
- (vii) The Investigating Officer will have the opportunity to re-examine the SoR witnesses.
- (viii) The member or her/his representative will have the opportunity to present the member's case and call witnesses. The Investigating Officer will have the opportunity to question the member, the member's representative and their witnesses.
- (ix) The member and/or her/his representative will have the opportunity to re-examine their witnesses.
- (x) The Chief Executive is entitled to ask questions of any party at any time prior to the final summing up.
- (xi) The Investigating Officer will give their final summing up first. The last word will be given to the respondent or her/his representative.
- (xii) The Chief Executive will retire to consider her/his decision. Normally the decision will be given to the member on the same day and confirmed, with reasons, in writing within 5 days of the hearing. Exceptionally the Chief Executive may decide to defer a decision. In this case the member will be informed as soon as possible of the decision and within 10 days, with reasons, in any event.
- (xiii) The Chief Executive may decide to suspend membership, suspend the right to hold office, suspend the right to be an accredited representative or may permanently exclude the member.
- (xiv) Any penalty imposed on the member will not take effect until the expiry of the time limit within which the member may appeal, or until the appeal has been heard.

4. Right of Appeal

- (i) There will be a right of appeal against the Chief Executive's decision.
- (ii) The appeal will be lodged through the Complaints Secretary within 10 days of the letter confirming the decision in 3(xi) above being sent specifying the grounds of the appeal.
- (iii) Upon receipt of the appeal the Appeals Secretary will convene a meeting of the Appeals Committee to hear the appeal.
- (iv) The Appeals Committee is a sub-committee of UK Council. This will include the President, Vice-President, President Elect, Immediate Past President and one other nominated by Council. There will be a quorum of three for each appeal.

- (v) The Appeals Committee may resolve to: dismiss the case against the member; uphold or reduce the penalty imposed by the Chief Executive.
- (vi) The appeals committee will be advised by the Director of Industrial Relations.
- (vii) The decision of the Appeals Committee will be final.

5. Complaints Against UK Council Members

- (i) Complaints against UK Council Members will be investigated by the Chief Executive and heard by the Appeals Committee in the first instance. The Appeals Committee will not include the President and will be assisted by the Complaints Secretary.
- (ii) Appeal against the Appeals Committee's decision will be to the President assisted by the Director of Industrial Relations.
- (iii) The President's decision will be final.

Appendix 1 – Convening of Hearings

Whenever a hearing is convened under paragraph 3 above the procedure set out below shall be followed:

- (i) The Complaint Secretary shall send the member written notice of the hearing to the last known address no less than 21 days before the date of the hearing.
- (ii) The notice of the hearing sent to the member shall be dated and will specify:
 - (a) The date, time and place of the hearing
 - (b) The purpose of the hearing
 - (c) The details of the complaint sufficient to enable the member to appreciate the nature of the case against her/him.
 - (d) Her/his right to attend, make verbal submissions, call witnesses and submit documentary evidence.
 - (e) The right to make written submissions
 - (f) That reasonable travel expenses will be met
 - (g) That the hearing may ultimately lead to her/his expulsion from membership of the SoR
 - (h) That the meeting may proceed in her/his absence unless she/he submits written reasons why she/he cannot attend.
 - (i) That she/he is required to acknowledge receipt and state within 10 days of the date of the notice whether she/he intends to attend the meeting.
 - (j) That she/he is requested to forward copies of any documents to which she/he will refer to the Complaints Secretary

A copy of the investigating officer's report will be enclosed.

Appendix 5

Political Fund Ballot Rules

THE SOCIETY OF RADIOGRAPHERS

RULES FOR A BALLOT TO ESTABLISH A POLITICAL FUND (WHERE THE SCRUTINEER ALSO ACTS AS THE INDEPENDENT PERSON)

The Society of Radiographers

General

1. The union shall be responsible for securing that the ballot which is held to establish a political fund is conducted in accordance with these rules, even where the responsibility for carrying out a particular duty falls upon a person not subject to the rules of the union.

Interpretation

2. In these ballot rules, unless the context otherwise requires:

"the Act" means the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended);

"the Certification Officer" means the Certification Officer for Trade Unions and

Employers' Associations whose address is 22nd Floor, Euston Tower, 286

Euston Road, London NW1 3JJ.

"dispatch envelope" means the envelope (in the form required by these rules) in which the voting paper and return envelope are dispatched to the member;

"executive" means the principal committee of the union exercising executive functions, by whatever name it is called;

"independent person" means the person or persons appointed to act as the independent person or persons in respect of the ballot under the provisions of section 77A of the Act and these rules;

"Northern Ireland Certification Officer" means the Certification Officer for Trades Unions and Employers' Associations Northern Ireland whose address is 10-12 Gordon Street, Belfast, BT1 2LG.

"person" in relation to the position of an independent person or a scrutineer, includes an unincorporated or incorporated body of persons;

"proper address" in relation to any member means his/her home address or other address which he/ she has requested the union in writing to treat as his/her postal address under section 24(5) of the Act;

"return envelope" means an envelope in the form required by these rules;

"scrutineer" means the independent person appointed by the union to that position in relation to the ballot under section 75 of the Act and these rules;

"the period specified before disposal" means the end of the period of one year beginning with the day of the announcement by the union of the result of the ballot or, if within that period an application is made under section 80 or 81 (complaint of failure to comply with the ballot rules) of the Act, until the Certification Officer or the court authorises him/her to dispose of the papers or, as the case may be, records;

"voting paper" or "ballot paper" means a voting paper in the form required by these rules;

Purpose of these rules

3. These rules are adopted for the purposes of a ballot under section 73 of the Act and apply only to such a ballot.

Copies of these rules to be available to members

4. The Union shall ensure that a copy of these rules is supplied either free of charge or on payment of a reasonable charge to any member of the union who requests a copy.

Appointment of a scrutineer where the scrutineer acts as the independent person

5. Before the review ballot is held, a qualified independent person ("the scrutineer") shall be appointed to carry out the functions of both the scrutineer and the independent person in relation to the ballot as are required under the Act and any such additional functions as are specified in the appointment.
6. A person is eligible for appointment as scrutineer if:
 - (a) the person satisfies the conditions which are for the time being specified by the Secretary of State pursuant to section 75(2) of the Act or is a person specified in an order made under that section (the conditions and the persons specified by the Secretary of State were, at the time of the adoption of these rules, contained in The Trade Union Ballots and Elections (Independent Scrutineer Qualifications) Order 2010 (SI 2010/436) – available at www.legislation.gov.uk; and
 - (b) there are no grounds for believing that the person in question will carry out any function conferred on him/her in relation to the ballot otherwise than competently; or that his/her independence in relation to the union or in relation to the ballot might reasonably be called into question.

Terms of the appointment

7. The terms of the appointment shall require the scrutineer:
 - (a) to supervise the production of the voting papers and to undertake the storage and distribution of the voting papers and the counting of votes cast;
 - (b) to be the person to whom the voting papers are returned by those voting;
 - (c) to inspect the register of names and addresses of members of the union or to examine the copy of the register as at the relevant date which is supplied to him/her in accordance with section 75(5A)(a) of the Act whenever it appears to him/her appropriate to do so and in particular where the conditions specified in section 75(3A) of the Act are satisfied;
 - (d) to take such steps as appear to be appropriate to the scrutineer for the purpose of enabling him/her to make a report as specified in section 78 of the Act;
 - (e) to make that report to the union as soon as is reasonably practicable after the last date for the return of voting papers;
 - (f) to retain custody of and keep secure in a safe place all voting papers returned for the purposes of the ballot together with the relevant copy of the register of names and addresses of members entitled to vote and supplied to him/her by the union for the period specified before disposal, as defined in rule 2;
 - (g) to carry out such other functions in relation to the ballot as are required of him/her under these rules or otherwise, as the union considers appropriate;
 - (h) to store in a secure place any unused voting papers or voting papers which are returned undelivered until disposal; and
 - (i) to respect the duty of confidentiality in respect of the register.

Notice of appointment

8. Before the scrutineer begins to carry out any of these functions either:
 - (a) a notice stating the name of the scrutineer shall be sent by the union to every member of the union to whom it is reasonably practicable to send such a notice; or
 - (b) all such other steps shall be taken for notifying members of the union of the name of the scrutineer as it is the practice of the union to take when matters of general interest to all its members need to be brought to their attention.

Such notice or notification may invite members to inform the union of any change of address and advise members of the dates between which the ballot will be held.

Union's duty towards the scrutineer

9. Nothing in the terms of the scrutineer's appointment (including any additional functions specified in the appointment) shall be such as to make it reasonable for any person to call into question the scrutineer's independence in relation to the union.
10. The union shall ensure that there is no interference with the scrutineer in carrying out the functions imposed on him/her by the terms of the appointment which would make it reasonable for any person to call into question the scrutineer's independence in relation to the union.
11. All reasonable requests made to the union by the scrutineer for the purpose of, or in connection with, the carrying out of the functions of the scrutineer shall be complied with.

Dispatch envelopes

12. The dispatch envelope:
 - (a) shall be addressed to the member entitled to vote;
 - (b) shall state that if the envelope is undelivered to the member it should be returned to the scrutineer and give his/her name and address;
 - (c) shall bear a postage stamp or other stamp or mark allowing it to be delivered at no cost to the member; and
 - (d) in the event of the envelope containing material other than the material relating to the ballot, the envelope shall have printed on it prominently the words "ballot paper" or "voting paper".

Voting papers

13. Every voting paper shall be in or substantially in accordance with the form set out in Annex 1 to these political fund ballot rules and:
 - (a) shall clearly specify the name of the scrutineer, the address to which, and the date by which, it is to be returned;
 - (b) shall be marked with one of a series of consecutive whole numbers, everyone of which is used in giving a different number (in that series) to each voting paper printed or otherwise produced for the purposes of the ballot;
 - (c) may have printed on it the logo or emblem of the union;
 - (d) may have printed on it or attached to it an explanatory statement.

Return envelopes

14. Every return envelope:
 - (a) shall be capable of being sealed;
 - (b) shall be addressed to the scrutineer;
 - (c) shall bear a postage stamp or other stamp or mark showing that the envelope may be returned to the scrutineer by post without direct cost to the voter; and
 - (d) may have printed on it:
 - (i) the name of the union;
 - (ii) the logo or emblem of the union; and
 - (iii) the words "voting paper" or "ballot paper".

Date of ballot

15. The union shall determine the date:
 - (a) by which the voting papers shall be sent to members, which shall be a date not less than three weeks before the last date on which voting papers may be returned to the scrutineer;
 - (b) of the last date for receipt of completed voting papers by the scrutineer; and
 - (c) on which the counting of votes is to commence.

Conduct of the ballot

16. Entitlement to vote in the ballot shall be accorded equally to all members.
17. The ballot shall be conducted so as to secure that, so far as is reasonably practicable, those voting do so in secret.
18. So far as is reasonably practicable, every member who is entitled to vote in the ballot shall, in accordance with these rules:
 - (a) be sent a voting paper by post to his/her home address or another address that the member has requested that the union treat as his or her postal address in such time as to be received on or before the opening day of the ballot; and
 - (b) be given a convenient opportunity to vote by post.
19. Every member who is entitled to vote in the ballot shall:
 - (a) be allowed to vote without interference from, or constraint imposed by, the union or any of its members, officials or employees; and
 - (b) so far as is reasonably practicable be able to do so without incurring any direct cost to the member.
20. Every member who is entitled to vote in the ballot shall have sent to him/her in a sealed dispatch envelope, at his/her proper address, by post:
 - (a) a voting paper; and
 - (b) a return envelope addressed to the scrutineer.
21. When it is not practicable for a particular member to be sent a voting paper and return envelope by the date determined in accordance with these rules, a voting paper and return envelope may be sent to that member as soon as is reasonably practicable after that date, so as to give that member a convenient opportunity to vote by post.
22. The name of each member to whom a voting paper is sent shall be recorded in some form or

record of members but not so as to make it reasonable for any person to call into question the secrecy of the ballot. This record shall be kept by the scrutineer for the period specified before disposal, as defined in rule 2.

Manner of voting

23. Every member who wishes to vote must return his/her voting paper to arrive at the address of the scrutineer on or before the date determined in accordance with these rules.
24. The scrutineer shall store in a secure place any voting papers returned to him/her undelivered and shall keep a record of any voting paper so returned.
25. The scrutineer shall be responsible for the safe custody and security of all returned envelopes and voting papers during the period of the ballot and for the period specified before disposal, as defined in rule 2. The scrutineer shall at all times take all reasonable steps to secure their safe custody of the returned envelope and voting papers so as to minimise the risk of any contravention of the requirements imposed by or under any enactment or these rules or the occurrence of any unfairness or malpractice.

Counting of the ballot

26. The ballot shall be conducted so as to secure that the votes are fairly and accurately counted by the scrutineer. Any inaccuracy in counting is to be disregarded for the purpose of this rule if it is accidental or on a scale which could not affect the results of the ballot.
27. The scrutineer shall before counting begins:
 - (a) place the unused voting papers in a secure place; and
 - (b) keep a record of the number of voting papers so stored and a record of any voting papers issued under rule 21.
28. No person may be present at the count other than:
 - (a) The scrutineer
 - (b) those acting under the supervision of the scrutineer; and
 - (c) those present with the consent of the scrutineer.
29. At the date appointed for the commencement of the counting of the votes, the scrutineer shall undertake the opening of the return envelopes received and the counting of votes.
30. The scrutineer or if more than one of them the majority of them shall decide whether any voting paper shall be rejected as being invalid and shall mark each such voting paper "rejected".
31. Those voting papers which are not rejected shall be counted.
32. After the count the scrutineer shall retain custody of all of the voting papers returned for the purpose of the ballot for the period specified before disposal, as defined in rule 2.

Scrutineer's report

33. As soon as is reasonably practicable after the last date for the return of voting papers the scrutineer shall make a report ("the scrutineer's report") to the union in accordance with these rules. The scrutineer's report shall state:
 - (a) the number of voting papers distributed for the purposes of the ballot;
 - (b) the number of voting papers returned to the scrutineer by the members;
 - (c) the number of valid votes cast in the ballot for and the number of valid votes cast against the resolution;

(d) the number of spoiled or otherwise invalid voting papers returned;

(e) the fact that the scrutineer was appointed as the independent person or persons; (f) whether the scrutineer:

- i. is satisfied that there are no reasonable grounds for believing that there was any contravention of a requirement imposed by or under any enactment or these rules in relation to the ballot;
- ii. is satisfied that the arrangements made (whether by him/her or another person) with respect to the production, storage, distribution, return or other handling of the voting papers used in the ballot, and the arrangements for counting the votes, included all such security arrangements as were reasonably practicable for the purpose of minimising the risk that any unfairness or malpractice might occur;
- iii. is satisfied that the he/she has been able to carry out his/her functions without any interference as would make it reasonable for any person to call his/her independence in relation to the union into question; and
- iv. has inspected the register of names and addresses of members of the union or has examined a copy of the register supplied to him/her under these rules.

34. If he/she is not satisfied as to any of the matters set out in rule 33 (f), the report shall give particulars of his/her reasons for not being satisfied as to that matter.

35. If the scrutineer has inspected the register in accordance with these rules or has been requested to do so by a member, the report shall state:

- (a) whether the register has been inspected; in the case of each inspection whether it was at the request of a member of the union or at his/her own instance, and say, if appropriate, whether he/she declined to act on such a request; and
- (b) whether any inspection of the register or any examination or copy of the register reveals any matters which he/she considers should be drawn to the attention of the union in order to assist in securing that the register is accurate and up-to-date, but shall not state the name of any member who has requested this inspection or examination.

Copy of the scrutineer's report to be sent to the Certification Officer and the Northern Ireland Certification Officer

36. A copy of the scrutineer's report shall be sent by the union to the Certification Officer and the Northern Ireland Certification Officer as soon as is reasonably practicable.

Publicising the result of the ballot

37. The result of the ballot shall not be published until the union has received the scrutineer's report.

38. Within three months from the date on which the union receives the scrutineer's report the union shall: (a) send a copy of the report to every member to whom it is reasonably practicable to send such a copy; or

- (b) take all such other steps for notifying the contents of the report to the members whether by publishing the report or otherwise as it is the practice of the union to take when matters of general interest to all its members need to be brought to their attention.

39. The union shall ensure that any notification given under rule 38(b) is accompanied by a statement that the union will on request supply the member with a copy of the report either:

- (a) free of charge; or
- (b) on payment of such reasonable fee as may be specified in the notification,

and ensure that a member who makes such a request to the union is supplied with a copy on payment of such a fee (if any) as has been notified to him/her.

POLITICAL FUND BALLOT RULES

Annex 1

VOTING PAPER ON ESTABLISHMENT OF A POLITICAL FUND

Ballot paper number: []

The Society of Radiographers

THE RESOLUTION is that the political objects set out in section 72 of the Trade Union and Labour Relations (Consolidation) Act 1992 (reproduced overleaf) be approved as an object of the Union

Do you vote in favour of the Resolution?

YES

NO

You must place a cross on one, and only one, of the boxes provided.

Place the voting paper in the addressed envelope (no stamp required) and return it to the Scrutineer to arrive before the A voting paper received after this date will not be counted.

Please do not sign or make any other mark on the paper [or include anything else with your voting paper]

Name of Scrutineer

Address to which voting paper is to be sent

(The wording on the reverse of the Annex 1 voting paper is as shown below:)

Political Objects

Section 72 of the Trade Union and Labour Relations (Consolidation) Act 1992: This section applies to the following political objects:

1. The expenditure of money
 - (a) on any contribution to the funds of, or on the payment of expenses incurred directly or indirectly by, a political party;
 - (b) on the provision of any service or property for use by or on behalf of any political party;
 - (c) in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office;
 - (d) on the maintenance of any holder of a political office;
 - (e) on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party;
 - (f) on the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate.
2. Where a person attends a conference or meeting as a delegate or otherwise as a participator in the proceedings, any expenditure incurred in connection with his attendance as such shall, for the purposes of paragraph (e) above, be taken to be expenditure incurred on the holding of the conference or meeting.
3. In determining, for the purposes of paragraphs (a) to (f) above, whether the trade union has incurred expenditure of a kind mentioned in those paragraphs no account shall be taken of the ordinary administrative expenses of the union.
4. In these objects:
 - "candidate" means a candidate for election to a political office and includes a prospective candidate;
 - "contribution", in relation to the funds of a political party, includes any fee payable for affiliation to, or membership of, the party and any loan made to the party;
 - "electors" means electors at any election to a political office;
 - "film" includes any record, however made, of a sequence of visual images, which is capable of being used as a means of showing that sequence as a moving picture;
 - "local authority" means a local authority within the meaning of section 270 of the Local Government Act 1972 or section 235 of the Local Government (Scotland) Act 1973; and
 - "political office" means the office of member of Parliament, member of the European Parliament or member of a local authority or any position within a political party.

THE SOCIETY OF RADIOGRAPHERS

RULES FOR POLITICAL FUND

The Society of Radiographers

RULES FOR POLITICAL FUND

1. The objects of **the Society of Radiographers** shall include the furtherance of the political objects to which section 72 of the amended Trade Union and Labour Relations (Consolidation) Act 1992 (the Act) applies. These objects are:-
 - 1.1 The expenditure of money –
 - (a) on any contribution to the funds of, or on the payment of expenses incurred directly or indirectly by, a political party;
 - (b) on the provision of any service or property for use by or on behalf of any political party;
 - (c) in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office;
 - (d) on the maintenance of any holder of a political office;
 - (e) on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party;
 - (f) on the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate.
 - 1.2 Where a person attends a conference or meeting as a delegate or otherwise as a participator in the proceedings, any expenditure incurred in connection with his attendance as such shall, for the purposes of paragraph (e) above, be taken to be expenditure incurred on the holding of the conference or meeting.
 - 1.3 In determining, for the purposes of paragraphs (a) to (f) above, whether the trade union has incurred expenditure of a kind mentioned in those



paragraphs no account shall be taken of the ordinary administrative expenses of the union.

1.4 In these objects -

"candidate" means a candidate for election to a political office and includes a prospective candidate;

"contribution", in relation to the funds of a political party, includes any fee payable for affiliation to, or membership of, the party and any loan made to the party;

"electors" means electors at any election to a political office;

"film" includes any record, however made, of a sequence of visual images, which is capable of being used as a means of showing that sequence as a moving picture;

"local authority" means a local authority within the meaning of section 270 of the Local Government Act 1972 or section 235 of the Local Government (Scotland) Act 1973; and

"political office" means the office of member of Parliament, member of the European Parliament or member of a local authority or any position within a political party.

2. Any payments in the furtherance of such political objects shall be made out of a separate fund of the Society (hereinafter called the political fund).
3. The particular rules which apply to those people that joined the Society before **1st March 2018** and to political funds set up before **1st March 2018** are set out Schedule 1 to these rules.
4. The particular rules which apply to those people that joined the Society after **28th February 2018** and to political funds set up after **28th February 2018** are set out in Schedule 2 to these rules.
5. For the purpose of enabling each member of the Society who may pay a political contribution to know in respect of any such contribution, what portion, if any, of the sum payable by him as his Society membership subscription is a contribution to the political fund of the Society, it is hereby provided that £nil of each (annual/monthly) Society membership subscription is a contribution to the political fund, and that any member who is exempt shall be relieved from the payment of the sum of £60p by way

of the separate political fund levy, and shall pay only the Society (annual/monthly) membership subscription.

6. A member who is exempt from the obligation to contribute to the political fund of the Society shall not be excluded from any benefits of the Society, or placed in any respect either directly or indirectly under any disability or disadvantage as compared with other members of the Society (except in relation to the control or management of the political fund) by reason of their being so exempt.
7. If any member alleges that he is aggrieved by a breach of any of these rules for the political fund, being a rule or rules made pursuant to section 82 of the 1992 Act, he may complain to the Certification Officer, and the Certification Officer, after making such enquiries as he thinks fit and after giving the complainant and the union an opportunity of being heard, may if he considers that such a breach has been committed, make such an order for remedying the breach as he thinks just in the circumstances. Any such order of the Certification Officer may, subject to the right of appeal provided by section 95 of the 1992 Act, be enforced in the manner provided for in section 82(4) of the 1992 Act.
8. Contribution to the political fund of the Society shall not be made a condition for admission to the Society.
9. The Society shall include in the annual return that is submitted to the Certification Officer details of political expenditure as required by section 32ZB of the 1992 Act.
10. The Society shall ensure that a copy of the political fund rules is available, free of charge, to any member of the Society who requests a copy.

NORTHERN IRELAND MEMBERS OF GB UNIONS

NORTHERN IRELAND POLITICAL FUND RULES

11. Under Article 59 of the Trade Union and Labour Relations (Northern Ireland) Order 1995 no Northern Ireland member of the Society shall be required to make any contribution to the political fund of the Society unless he has delivered, as provided in Rule 14, to the Head Office or some branch office of the Society, a notice in writing, in the form set out in Rule 12, of his willingness to contribute to that Fund, and has not withdrawn the notice in the manner provided in Rule 14. Every member who has not delivered such a notice or who, having delivered such a notice, has withdrawn it in the manner provided in Rule 14, is to be deemed for the purpose of these Rules to be a member who is exempt from the obligation to contribute to the Political Fund of the Society.

12. NOTICE OF WILLINGNESS TO CONTRIBUTE TO POLITICAL FUND

(NORTHERN IRELAND MEMBERS)

I HEREBY give notice that I am willing, and agree, to contribute to the political fund of the **Society of Radiographers**, and I understand that I shall in consequence, be liable to contribute to that Fund and shall continue to be so liable, unless I deliver to the head office or some branch office of the union, a written notice of withdrawal. I also understand that after delivering such a notice of withdrawal I shall still continue to be liable to contribute to the political fund until the next following first day of January.

Signature: _____

Name: _____

Address: _____

Membership	Number:(if	known)
_____	_____	_____

Date: _____

13 If, at any time a member of the union, who has delivered such a notice as is provided for in Rules 11 and 12, gives notice of withdrawal thereof, delivered as provided in Rule 14 to the head office or to any branch office of the Society, he shall be deemed to have withdrawn the notice as from the first day of January next after the delivery of the notice of withdrawal.

14. The notices referred to in Rules 12 and 13 may be delivered personally by the member or by an authorised agent of the member, and any notice shall be deemed to have been delivered at the head or branch office of the Society if it has been sent by post properly addressed to that office.

The executive committee shall give effect to the statutory exemption of Northern Ireland members to contribute to the political fund of the union by making a separate levy on contributions to that fund from those Northern Ireland members who have provided written consent of their willingness to contribute, namely, the sum of 60p payable quarterly on 25th Day of October, January, April and July and have not subsequently withdrawn that consent. No moneys of the Society other than the amount raised by such separate levy shall be paid into the political fund.

15. Northern Ireland members who are statutorily exempt from the obligation to contribute to the political fund of the Society shall not be excluded from any benefits of the Society, or placed in any respect either directly or indirectly under any disability or disadvantage as compared with other members of the Society (except in relation to the control or management of the political fund) by reason of their being exempt.

16 Contribution to the political fund of the Society shall not be made a condition for admission to the Society.

17 If any Northern Ireland member alleges that he is aggrieved by a breach of any of the rules made pursuant to Article 59 of the Trade Union and Labour Relations (Northern Ireland) Order 1995 he may complain to the Northern Ireland Certification Officer, 10-16 Gordon Street, Belfast, BT1 2LG, under Article 57(2) to (4) of that Order. If, after giving the complainant and a representative of the union an opportunity to be heard, the Certification Officer considers that a breach has been committed, she may make an order for remedying it as she thinks just in the circumstances. Under Article 70 4 (b) of the Industrial Relations (Northern Ireland) Order 1992 an appeal against any decision of the Certification Officer may be made to the Court of Appeal on a question of law.

Additionally, if any Northern Ireland member alleges that he is aggrieved by a breach of the political fund rules made pursuant to section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 he may complain to the GB Certification Officer, Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX. If, after giving the complainant and a representative of the union an opportunity of being heard, the GB Certification Officer considers that a breach has been committed, he may make an order for remedying it as he thinks just in the circumstances. Any such order of the GB Certification Officer is subject to the right of appeal provided for by section 95 of the 1992 Act.

Schedule 1

Rules that apply to people that joined the Society before and political funds set up before 1st March 2018

1. Restrictions on the furtherance of 1.1 (a) to (e) above

Notwithstanding that the Society is authorised to further all of the objects set out in Rule 1.1 (a) to (f) above it shall remain the policy of the Society that no affiliation to a political party and/or support for a candidate to political office will be pursued and that expenditure of money from the Political Fund governed by these Rules will be confined solely and exclusively to the object defined by Section 72 1 (f) of TULRCA 1992 and any statutory modification or re-enactment thereof. Any amendment to this rule will require the prior consent of the members by the passing of an ordinary resolution in general meeting ratified by a ballot of the members.

2 Notice to Members

As soon as is practicable after the passing of a resolution approving the furtherance of such political objects as an object of the union, it shall ensure that a notice in the following form is given to all members of the union.

Notice to Members

Trade Union and Labour Relations (Consolidation) Act 1992 (as amended)

A resolution approving the furtherance of political objects within the meaning of the above Act as an object of the union has been adopted by a ballot under the Act. Any payments in the furtherance of any of those objects will be made out of a separate fund, the political fund of the union.

Every member of the union has a right to be exempt from contributing to that fund. A form of exemption notice can be obtained by or on behalf of any member either by application at, or by post from, the head office or any branch office of the union or from the Certification Office for Trade Unions and Employers' associations, Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX. This form, when filled in, or a written request to the like effect, should be handed or sent to the General Secretary.

- 2.1 This notice shall be published to members by such methods as are used by the union to publish notices of importance to members. It is the union's current practice to publish such notices by means of its website and by inclusion in its monthly magazine circulated to all members.

3. Request for exemption

Any member of the union may at any time give notice a) on the form of exemption notice specified in rule 4, or b) written request in a form to the like effect, that he objects to contribute to the political fund. A form of Exemption Notice may be obtained by, or on behalf of, any member, either by application at, or by post from, the head office or any branch office of the union, or from the Certification Office for Trade Unions and Employers' Associations, Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX.

4. The form of Exemption Notice shall be as follows:-

The Society of Radiographers

POLITICAL FUND EXEMPTION NOTICE

I give notice that I object to contributing to the political fund of the union and am in consequence exempt, in the manner provided by Chapter VI of the Trade Union and Labour Relations (Consolidation) Act 1992, from contributing to that fund.

Print Name **Signature:.....**

Address:.....

Date:.....

5 Any member may obtain exemption from contributing to the political fund by sending a Notice of Exemption or a written request in a form to the like effect to the General Secretary or such other person as is identified in the Notice to Members in rule 2. The Notice of Exemption or form to the like effect may be given :-

- A. by delivering the notice (either personally or by an authorised agent or by post) at the head office or a branch office of the union;**
- B. by sending it by e-mail to the following email address: PF@sor.org**
- C. by completing an electronic form provided by the union which sets out the notice and sending it to the union by electronic means with instructions by the union.**
- D. by any other electronic means prescribed under the 1992 Act (as inserted by the 2016 Act)**

On receiving the Notice of Exemption the union shall send an acknowledgement of its receipt to the member at the address in the notice, and shall process the exemption as soon as reasonably practicable.

Manner of giving effect to exemption

6 On giving an exemption notice, a member shall become exempt from contributing to the union's political fund, where the notice is given:

- (a) Within one month of the giving of Notice to Members in rule 2 following the passing of a political resolution held at a time when no such resolution is in force, as from the date the exemption notice is given; or
- (b) In any other case, as from 1st January next after the exemption notice is given (or any earlier date as decided by the union).

7. The Union shall give effect to the exemption of members from contributing to the political fund of the union by making a separate levy of contributions to that fund from the members of the union who are not exempt, namely, the sum of 60p payable quarterly on 25th day of October, January, April and July. No monies of the union other than the amount raised by such separate levy shall be carried to the political fund.

7.1 The first levy shall not come into force until the expiration of one month from the publication of the Notice to Members under rule 2 (or any later date as decided by the union).

8. Any member may withdraw his/her notice of exemption by giving written notification to that effect to the General Secretary or such other person as is identified in the Notice to Members in rule 2. Written notification may be given:-

- A. by delivering the notification (either personally or by an authorised agent or by post) at the head office or a branch office of the union;
- B. by sending it by e-mail to the following email address: PF@sor.org
- C. by completing an electronic form provided by the union which sets out the notification and sending it to the union by electronic means with instructions by the union.

D. by any other electronic means prescribed under the 1992 Act (as inserted by the 2016 Act)

On receiving the notification the union shall send an acknowledgement of its receipt to the member at the address in the notification, and shall process the withdrawal of exemption as soon as reasonably practicable.

Schedule 2

Rules that apply to people that joined the Society and to political funds set up after 28th February 2018 .

1. Restrictions on the furtherance of 1.1 (a) to (e) above

Notwithstanding that the Society is authorised to further all of the objects set out in Rule 1.1 (a) to (f) above it shall remain the policy of the Society that no affiliation to a political party and/or support for a candidate to political office will be pursued and that expenditure of money from the Political Fund governed by these Rules will be confined solely and exclusively to the object defined by Section 72 1 (f) of TULRCA 1992 and any statutory modification or re-enactment thereof. Any amendment to this rule will require the prior consent of the members by the passing of an ordinary resolution in general meeting ratified by a ballot of the members.

Opting in by union members to contribute to political funds

2. A member cannot be required to make a contribution to the political fund of the union unless they have given notice of their willingness to contribute to that fund (an "opt-in notice").
3. A member of a trade union who has given an opt-in notice may withdraw that notice by giving notice to the union (a "withdrawal notice").
4. A withdrawal notice takes effect at the end of the period of one month beginning with the day on which it is given.
5. A member of a trade union may give an opt-in notice or a withdrawal notice:-
 - A. by delivering the notice (either personally or by an authorised agent or by post) at the head office or a branch office of the union;
 - B. by sending it by e-mail to the following email address: PF@sor.org
 - C. by completing an electronic form provided by the union which sets out the notice and sending it to the union by electronic means with instructions by the union
 - D. by any other electronic means prescribed under the 1992 Act (as inserted by the 2016 Act)

Information to members about opting in to the political fund

6. The union shall take all reasonable steps to secure that, not later than the end of the period of eight weeks beginning with the day on which the annual return of the union is sent to the Certification Officer, all the members of the union are notified of their right to give a withdrawal notice.
7. Such notification may be given:-
 - A. by sending individual copies of it to members; or
 - B. by any other means (whether by including the notification in a publication of the union or otherwise) which it is the practice of the

union to use when information of general interest to all its members needs to be provided to them.

8. The notification may be included with the statement required to be given by section 32A of the Trade Union and Labour Relations (Consolidation) Act 1992.
9. A trade union shall send to the Certification Officer a copy of the notification which is provided to its members in pursuance of this section as soon as is reasonably practicable after it is so provided.
10. Where the same form of notification is not provided to all the members of the union, the union shall send to the Certification Officer a copy of each form of notification provided to any of them.
11. If any member alleges that he is aggrieved by a breach of any of these rules for giving information to members about opting into the political fund, being a rule or rules made pursuant to section 84A of the 1992 Act, he may complain to the Certification Officer. Where the Certification Officer is satisfied that the union has failed to comply with a requirement of section 84A of the 1992 Act the Officer may make such order for remedying the failure as he thinks just under the circumstances. Before deciding the matter the Certification Officer:-
 - A. may make such enquiries as the Officer thinks fit;
 - B. must give the union, and any member of the union who made a complaint to the Officer regarding the matter, an opportunity to make written representations; and
 - C. may give the union, and any such member as is mentioned in clause (b), an opportunity to make oral representations.

Manner of giving effect to decision not to contribute to political fund

12. The union shall give effect to the member's decision not to contribute to the political fund of the union by making a separate levy of contributions to that fund from the members who are contributors, namely the sum of 60p payable quarterly on 25th day of October, January, April and July. No monies of the union other than the amount raised by such separate levy shall be carried to the political fund.
13. Any form (including an electronic form) that a person has to complete in order to become a member of the union shall include:-
 - A. a statement to the effect that the person may opt to be a contributor to the fund; and
 - B. a statement setting to the effect that a person who chooses not to contribute to the political fund shall not, by reason of not contributing, be excluded from any benefits of the union or be placed in any respect either directly or indirectly under a disability or at a disadvantage as compared with other members of the union (except in relation to control of the political fund).

**TRADE UNION AND LABOUR RELATIONS
(CONSOLIDATION) ACT 1992**

Certificate of Approval of
Political Fund Rules

I hereby approve the political fund rules of

Society of Radiographers

*to which this certificate is affixed for the purposes of
Sections 71 & 82
of the Trade Union and Labour Relations
(Consolidation) Act 1992.*



DAVID TAYLOR, Assistant Certification Officer

Date: 15 November 2017

Certification Officer for Trade Unions and
Employers' Associations,
Lower Ground Floor, Fleetbank House 2-6
Salisbury Square
London EC4Y 8JX

Appendix 7

Political Objects

1. The expenditure of money:
 - (a) on any contribution to the funds of, or on the payment of expenses incurred directly or indirectly by, a political party;
 - (b) on the provision of any service or property for use by or on behalf of any political party;
 - (c) in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the Society in connection with any election to a political office;
 - (d) on the maintenance of any holder of a political office;
 - (e) on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party;
 - (f) on the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate.
2. Where a person attends a conference or meeting as a delegate or otherwise as a participator in the proceedings, any expenditure incurred in connection with his attendance as such shall, for the purposes of paragraph (e) above, be taken to be expenditure incurred on the holding of the conference or meeting.
3. In determining, for the purposes of paragraphs (a) to (f) above, whether the Society has incurred expenditure of a kind mentioned in those paragraphs no account shall be taken of the ordinary administrative expenses of the Society.
4. In these objects:

"candidate" means a candidate for election to a political office and includes a prospective candidate;

"contribution", in relation to the funds of a political party, includes any fee payable for affiliation to, or membership of, the party and any loan made to the party;

"electors" means electors at any election to a political office;

"film" includes any record, however made, of a sequence of visual images, which is capable of being used as a means of showing that sequence as a moving picture;

"local authority" means a local authority within the meaning of section 270 of the Local Government Act 1972 or section 235 of the Local Government (Scotland) Act 1973; and

"political office" means the office of member of Parliament, member of the European Parliament or member of a local authority or any position within a political party.