

CONSTITUTIONAL AMENDMENTS- numbering follows current constitution

Submitted by the Governance and Constitution Review Group

We recommend that these amendments be read in conjunction with our report to the AGM

Subject to approval these provisions shall come into immediate effect following the SHA AGM 8th March 2014, unless they give effect to an election which could otherwise not take place until the 2015 AGM

General: Any reference to Honorary is to be deleted throughout with reference to Officers

2. Objects

a) Add after national health "and Care Service"

c) Delete whole clause, replace with "to provide information and policy on health issues as requested by the public and make available to the Labour Party and public bodies within resource constraints and as agreed by Central Council

d) After ill-health, add "inequalities, and non-medical determinants of health"

h) Delete conduct propaganda and insert "to carry out work approved by the AGM and /or the Central Council "

i) Add: - "and care "after health

3. Membership

Add: "Applications for membership shall be reported to Central Council by the Secretary for confirmation, and any relevant branch informed. Branches are allowed two weeks to raise any objections which will be considered by the Central Council. Membership is subject to confirmation.

4. Affiliated Organisations

Add: after one vote "each affiliated organisation is also entitled to one vote at Central Council. "After postal ballot add "or by agreed electronic voting"

5. Termination of membership

a) Add "and if this resignation is with immediate effect or with effect from ". And add "members may provide reasons for resignation if desired to the Secretary."

d) Add after when it is decided after "by a recorded vote "Add: membership may be suspended pending any appeal to a panel set up by Central Council into any disrepute allegations.

6. Subscriptions

a) add" subject to confirmation under 3"

b) Add "literature" after Association. , add after shall determine "including attending Central Council Meetings, the AGM and any Special Meetings

c) Delete low income , replace with "unwaged, , student, pensioners who have retired from work, persons working less than 16 hours per week , or on a training scheme "

f) delete whole clause, replace with " A proportion [minimum of 3.%] to be reviewed annually by the AGM of the total of all subscriptions(individual and affiliates) to be determined by Central Council will be paid to local branches and Scotland and Wales where all these conditions below are met:

add-Branches should have a minimum number of 20 members and may regarded as an amalgam of complete parliamentary constituencies with Executive elected officers of Chair, Secretary, Treasurer , Membership Secretary.

Add- Branches have to have 1 quorate meetings per annum (including an AGM) and agendas and minutes produced

Add Membership lists are to be shared with elected Branch Officers

Add- Branches provide a report to Central Council twice per annum

7. Finance

Delete Honorary

Add after money ", Income including debts "

After Authorised add "elected officers "

After No member or Branch insert " or Centrally committed expenditure shall be incurred on behalf of the Association except with the written authority of the Treasurer" .Delete "incur to Treasurer inclusive".

Add: All elected officers and staff shall have regard to the SHA Standing Financial Instructions as amended from time to time

8. Auditors

Line 1: insert "named" between The and Treasurer

After the Auditors add "(two) add "The Auditors appointed by election at the AGM shall make a report to the AGM and give their opinion as to the accounts which are to be audited independently of any officers or staff.

9. Governance

a) After Policy of the Association add: "A broad programme of policy objectives and planned outcomes shall be presented to the AGM, and additions made at any Special or Extraordinary meetings that may be called.

a) And add: An annual Policy Programme should be drawn up in advance by the Central Council with timescales, themes, outcomes, lead roles and agreed by the AGM

Add: Policy agreed at AGM may be varied only if 75% of voting members of Central Council agree this is necessary in extremis, and to report reasons to the AGM

Add: Policy areas not covered by the annual programme can be added to the programme by Central Council by majority vote (voting members)

Add: Central Council will request policy suggestions from all members. A log will be kept on members interests in policy areas on the protected area of the website

Add: Policy formulation and implementation should be devolved to Task and Finish Groups formed from the Central Council, with Members Co-opted if necessary

Add: Task and Finish Groups should be comprised of a majority of members, excluding Officers.

Add: Task and Finish Groups will report to the Central Council

Add: Central Council to report on outcomes and progress to the AGM through the Vice-Chair (Policy) and quarterly to members via SHA Newsletter and or website

Add: There should be at least two Central Council meetings per annum mainly devoted to Health Policy

Add: All members, including Central Council members should be part of a broad approach involving the whole Central Council in engaging directly with Labour's Health Team, whether in Government or opposition

Add: Representation on any Labour Party Policy making or consultative bodies or Societies should be agreed by the AGM by majority decision. Representation should be by an elected Officer, Central Council member or Member

Add: A formal written report should on any meetings held under (j) to the Central Council, and a summary report to be included in the Annual Report to the AGM

Add: An elected post of Vice-Chair (Policy) be created

Add: SHA Policy describes any aspect of SHA Policy, including any press releases, substantive statements, comments, use of social media. Any Communications should adhere to the Communications Protocol, be agreed with the Executive Committee (proposed) and shared with Central Council members prior to release. No SHA member or

staff member shall give any opinion out or statement as representing the SHA in any way unless agreed and authorized

c) Add “the general business of the Association shall be conducted on behalf of the Central Council by the elected Officers [but not including appointment of any delegates to represent the Association nationally.] Any actions taken or proposed by elected officers shall be reported at each Central Council meeting in a report included as an agenda item, available at the same time as the agenda and to which questions may be taken. The Elected Officers shall constitute an Executive Committee.

d) Add: The Annual Report of the Central Council shall include a written report from the Chair, Secretary, Treasurer, Vice Chairs -Membership and Policy, Women & Equalities Officer and Trade Union Liaison Officer. All Officers will each present written formal reports, and where appropriate from paid staff. Questions may be taken from the floor to the Council and/or any elected officers.

10. Central Council

a) Delete Honorary throughout. Delete “The Council may elect up to 4 Vice –Chairs – to ...work”

Add: 2 Vice- Chairs – (elected) (VC1 –Membership, VC1 - Policy.) The Vice-Chairs acts as Vice-Chairs in the absence of the Chair, or if the Chair is vacated in part at any meeting. The Vice- Chairs have specific responsibility for Membership issues and supporting Membership/Branches or supporting Policy issues. [The Vice-Chair Membership shall also encompass the role of Women and Equalities Officer]

Add: An election shall be held by SHA TU members to have a Trade Union Liaison officer to represent TUs at Executive Committee level.

Add: If there is a vacancy of the Chair, and less than six months term of office remain, a Vice-chair will become Acting Chair. If more than 6 months remain, a fresh election will be required.

Add: after shall consist of the principal officers Chair, Vice-Chairs (2) Treasurer, Secretary, Chair or Deputy (Wales); Chair or Deputy (Scotland) , Trade Union Liaison officer

Add: “The SHA will be governed between Central Council meetings by an Executive Committee comprising of; Chair, Vice-Chairs (2), Treasurer, Secretary, TULO Officer, Chair (Wales), Chair (Scotland)

d) After AGM: delete “The Central Council ...to... position “

Add: The Central Council may elect from amongst its members to support special areas of work who shall report directly to Central Council

f) Delete Honorary. Add: "including management and direction to any staff, paid or unpaid or in a voluntary capacity (excluding any Central Council member). This will normally be undertaken by the Chair; in their absence a Vice-chair.

Add: The elected Officers will make a written report on all activities in the past quarter to each Central Council, and the forthcoming quarter. For each Central Council meeting the Chair will circulate a proposed Chairs activity agenda to Central Council. Questions will be taken from Central Council members on Officer Reports at each Central Council meeting, content to be determined by Central Council.

Add: "The Central Council shall be obliged to accept for discussion and vote if required a resolution on Policy development from both Council and ordinary members, for discussion at the next Central Council meeting, following receipt ten days before.

h) Quorum: delete eight, replace with ten, including two elected officers (one of whom must be the Chair or a Vice-Chair)

j) Add: A recorded vote shall be taken if 25% of those present with voting rights request on an item and this shall be shown in the minutes

New clause L: All meetings of the SHA and sub-groups and Committees shall be governed by the new Standing Orders dated 8th March 2014 as attached

New Clause m) All Central Council Members however elected shall complete a standardised Register of Interests form which will be held by the Secretary and published in a Members only Section of the SHA website. Any Member taking part in a discussion which involves a declared interest should not take any part in that discussion or decision, and may be required to withdraw from that part of the meeting by the Chair.

11 Elections

- a) Delete Honorary Insert "secret" before Ballot
- b) Delete associated members, replace with " and members representing Affiliated organisations "
- c) Add after AGM, "and also with a specific and separate communication identified as nominations invited for Annual elections with this subject only to all members"
- d) Delete" with a brief statement by and biographical details of candidates "
Insert "Any candidates for the Central Council shall provide a statement limited to 500 words, with biographical details on a format and minimum content approved by Central Council/AGM which ever is the sooner. Elected Candidates shall also complete a Register of Interests as approved by Central Council"
- i) Delete Vice-President

12. Sub-Committees

Add: Any Sub-Committee may only be dissolved by a majority vote of the Central Council, unless its term has expired and not extended.

13. Branches

a) Delete “not less than twelve members” replace with not less than twenty

16. Annual General Meeting

C: Delete “if they indicate that they wish to receive these items “

d) Emergency Resolutions

Delete current clause, replace with:

An emergency resolution shall be accepted for discussion at the AGM if supported by 25% of voting members and may be tabled within 24 hours of the meeting, unless in exceptional circumstances with the discretion of the Chair.

17. Special General Meeting

A special general meeting may be called by:

Two- thirds of Central council members

Or 10% of members not on Central council or officers.

This can be an Extraordinary Central Council Meeting or a Special members meeting.

18. Procedure at the Meetings of the Association

New clause d) In addition the conduct of all meetings shall be governed by new Standing Orders as attached below:

Standing Orders for SHA AGM and Central Council meetings

Formally adopted at 2014 AGM held March 8th 2014

1. Quorum

The Central Council quorum is 10 members. Unless otherwise decided, all meetings shall start at 12 noon. If there is an Executive Committee meeting preceding this will commence no later than 11.00am. If within half an hour a quorum is not present, the meeting shall proceed but no decisions will be recorded and business will be carried forward

2. Order of Business

An Agenda shall be prepared by the Secretary and shall be circulated to members by no less than 7 days before the meeting. All items thereon shall take precedence over all other business. Any member wishing to introduce business for consideration of the meeting should notify the in advance or else the Chair at the beginning of the relevant meeting. [But note provision for emergency resolutions]

3. *Suspension of Standing Orders*

In the event of any matter of urgency, however, the Chair may accept a motion for the suspension of Standing Orders. The member moving such suspension must clearly state the nature and urgency of his business, the number(s) of the Standing orders affected, and the length of time (not exceeding 30 minutes) he/she desires such suspension to last. No suspension shall take place except by a two thirds majority vote of the members present.

4. *Minutes*

The minutes shall be taken by the Secretary or in their absence by an Officer or member nominated by the Chair. The minutes of the previous meeting, (or meetings if the same day as the EC meeting), shall be circulated to the members with the Agenda. After confirmation of the minutes by a majority of those present, they shall be signed by the Chair as a correct record and members shall then be at liberty to ask any questions in regard to matters arising out of them. Such questions shall be allowed for purposes of information only, and no debate on the policy outlined in the minutes shall take place. Minutes will only be published publicly once approved

5. *Selection of Speakers*

The Chair should use his/her discretion to encourage active participation by all members in the meeting. Members wishing to speak should indicate so to the Chair by raising their hand. When more than one member indicates that she/he wishes to speak, the first to indicate shall be given precedence, the decision resting with the Chair. The Chair should also involve all those members present at the meeting as to the length of a particular item on the agenda, whenever the number of speakers wishing to speak might jeopardize discussion of subsequent items.

6. *Chair's ruling*

If the Chair calls a member to order, or for any other purpose connected with the proceedings, the member speaking will stop speaking immediately. No other member should speak at this point. The ruling of the Chair on any question under the Standing Orders, or on the points of order or explanation, shall then be given and regarded as final, unless challenged by not less than four members, and unless two thirds of the members present vote to the contrary. If there is a challenge to the Chair's ruling in accordance with the above, then that part of the

meeting shall be chaired by the Vice Chair, or in her/his absence, by the Secretary.

7. *Interruption*

If any member interrupts another while addressing the meeting, or uses abusive or unacceptable language, or causes disturbance at any of the meetings, and refuses to obey the Chair when called to order, he/she shall be named by the Chair. She/he shall thereupon be expelled from the room and shall not be allowed to enter again until an apology satisfactory to the meeting is given.