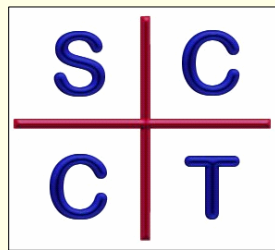


The Society
of
Critical Care Technologists



The Constitution

Contents

SECTION I – TITLE	3
SECTION II – MISSION STATEMENT	3
SECTION III – MEMBERSHIP OF THE SOCIETY	3
4. Full Membership	3
5. Student Membership	3
6. Associate Membership	3
7. Life Membership	3
8. Honorary Membership	4
10. Termination Of Membership	4
SECTION IV – PROFESSIONAL REGISTRATION	4
11. Register of the Profession	4
12. Removal or suspension from the Register	4
SECTION V – SUBSCRIPTIONS AND FEES	5
SECTION VI – DISCIPLINE	5
SECTION VII – OFFICERS OF THE SOCIETY	5
21. The President	5
22. Chairman	6
23. Secretary	6
SECTION VIII – COUNCIL	6
26. Structure	6
27. Election of Council members	6
28. Election of Chairman	6
29. Appointment of Officers	6
31. Expulsion	7
32. Secondment to Council proceedings	7
33. Meetings	7
34. Professional Bodies	7
35. Minutes	7
36. Vacancies	7
37. Postal Ballot	7
SECTION IX – ADMINISTRATION	8
SECTION X – GENERAL MEETINGS	8
39. The Annual General Meeting	8
40. Extraordinary General Meeting	8
42. Quorum	8
43. Business of the Annual General Meeting	8
44. Voting	9
SECTION XI – POSTGRADUATE QUALIFICATIONS AND AWARDS	9
46. Fellowship	9
SECTION XII – FINANCE	9
SECTION XIII – BRANCH REPRESENTATION	10
SECTION XIV – MISCELLANEOUS	10
54. Disputes	10
55. Press communications	10
56. Constitution	10

SECTION I – TITLE

1. The organisation shall be called the 'Society of Critical Care Technologists', and will be referred to herein as 'The Society or SCCT'.
Members of the SCCT, known as Critical Care Technologists, will be herein referred to as a 'CCT'

SECTION II – MISSION STATEMENT

2. This Professional Body believes it to be the right of all persons to receive the highest standard of health care, delivered by those in the profession competent to do so.

3. This will be promoted by:

- a) Setting and monitoring standards of education and training in the Critical Care environment
- b) Setting and maintaining codes of practice that are supported by current clinical research and development;
- c) Protecting patients through registration and regulatory mechanisms;
- d) Supporting, guiding and representing the profession and its members.

SECTION III – MEMBERSHIP OF THE SOCIETY

4. Full Membership

- a) full membership is open to those eligible to part 1 registration as defined in paragraph 11;
- b) full membership is awarded following verification of eligibility and the receipt of the correct fee;
- c) full members have full voting rights as defined by the Council in the 'Membership Voting Regulations'.

5. Student Membership

Student membership is open to those studying on a recognised program.

- b) student membership shall pay a reduced membership fee, to be decided by the Executive and approved by the AGM, for the period the student is on a recognised programme of study and assessment in Critical Care practice at an approved centre as defined by the Council.
- c) student members have full voting rights as defined by the Council in 'Membership Voting Regulations'.

6. Associate Membership

- a) an associate member is a person, not eligible for registration, who expresses an interest in the Society and wishes to receive the Journal and other Society literature;
- b) associate members are entitled to take part in Society meetings but have no voting rights.

7. Life Membership

Any member, having completed not less than ten years' membership of the Society, ceasing to be employed as an Critical Care Technologist (CCT) through retirement, or through ill health on payment of such sum as determined by the Council, may become a life member of the Society. S/he shall not, thereafter, be liable for any annual subscription.

Life members have full voting rights as defined by the Council in 'Membership Voting Regulations'.

Any individual awarded Life Membership will be removed from the Register.

8. Honorary Membership

- a) an honorary member is an elected person, other than Critical Care Technologist, who is interested in the Society and who wishes to receive its appropriate literature, including the Journal;
- b) such persons shall have been elected by the Council, following nomination by a member or members. No annual subscription shall be payable by them.

9. On receipt of the completed membership application form, together with evidence of eligibility where necessary, applicants will be placed on the membership list. shall be entitled to use the designated letters 'MSCCT (Hon.)' after their name (**Honoury Member of the Society of Critical Care Technologists**)

10. Termination Of Membership

Membership of the Society may be terminated in any of the following ways:

- a) by resignation in writing to the Secretary;
- b) following default in the payment of subscriptions to the Society;
- c) removal from the Professional Register, except where membership is specified in paragraphs 6 to 8 above.

SECTION IV – PROFESSIONAL REGISTRATION

11. Register of the Profession

- a) the Society shall maintain a Register of the Profession;
- b) the Society shall appoint a Registrar with responsibility for management of the Register of the Profession;
- c) individuals on part 1 of the society Register will hold a recognised qualification appropriate to Critical Care Technology Practice as defined by the Council in the 'Regulations for entry to the Register of the Profession
- d) individuals on part 2 of the Register will be students undertaking a recognised program of study and assessment in Critical Care Technology Practice at an approved centre as defined by the Council in the 'Regulations
- e) individuals on part 1 of the Register shall be entitled to use the designated letters 'MSCCT' after their name (**Member of the Society of Critical Care Technologists**);
- f) application for Registration shall be made to the Registrar on the appropriate application form, enclosing the required fee and evidence of eligibility;
- g) registered practitioners agree to be bound by the Society's Code of Professional Conduct.
- h) registered practitioners are required to maintain their skills and knowledge, relevant to their professional practice, as specified in the Society's 'Policy for CPD'.

12. Removal or suspension from the Register

An individual may be removed or suspended from the Register through the following:

- a) sentence of imprisonment without the option of a fine, after conviction of any crime in a Court of Justice;
- b) any conviction involving the misuse of drugs;
- c) dismissal from the service due to severe mental impairment;
- d) disciplinary reasons according to Section VI, paragraph 19, of this
- e) default in the payment of the annual registration fee.

SECTION V – SUBSCRIPTIONS AND FEES

13. All membership categories shall pay such membership fees and/or subscriptions as may be determined from time to time by the Council, provided that any such determination shall not take effect unless, or until, the same shall have been approved by the Society in General Meeting (except in the case of Life Members).

14. Any changes in membership fees and/or subscriptions approved by the Society in General Meeting shall become effective from the day following the General Meeting for:

- a) all persons applying to join the Society after that date;
- b) all members whose annual subscription falls due after that date, provided that, if a member has paid the annual subscription in advance of that date, the increased payment shall not be payable until the following year;
- c) all members whose annual subscriptions are in arrears at that date.

15. Any member in arrears with his/her annual subscription shall be liable to forfeit all or any of his/her rights and privileges as a member of the Society, or membership itself, according to the decision of the Council, without prejudice to the rights of the Society to recover any such arrears. The decision of the Council on these matters shall be final. On forfeit of membership, the person's name shall be struck from the membership list and suspended from the register.

16. A person whose name has been removed from the membership list and suspended from the register under the provision of Paragraph 15 above may be allowed to resume membership upon payment of the due fee.

17. The Society may participate in the direct debiting scheme as an originator for the purpose of collecting subscriptions for any class of membership and/or any other amounts due to the Society. In furtherance of this object, the Society may enter into indemnity required by the banks upon whom direct debits are to be originated. Such an indemnity may be executed on behalf of the Society by officials nominated by the Council.

SECTION VI – DISCIPLINE

18. Registration incurs an obligation to show and act with dignity at all times and to uphold the Code of Professional Conduct.

19. Any member who is in breach of the Code of Professional Conduct issued by the Society, or who behaves in a manner which might bring the profession into disrepute, may be removed from the Register.

20. Breaches of the Code of Conduct or complaints made against registered CCTs will be dealt with in accordance with the 'Structures and Procedures Regulations', as defined by the Council.

SECTION VII – OFFICERS OF THE SOCIETY

21. The President

The Council shall be responsible for electing a President who shall be honorary and need not be a member of the Society and who shall hold office during the pleasure of the Society, or for a maximum period of three years in one term of office, provided always that a retiring President shall be eligible for re-election for a further term of office.

22. Chairman

The Chairman shall be a full member of the Society and an elected member of the Council. S/he shall officiate at all meetings and shall co-ordinate the efficient functioning of the Society in a constitutional manner through the Council. The Chairman of the Council shall be, ipso facto, the Chairman of the Society.

23. Secretary

The Secretary shall be a full member of the Society and a member of the Council. S/he shall convene, attend and ensure minutes are taken at all meetings and conduct the correspondence of the Society.

24. Treasurer

The Treasurer shall be a full member of the Society and a member of the Council. It shall be his/her responsibility to observe and co-ordinate the finances of the Society.

25. Registrar

The Registrar shall be a full member of the Society and a member of the council. S/he shall hold the responsibility of the Official Register of members and shall be responsible for overseeing all regulations relating to membership of the Society. S/he is responsible for the upkeep of the Register of Members.

SECTION VIII – COUNCIL

26. Structure

The Council shall consist of ten qualified full members of the society
One additional seat shall be represented by a Student member, on behalf of student members.

27. Election of Council members

- a) the council members shall be elected annually by the Society, to serve for a period of three years. Retiring members may offer themselves for re-election, restricted to maximum term of two terms concurrently;
- b) a member is eligible for re-election after 3 years out of office.
- c) a member shall not stand for election to the Council if s/he is a member of any organisation, Society, Association, Federation or other body which the Council deems to be acting in direct conflict to the objects of this Society.

28. Election of Chairman

- a) the Chairman shall serve a term of office lasting three years. S/he may serve a maximum of two consecutive terms.
- b) prior to the Chairman's last year of office, the Council shall elect a Chairman-elect to shadow the Chairman during his/her final year.
The Chairman-elect shall become the Chairman of the Society following the AGM at the end of the preceding Chairman's term of office. In the event that the Chairman-elect fails to be re-elected, the preceding Chairman shall remain in office until election of the successor. This period should not exceed one year;
- c) in the event that the Chairman fails to be re-elected to the Council at any time during his/her term of office, then s/he shall serve a further year in an ex-officio capacity.

29. Appointment of Officers

The Chairman shall be responsible for organising the appointment of the Society Officers.

- a) Other Officers of the Society shall be appointed from the members of the Council Register.

30. Maintenance

- a) the Council shall be empowered to fill casual vacancies, the replacement member taking over the term of office remaining to the vacating member;
- b) in the event of all the vacancies on the Council not being filled at a General Meeting, the Council shall have the power to co-opt a sufficient number of members to serve for a period that ends at the next AGM of the Society

31. Expulsion

A Council member who is found in breach of the 'Terms and conditions for elected positions', as defined by the Council, shall be expelled from the Council. In these circumstances, paragraph 30 shall apply.

32. Secondment to Council proceedings

- a) as and when necessary, the professional bodies referred to in paragraph 34 below shall attend the Council meetings at the request of the Chairman and, at the discretion of the Chairman, shall have access to confidential information disclosed at such meetings;
- b) other members may also be called to Council meetings as in (a) above. Members may also be called upon to serve on special committees or to undertake special duties or deal with any issues at the Council's discretion.

33. Meetings

- a) the Council will meet not less than four times in each year for the dispatch of business, adjourn and otherwise regulate its meetings, as it thinks necessary;
- b) the quorum of the Council shall be five.

34. Professional Bodies

The Council shall hold the right to appoint professional bodies to represent the interests of the Society.

35. Minutes

The Council shall cause proper minutes to be made of all appointments of Officers made by the Council and of the proceedings of all meetings of the Society and of the Council and of committees thereof and all business transacted at such meetings. Any such minutes of any meeting, if purporting to be signed by the Chairman of the meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without further proof of the facts therein stated.

36. Vacancies

- a) a statement regarding the number of vacancies will appear, in an edition of the Journal preceding the election. Members wishing to stand for election (including retiring members of the Council) must apply to the Secretary for a nomination form;
- b) these nomination forms must be completed in detail and returned to the ballot office no later than the date stated on the nomination form. Those proposing and seconding must have full voting rights as in section III. Nominations received after this date will be disqualified and discarded;
- c) details of all those nominated for vacancies on the Council will be published in the last Journal prior to the AGM or mailed separately to all members;
- d) successful candidates should attend the Annual General Meeting and be prepared to introduce themselves to the meeting.

37. Postal Ballot

Council elections will be conducted by postal ballot as defined by the Council in 'Membership Voting Regulations', the result of which will be announced at the AGM.

SECTION IX – ADMINISTRATION

38. The administrative and financial year of the Society shall be the period commencing on the first day of January and ending on the thirty first day of December following.

SECTION X – GENERAL MEETINGS

39. The Annual General Meeting

- a) the Annual General Meeting of the Society shall routinely take place within the period allotted to the annual Conference. In the event of such Conference not being held in any one year, the Annual General Meeting shall be convened within the months of April – June, on a date to be determined by the Council;
- b) members of the Society shall be informed by the Secretary of the date, time and place for such a meeting, receiving a minimum of **28** days notice in writing;
- c) the Council reserves the right to vary the date from the above period.

40. Extraordinary General Meeting

- a) the Council shall be empowered to convene an Extraordinary General Meeting of the Society, not less than **ten** working days notice being given in writing;
- b) such a meeting must be called within twenty-one days of receipt by the Secretary of a request in writing signed by at least one quarter of the Society membership, stating fully the reasons for calling such a meeting.

41. Unless otherwise determined or provided for, the giving of notice of a General Meeting shall be deemed appropriate if published in the Journal of the Society and circulated to all members within the prescribed time limit in paragraph 39b. The accidental omission to give notice of a meeting to, or the non receipt of such notice by any person entitled to receive notice thereof, shall not invalidate any proceeding or any resolution passed at any meeting.

42. Quorum

The quorum of the Society in General Meeting shall be that the number of ordinary members present exceeds the number of Council members present.

43. Business of the Annual General Meeting

- a) the published Annual Report of the work of the Society, together with the duly audited financial statement;
- b) announce the result of the Council elections in accordance with paragraph 27a;
- c) the appointment of auditors;
- d) notice of motions and items of any other business, from members, for consideration at the AGM shall be given to the ballot office 28 days before the AGM.
- e) notice of motions and items of any other business, from Council, for consideration at the AGM shall be given to the ballot office 28 days before the AGM;
- f) all motions duly received under d and e above shall be included in the business of the AGM.

44. Voting

- a) each voting member, as defined in Section III, shall have one vote for each and every motion put to the meeting;
- b) in General Meeting, all prepared motions shall be decided by ballot. In the case of equality of votes, the Chairman of the meeting shall have a casting vote;
- c) a proxy vote may be registered as provided for in the 'Membership Voting Regulations' laid down by the Council.

45. Any decision taken by ballot in a General Meeting shall become effective on the day following that General Meeting (see also paragraph 14 of this Constitution regarding subscriptions).

SECTION XI – POSTGRADUATE QUALIFICATIONS AND AWARDS

46. Fellowship

Fellowship of the Society is an honorary title awarded to a Full Member or Life Member on the recommendation of the Council, for outstanding service rendered to the Society.

- a) nominations for the Fellowship of the Society may be made by either:
 - i) a council member;
 - ii) any two Fellows of the Society;
- b) any such nominations to be received by the Secretary no later than 28 days before the AGM;
- c) such awards may be made once a year in the Annual General Meeting and such Fellows shall be entitled to use the designated letters 'FSCCT' after their names. Existing Fellows are also entitled to use 'FSCCT'.

SECTION XII – FINANCE

47. The Council shall cause proper books of accounts to be kept with respect to:

- a) all sums of money received and expended by the Society and the matters in respect of which such receipts and expenditure take place;
- b) all sales and purchases of goods by the Society;
- c) the assets and liabilities of the Society.

48. The Council may appoint qualified professional accountants to deal with all financial matters and to keep all the necessary books and records and these shall always be open to inspection by the members of the Council and to all members of the Society, by prior arrangement with the Treasurer and/or accountants.

49. The funds of the Society shall be kept in a bank approved by the Council and no financial liabilities shall be incurred or payments made, except under specific or general authorisation of the Council.

50. The accountants, if appointed, shall receive all moneys payable to the Society and shall issue receipts on the official forms supplied by the organisation for all completed subscriptions; they shall pay all liabilities of the Society as directed by the Council; they shall prepare the annual accounts of the Society after the thirty-first day of December in each year and shall liaise with the Treasurer on all financial matters.

51. The accountants, if appointed, shall, unless otherwise determined, act as auditors and make a report to the members on the annual accounts.

52. In the event of the Society coming to an end and the cessation of business, all assets of the Society shall be disposed of according to a lawful procedure by an executor appointed by the Council who will issue to all members a final statement of accounts.

SECTION XIII – BRANCH REPRESENTATION

53. Instructions for *(any future)* forming of regional, area or local branches will be found in the 'Regulations for SCCT Branches', as to be defined by the Council.

SECTION XIV – MISCELLANEOUS

54. Disputes

Any disputes that may arise with reference to the affairs of the Society shall be dealt with by the Council.

55. Press communications

Society communications for release to the public through the press or any other media of mass communication shall be made only by the Chairman or other Officer duly authorised by the Council.

56. Constitution

The Constitution as approved below (Paragraph 58) shall not be altered or rescinded except with the consent of ordinary members present exceeding the number of Council members and voting in Annual General Meeting, upon receipt of a motion duly presented, in accordance with paragraph 43d hereof, or at an Extraordinary General Meeting, convened for the purpose in accordance with paragraph 40 hereof.

57. A written notice shall be given to every member of the Society of any meeting convened for or to include the consideration of any proposed alteration to this Constitution, twenty-one days prior to the date fixed for such a meeting and the Notice convening the meeting shall set forth the terms of the proposed alteration. The written notice shall be deemed appropriate if issued, as provided in paragraph 41 hereof.

58. The revisions in this Constitution were adopted by the Annual General Meeting held on xx Xxxxxx 200x. *(To be added)*

End