

Constitution of the BASW Renal Special Interest Group

Name

The name of the group is the British Association of Social Workers Renal Special Interest Group (BASW RSIG)

Aims

The group aims to:

Provide a forum for discussion for renal social workers on psychosocial intervention in renal care.

Support the professional development of renal social workers by arranging specialist training days.

Promote the highest standards of social work practice in the care of renal patients and their families.

Represent social work skills and values within the wider multi-professional renal community.

Membership

Membership of the BASW Renal Special Interest Group is open to all social workers and social work assistants attached to renal services throughout the United Kingdom. Membership categories are Full Members and Associate Members.

Full Member

Full members are individuals whose work involves direct delivery of social care to renal patients. Full members have the right to vote and to hold office as elected representatives.

Associate Member

Associate members receive minutes of meetings. Associate members do not have the right to attend meetings, vote or hold office as elected representatives.

Subscriptions

The Committee shall set the annual subscriptions for membership.

All subscriptions shall be due and payable at the time of the Annual General Meeting (June). If members wish to join after December, they will be members but are not liable for membership payment until June. Members in arrears have no voting rights.

A member shall be deemed to have resigned if, by the following June, the subscription has not been paid.

Finance

Membership subscriptions shall be deposited in the Group's bank account. A separate account and criteria will operate to manage the Elizabeth Ward Scholarship Fund. Withdrawals from both accounts must be agreed by at least two Committee members and cheques require the signature of the Treasurer following such agreement. Expenses will be paid by the Treasurer independently without consultation.

Accounts will be audited regularly by external audit.

Structure of the BASW RSIG

Members - All ordinary registered members.

Organising members – A Committee of Officers elected at the Annual General Meeting shall administer the Group's affairs.

The term of office for each member of the Committee shall be for a period of 2 years with the option of a third year.

The committee reserves the right to refuse membership of the BASW RSIG.

Chairperson. He/she will preside over all meetings at which he/she is present. The Chairperson is the formal head of the Group and will act as representative to all external bodies or identify/delegate such responsibility.

Secretary. He/she will be responsible for:

- (i) Keeping and distributing the minutes of all meetings.
- (ii) Ensuring that all correspondence is correctly handled.
- (iii) Arranging meetings.
- (iv) Sending relevant documents to the website manager for entering on to the website.

Treasurer. He/she will be responsible for:

- 1. Keeping the Group's accounts
- 2. Advising the Committee on all financial matters
- 3. Preparing the accounts for audit and presenting them at the AGM

Membership Secretary. He/she will be responsible for:

- 1. Sending out membership renewals
- 2. Collecting subscriptions
- 3. Maintaining and circulating up to date membership list
- 4. Maintaining a list of email addresses and ensuring this list is on the website.

British Renal Society Representative

Will attend four meetings of the British Renal Society a year and be involved in conference and feedback to the group. If the representative cannot be present at the group meetings, a report must be sent to the secretary in advance.

Elizabeth Ward Scholarship Fund Administrator

Will produce a twice-yearly report to the British Kidney Patient Association outlining how grants from the Fund have been spent. He/she will also forward reports from individuals receiving grants from the Fund to the BKPA.

Meetings

Annual General Meeting

The Annual General Meeting will be held in June each year. The agenda for the meeting shall include:

Apologies for absence

Minutes of the previous meeting
Chair's report
Secretary's report
Membership Secretary's report
Treasurer's report
Election of officers
Other business

Decisions taken at the Annual General Meeting shall be carried by simple majority of the votes cast at the meeting.

General Meetings

General meetings are open to all full members. They will be held twice a year in January and October.

Sub-Groups

The Paediatric and Welsh sub-groups meet annually.

Extraordinary General Meetings

Extraordinary General Meetings may be called by the Committee for a specific purpose. No other business may be transacted at the EGM.

Other Meetings

Additional meetings of working groups consisting of smaller numbers of group members set up to address specific topics shall be held when necessary e.g. to arrange training days.

Amendments to the Constitution

The constitution may be amended only at an EGM called for that purpose. The Constitution will be reviewed every 5 years.

Dissolution of the Group

A resolution to disband the group can only be decided upon by the voting members of the group at a general meeting. Such a resolution requires the support of at least 51% of all voting members.

The funds of the group, after the payment of all outstanding debts, shall be disposed of as directed by members at the final general meeting.

January 2007