

Roehampton Limb User Group

We offer a friendly hand with a spring in our step

CONSTITUTION & RULES Revised 2015 Edition no.11

1. TITLE

The title of the user group shall be the Roehampton Limbless User Group herein after called RLUG. Postal address is c/o Post Room, Queen Mary's Hospital Roehampton.

2. MEMBERSHIP

Membership shall be open to all prosthetic and orthotic patients, amputees unable to wear a prosthesis, and those with part limb absence, attending Queen Mary's Hospital Roehampton (QMHR), together with their families and carers. Non-voting Associate membership is offered to clinicians and administrators of services and to other Patient User Groups or other Centre patients, including other charities. There is provision that such other individuals who as supporters of the aims and objects of RLUG may from time to time be granted membership status. Persons under the age of 18 years may attend RLUG meetings with their parent or guardian with them.

3. OBJECTS OF RLUG

3.1 To improve the quality of life for all limbless people attending the hospital, and in furtherance of this object to provide a forum for discussion reflecting the NHS desire to have 'patient led' user groups to help with discussions appropriate to the operation and development of the prosthetic and orthotic service and its facilities.

3.2 To communicate with users and their carers through open meetings, and ensure that they are kept informed of the services available.

3.3 To gain feedback from users in order to help shape policy procedures and plans, and to provide user patient opinions and notice of complaints which may arise at the quarterly provider contract reviews. The use of a Committee hereafter called the Hub may be used for this end.

3.4 To promote close co-operation between service provider / contractor, hospital authority and user / patient, to assist and promote the development of the highest quality prosthetic and orthotic service to meet the individual requirements of the user patient.

3.5 To make available to members as required sources of information on Benefits, Grants, Assistive Devices and Agencies providing assistance appropriate to the needs of users. RLUG is not liable for the accuracy or misuse of the information.

3.6 To raise funds for RLUG activities to include agreed meeting, travel and administrative costs through receiving donations, sponsorship and other approved means.

4. LIABILITY

All persons who attend an RLUG meeting or event including travel do so entirely at their own risk and no liability for accident, mishap or third party claims howsoever

caused may be made against RLUG or Hub members. All RLUG members' associates and visitors participate with agreement to this disclaimer and notice.

5 MANAGEMENT

The work in furtherance of the aims of RLUG, shall be undertaken by the RLUG Hub, which shall have the power to act as or on behalf of RLUG.

6 RLUG USER CONSULTATIVE HUB

6.1 The Hub shall consist of the Chairperson, Vice Chairpersons, Hon Secretary, Hon Treasurer and ten members plus the QMHR Amputee Clinical Nurse Specialist as ex-officio member.

6.2 In addition the Hub shall have the power to co-opt further members to the above as may be deemed necessary for specific tasks in furtherance of the aims of RLUG.

6.3 The Quorum for any such meeting of the Hub shall not be less than five members, Official business cannot be started until there is a Quorum present.

6.4 There shall be a minimum of five appropriately convened meetings in each RLUG year.

6.5 Any Member of the Hub who fails to attend three consecutive meetings shall cease to be a member of the Hub, unless he or she gives a reason for absence, which in the opinion of the Hub is satisfactory.

6.6 At any duly convened and attended meeting of the Hub the officers and each elected member shall have one vote. The Chairperson is able to use a 2nd casting vote.

6.7 Any member of the Hub who has involvement in another Limb Charity or Group to declare such an interest before such topics are discussed.

6.8 In the event that the organising hub committee cannot be quorate with 5 hub members present at two consecutive meeting dates the process of winding up RLUG will commence. A special general meeting of AGM will be called and addressed. The membership in attendance will then determine by vote the continuance, suspension or dissolution of RLUG. In that latter event an orderly timeframe will be agreed for the disposal of the club assets in accordance with rule no 12 Dissolution.

7. ELECTIONS

7.1 The Officers and ex-officio members of the Hub shall be elected at the AGM for a period of one year. Retiring members to be eligible for re-election.

7.2 Nominations for election with a brief profile, where available, of the Nominee of not more than fifty words, together with the Nominee's signature of willingness to serve on the Hub should be sent to the Secretary at least 7 days before the AGM, which will normally take place in March. Any variation of this standing arrangement to be notified to members at least 14 days, prior to the rearranged date.

7.3 Following the AGM members may be co-opted by the Chairperson when a vacant post is available after agreement with the hub and serve as a hub elect member and be formally elected the following year if that person chooses to stand for election.

- 7.4 Completed voting papers to be returned to the designated Returning Officer at least 7 days prior to the AGM.
- 7.5 The Hub may make, vary, and rescind regulations governing the conduct of elections always subject to the provisions of the Constitution.
- 7.6 If casual vacancies should occur during elected member's terms of office the Hub shall have the power to fill such vacancies from among members of RLUG. Co-opted members filling these vacancies remaining in office only for the un-expired period which outgoing members have left to serve.
- 7.7 The Hub shall have the power to appoint sub-Hubs, decisions taken in sub-Hubs shall be subject to ratification by the Hub.

8. ANNUAL GENERAL MEETING

- 8.1 An appropriately convened meeting shall be held annually to receive business reports, conduct elections to the Hub, and transact routine business for the year.
- 8.2 The Quorum for any such meeting shall not be less than ten members. Official business cannot be started until there is a quorum present.
- 8.3 The AGM to be held each year at the closest possible date to the third week in February or such other date as shall be determined by the Hub.

9 ACCOUNTS

- 9.1 The Hon Treasurer shall keep an account of all financial transactions and prepare a balance sheet for the AGM. Copies to be available for scrutiny by members at the AGM.
- 9.2 Four officers of the RLUG Hub, one of whom shall be the Hon Treasurer, shall be authorised by the Bank to sign for withdrawals from the RLUG's bank account(s) any two of which signatures shall be required.

10 MINUTES.

- 10.1 The Hub shall cause proper minutes to be made of the proceedings of all business meetings of RLUG.
- 10.2 All such minutes duly agreed shall be signed at the next succeeding meetings by the Chair of RLUG, or Chair of the relevant sub-Hub
- 10.3 All such minutes duly agreed and signed shall be sufficient evidence without further proof of the facts stated therein.
- 10.4 RLUG business meeting minutes are the property of RLUG and available on request but are not to be copied or reproduced on social media sites.

11. AMENDMENTS TO THE CONSTITUTION

- 11.1 Proposals to add, delete sections of, or amend the Constitution must be in writing and delivered to The Secretary at least 8 days before either an AGM or a Special General Meeting. Notice of proposals may be laid before membership on the day of the AGM including an emergency proposal discussed and agreed with the Chairperson.

12. DISSOLUTION

12.1 RLUG may be dissolved by a resolution passed by a two thirds majority of those members present at a Special General Meeting or AGM of which meeting at least 21 days clear notice has been given in the approved manner, stating the terms of the winding up resolution to be proposed.

12.2 After the settlement of all debts and liabilities any funds held by RLUG at dissolution shall be distributed to a suitable charity or organisation in as far as is practical in furtherance of the objects of RLUG as decided by a two thirds majority of those members present at acting at the Special General Meeting or the AGM.

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