



national back exchange

Local Back Exchange Group Constitution

1 NAME

- 1.1 The name of the Local Group shall be National Back Exchange [*name of Group*] Group (the Local Group)

2 AIMS AND OBJECTIVES

- 2.1 To develop and promote standards for moving and handling of people and loads across all sectors in line with evolving research evidence
- 2.2 To promote the exchange and dissemination of information and ideas on moving and handling
- 2.3 To promote the application in practice of evidence, skills and information from relevant areas of science
- 2.4 To market the positive benefits of evidence based best practice to stakeholders, employers and other relevant bodies
- 2.5 To maintain a structure for the provision of information and support for members
- 2.6 To contribute to a systems management approach to health, safety and well-being

3 POWERS

In furtherance of the aims and objectives but not otherwise the Local Group Committee may exercise the following powers:

- 3.1 to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities other than by means of a separate trading company
- 3.2 to establish or support any other organisations formed for all or any of the objectives
- 3.3 to draw up such rules, regulations, agreements and codes as are reasonably necessary for the proper management and control of the Local Group.

- 3.4 to do all such other lawful things as are reasonably necessary for the achievement of the aims and objectives

4 MEMBERSHIP

- 4.1 Membership shall be open to all individuals who are interested in furthering the aims of National Back Exchange, are members of the National Association and are expected to abide by its Constitution and any rules, regulations, agreements and codes made pursuant thereto
- 4.2 Every member shall be entitled to attend and have one vote at any general meeting save that no member shall be entitled to attend or vote at a general meeting whose annual subscription is in arrears (if appropriate) at the date of such meeting
- 4.3 Applications for membership shall be made in such form and manner and accompanied by such documents and information as the Local Group Committee shall decide from time to time
- 4.4 Members may form local or special interest groups with other members but such groups shall be first approved by the National Executive Committee and shall affiliate to the Association
- 4.5 Any member may resign from the Local Group by not less than 14 days Notice in writing to the Local Group Secretary but no subscription or any part thereof shall be refunded upon such resignation or other suspension or termination of membership

5 MANAGEMENT OF THE LOCAL GROUP

- 5.1 Honorary Officers of the Local Group consisting of Chairman, Vice Chairman, Secretary and Treasurer (if applicable) and other posts if required shall be elected from amongst its members at each Annual General Meeting of the Local Group.
- 5.2 Officers shall hold office from the conclusion of the Annual General Meeting at which they are elected to the next Annual General Meeting at which they shall retire but shall be eligible for re-election provided that no such officer shall be re-elected to office more than 5 times. The total of service may encompass different posts. Office holders may not then be elected to service in another office without a service break of one year
- 5.3 The Committee of the Local Group shall generally oversee and be responsible for the administration and management of the group in accordance with this Constitution and any rules, regulations, agreements and codes made pursuant thereto
- 5.4 The Committee may co-opt not more than 3 further members of the Local Group to serve until the next Annual General Meeting and if a casual vacancy

shall occur amongst the Honorary Officers may appoint one of its members to fill such vacancy who shall hold office for a similar period. Co-opted Committee members shall be eligible to vote

6 MEETINGS AND PROCEEDINGS OF THE COMMITTEE

- 6.1 The Committee shall hold at least 1 ordinary meeting in each year. A special meeting may be called at any time by the Chairman or by any 2 other members of the Committee requesting such a meeting in writing to the Secretary specifying the matters to be discussed
- 6.2 The Secretary shall give at least 7 days written notice of every meeting of the Committee which shall contain particulars of the business to be transacted
- 6.3 The Chairman of the Local Group or in his absence the Vice Chairman shall act as chairman of the meetings of the Committee and in the absence of both then the members present shall appoint one of their number to be chairman of the meeting before any business is transacted
- 6.4 There shall be a quorum when at least one half of the members of the Committee for the time being or 3 such members, whichever is the greater, are present at a meeting
- 6.5 Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote
- 6.6 The Committee shall keep minutes in books kept for the purpose of the proceedings at all its meetings and such minutes once approved at the next meeting and signed by the chairman of such meeting as being correct shall be conclusive proof of what transpired
- 6.7 The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member
- 6.8 The Committee may from time to time make and alter rules for the conduct of its meetings and business provided such rules are not inconsistent with this Constitution

7 GENERAL MEETINGS

- 7.1 There shall be an Annual General Meeting of the Local Group which shall be held in the month of ~~XXXX~~ in each year
- 7.2 Every annual general meeting shall be called by the Committee. The Secretary shall give at least 28 days notice of each such meeting to all members of the Local group and all members shall be entitled to attend and vote thereat subject to the saving in clause 4.2 of this Constitution

- 7.3 The Chairman of the Local Group shall be the chairman of the annual general meeting and any extraordinary general meeting or, in his absence, the Vice Chairman or, if both are absent then the members present shall choose one of their number to be chairman of the meeting before the transaction of any other business
- 7.4 There shall be a quorum when at least one quarter of the members of the Local Group for the time being or 10 such members, whichever is the lesser, are present at any general meeting
- 7.5 The business to be transacted at an Annual General Meeting shall be :
- 7.5.1 the presentation by the Committee of the annual reports and accounts of the Association for the preceding year
 - 7.5.2 the approval of the annual membership subscription for the next financial year
 - 7.5.3 the election of the Honorary Officers of the Local Group
 - 7.5.4 the consideration of any business or resolutions proposed by members of which proper notice has been given in accordance with clause 7.7 of this Constitution
 - 7.5.5 any other business suitable to be conducted at such a meeting
- 7.6 Nominations for election of the Honorary Officers and for other members of the Committee must be made in writing by members of the Local Group and must be received by the Secretary at least 28 days before the annual general meeting. Each candidate shall be proposed and seconded by members of the Local Group and shall have given his or her prior consent in writing to such nomination. If no nominations are received in time or at all for a particular post then they may be accepted from the floor during the annual general meeting at the sole discretion of the Chairman. Should nominations exceed vacancies election shall be by ballot
- 7.7 Any business or resolution required by a member to be considered at an annual general meeting shall be notified in writing by such member to the Secretary at least 28 days before such meeting whereupon the Secretary shall include the same in the notice of the meeting
- 7.8 The Committee may at any time call an extraordinary general meeting of the Local Group. Alternatively if at least 5 members request such a meeting in writing to the Secretary stating the business to be considered then the Secretary shall call such a meeting as soon as reasonably practicable. Not less than 28 days and not more than 35 days notice must be given and the notice of the meeting must state the business to be transacted
- 7.9 The Secretary or such other person appointed for the purpose by the Committee shall keep minutes of proceedings at every general meeting of the

Association and such minutes when approved at the next general meeting and signed as correct by the chairman of such meeting shall be conclusive proof of what transpired

8 FINANCE

- 8.1 All monies belonging to the Local Group shall after payment of all proper expenses of administration and management be applied only in furthering its aims and objectives
- 8.2 All monies received by the Local Group shall be paid into an account operated by the Committee in the name of the Local Group at such bank as the Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two of the signatories designated by the Committee from time to time
- 8.3 The Local Group shall keep full and proper books of account and financial records from which annual statements of account for each financial year shall be prepared and submitted to the members for approval at the relevant annual general meeting.
- 8.4 The financial year of the Local Group shall run from the 1st April to 31st March in each year.
- 8.5 The annual membership subscription shall be due and payable on the 1st April in each year and shall be fixed each year by the Local Group. The amount so fixed shall be submitted for the approval of the members at the annual general meeting preceding such 1st April
- 8.6 The annual statement of accounts shall be reported on by an Independent person of standing if the amount in all accounts is equal to £1,000 or more.

9 NOTICES

- 9.1 Any notice required to be served on any member of the Local Group shall be in writing and shall be served upon the member personally or by sending it by first class post in a prepaid envelope addressed to such member at, or by leaving it at, his or her last address notified in writing to the Local group Secretary. Any notice so sent or left shall be deemed to have been received within 3 days of posting or 1 day of being left whichever is applicable
- 9.2 Any notice required to be served on the Local Group shall be in writing and shall be served personally on the Secretary or by sending it by recorded delivery first class prepaid post to or by leaving it in an envelope addressed to the Secretary of the Local Group, for the time being.

10 AMENDMENT OF THIS CONSTITUTION

- 10.1 This Constitution may be amended, varied or added to at any time by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of such general meeting must include the resolution setting out the terms of the amendment, variation or addition proposed.
- 10.2 A copy of this Constitution together with copies of all resolutions passed pursuant to the preceding clause attached thereto and signed by the Chairman for the time being of the Local Group shall be kept by all current Committee members of the Local Group, and passed on to their successors at the termination of their time of office. A copy shall be made available for inspection upon request at all reasonable times by any member of the Local group.

11 DISSOLUTION

- 11.1 If the Committee shall decide that it is necessary or advisable to dissolve the Local Group it shall call an extraordinary general meeting of the Local Group the notice of which shall state the terms of the resolution to be proposed. If the resolution is passed at such meeting by at least a two thirds majority of those members present and voting the Committee shall wind up the Local Group by realising all its assets and paying off all proper debts, expenses and liabilities to the extent of such assets. The Committee shall as soon as practicable thereafter prepare and approve a statement of accounts for the final accounting period of the ~~XXXX~~ Local Group and send a copy thereof to each member
- 11.2 If in the event of the Local Group being wound up pursuant to the preceding clause there is a surplus of monies then such surplus shall be given to the National Association.