

NARCH updated 24th November 2024.

Constitution of the National Association of Registered Canine Hydrotherapists

1. Name

The Association will be known as the National Association of Registered Canine Hydrotherapists (NARCH). NARCH is a professional Association for small animal hydrotherapists.

2. Organisation

NARCH is a not-for profit Association run by a Management Committee of volunteers. An Annual General Meeting (AGM) will be held at which the Committee members of NARCH will be elected. Registration fees will be used to cover administration costs.

3. Founder Members

Kirsty Arthur, CCRP
Lesley Garside
Angela Griffiths, CCRP
Pam Hannam
Clair Hucker, VN
Annelies Klinker, MSc Veterinary Physio, Cat A ACPAT
Samantha Maynard

4. Objectives

- a) To represent and register individual Canine Hydrotherapists.
- b) To establish and maintain a list of Registered Canine Hydrotherapists (RCHs) who have met, and continue to meet, the qualification and training requirements and standards required by NARCH.
- c) To provide a professional body that can give advice to the public, veterinary professionals and insurance industry and to assure all these groups of the high level of education, integrity and continuing professional development of all Registered Canine Hydrotherapists.
- d) To publish a Guide to Professional Conduct for Registered Canine Hydrotherapists, this Guide to be reviewed annually and updated where necessary.
- e) To protect the public interest by ensuring that any Registered Canine Hydrotherapist adheres to NARCH requirements and abides by the rules and standards detailed in the most current Guide to Professional Conduct for Registered Canine Hydrotherapists.
- f) To serve and promote the professional interests of Registered Canine Hydrotherapists.

In furtherance of these Objectives, NARCH shall have powers to publish a website,

newsletters, press releases, articles and other literature both printed and online.

5. Powers

In furtherance of its objectives, NARCH shall have the following powers:

- a) To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for NARCH activities.
- b) To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of NARCH.
- c) To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of NARCH.
- d) To employ such staff as are considered appropriate for the proper conduct of NARCH activities, on a self employed basis. If employment is not on a self employed basis, NARCH shall agree to offer reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants in order to comply with UK law.
- e) To engage such consultants and advisers as are considered appropriate from time to time.
- f) To effect insurance of all kinds (which may include officers' liability insurance).
- g) To invest any funds which are not immediately required for NARCH activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments).
- h) To liaise with other voluntary sector bodies, local authorities, UK government departments and agencies, and other public bodies or registered charities, with a view to furthering NARCH objectives.
- i) To establish and/or support any registered animal charitable body, and to make donations for any charitable purpose falling within NARCH objectives.
- j) To take such steps as may be deemed appropriate by the Management Committee and Board of Directors of NARCH Ltd for the purpose of raising funds for NARCH activities.
- k) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).
- l) To carry on any other lawful activities which further any of the above objectives.

6. Registration with NARCH and Conditions

For the purposes of these regulations, Registered Canine Hydrotherapists (RCHs) are defined as those who have met the registration requirements of NARCH and are entered on the List of Registered Canine Hydrotherapists (RCH's) maintained by NARCH.

- a) Full Registration is defined as

i) a RCH who is entered on the List of Registered Canine Hydrotherapists maintained by NARCH. Once on the List, the hydrotherapist is entitled to use the post nominal letters RCH.

Or

ii) an individual who has been co-opted onto the Management Committee to provide specific professional expertise to NARCH. Co-opted Management Committee Members do not need to be a Registered Canine Hydrotherapist. No registration or renewal fee will be due.

b) NARCH will publish registration and renewal fees on the NARCH website annually. RCHs must pay any fees due when required.

c) With effect from 1st January 2020 the initial registration fee is £150.00 and includes registration with NARCH, inclusion on the NARCH List for 12 months, registration certification and a registration pack. The annual renewal fee is £115.00 and includes registration with NARCH and inclusion on the NARCH List for 12 months.

d) If fees are not paid, the Management Committee has the right to remove a RCH from the active registration List. The RCH will no longer be entitled to use the post nominal letters RCH after their name and all paperwork and advertising relating to the individual and the connected hydrotherapy centre should reflect this change immediately.

e) Registration may be terminated in the following ways

- i) A letter of resignation from the RCH to the Management Committee's Chair.
- ii) If a RCH's renewal fee is more than thirty days in arrears, and he/she has failed within thirty days of receipt of a notice from NARCH Administration and/or the Treasurer that his/her registration be brought up to date, to pay the subscription due.
- iii) Failure to provide the necessary documentation to complete the registration or renewal process.

f) No one shall be entitled to any of the rights or privileges of registration until he/she has paid the registration or renewal fee, met the training and annual CPD requirements including provision of the necessary documentary evidence required by NARCH.

g) Termination of registration/removal from the list, for any reason, shall not entitle the individual or organisation concerned to a refund of any fee paid to NARCH.

h) If a RCH applies to become an employee of the Association their registration must be reviewed by the Management Committee and Board of Directors of NARCH Ltd prior to employment being agreed, to identify any possible conflict of interest.

i) The Management Committee shall have the right, for good and sufficient reason, to terminate the registration of any individual by providing written notice.

j) The Management Committee shall maintain a List of Registered Canine Hydrotherapists, setting out their full name and address, the date on which they were admitted to registration with NARCH, and the date on which an individual ceased to be registered with NARCH.

7. Annual General Meeting

- a) The management committee shall convene an annual general meeting (AGM) in each year, not more than six months after the end of the financial year. Not more than fifteen months shall elapse between one AGM and the next.
- b) The business of each AGM shall include: a report by the Chair on the activities of the Association; consideration of the annual accounts; the election/re-election of members of the Management Committee.
- c) The Management Committee may convene a Special General Meeting (SGM) at any time, if called for by the Secretary or Chair, or if ten RCHs submit a request in writing to the Chair. The Secretary shall arrange the meeting within fourteen days and shall give five days notice to all RCHs.
- d) At least fourteen clear days' notice must be given of any Annual General Meeting in writing by the Secretary to each RCH. Notice shall be deemed to have been given by either email or by posting a notice to a RCH. The accidental omission to give notice of a meeting to, or the non receipt of such notice, thereof shall not invalidate any resolution passed, or proceedings had, at any meeting.
- e) No business shall be dealt with at any AGM or Special General Meeting unless a quorum is present; the quorum for a meeting shall be four RCHs present, either in person or virtually should electronic communication be used to conduct the meeting.
- f) If a quorum is not present within fifteen minutes after the AGM or Special General Meeting start time, or if, during such meeting, a quorum ceases to be present, the meeting shall be adjourned to a time and place, either physical or virtual, as may be fixed by the Chair.
- g) If the Chair and Vice Chair are not present within fifteen minutes after the AGM or Special General Meeting start time, the members of the management committee shall elect someone from among themselves to act as Chair of that meeting.
- h) All questions arising at any AGM or Special General Meeting shall be decided by a simple majority of the votes cast. Every RCH shall have one vote, which (whether on a show of hands or on a secret ballot) must be given personally or virtually, should electronic communication be used to conduct the meeting.
- i) If there are an equal number of votes for, and against, any resolution, the Chair or person acting as Chair, shall be entitled to a casting vote.
- j) If a secret ballot is demanded, it shall be taken at the AGM or Special General Meeting and shall be conducted in such a manner as the Chair may direct; the result of the ballot shall be declared at the same meeting.
- k) The Management Committee shall ensure that minutes are made of all proceedings at the AGM or Special General Meeting; minutes shall include the names of those present, and (if possible) shall be signed, confirming the minutes are a true and correct record of the meeting, by the Chair of the meeting. A physical or electronic signature will be deemed

acceptable. Minutes of all meetings shall be sent to the Board of Directors of NARCH Ltd within seven working days.

8. Management Committee

- a) The maximum number of members of the Management Committee shall be twelve. The minimum number of members of the Management Committee shall be four.
- b) The Management Committee shall report to the Board of Directors of NARCH Ltd and will provide the Board of Directors with minutes of Management Committee meetings, within seven working days of such meetings.
- c) The Management Committee shall seek the prior approval from the Board of Directors of NARCH Ltd to any legal agreements, contracts or partner agreements that the Management Committee wish to enter into.
- d) All new appointments to the Management Committee and new officer posts shall be submitted for prior approval to the Board of Directors of NARCH Ltd by the Chair or Secretary of the Management Committee. All such appointments and officer posts must be proposed and seconded at the AGM or Special General Meeting accordingly.
- e) The Management Committee members shall elect from among themselves a Chair, a Vice Chair, a Treasurer and a Secretary, and such other office bearers as they consider appropriate, subject to the required prior approval from the Board of Directors of NARCH Ltd as stated in d) above. All such posts must be proposed and seconded at the AGM or Special General Meeting accordingly.
- f) The Management Committee may appoint an individual to fill a vacant post on the Management Committee, howsoever such post has become vacant, between AGM's, providing prior approval has been obtained from the Board of Directors of NARCH Ltd. The individual may commence their duties as a member of the Management Committee with immediate effect and must be proposed and seconded at the AGM or Special General Meeting. The Management Committee shall also have the right to co-opt an individual who has specific skills that will assist the Committee in its work. Such co-opted appointments will be subject to the required prior approval by the Board of Directors of NARCH Ltd as stated in d) above.
- g) All Management Committee members must stand for re-election to the Management Committee every three years and be proposed and seconded at the AGM or Special General Meeting accordingly. In the case of the Chair, the Chair cannot act as Chair for more than two terms of three years, after which time they must stand down and cannot stand again for re-election to Chair or Vice Chair until a period of three years has elapsed. The Vice Chair must stand for re-election to Vice Chair every three years and be proposed and seconded at the AGM or Special General Meeting accordingly.
- h) No business shall be dealt with at any management committee meeting unless a quorum is present; the quorum for a meeting shall be four members of the management committee present, either in person or virtually should electronic communication be used to conduct the meeting.
- i) If a quorum is not present within fifteen minutes after the meeting start time, or if, during such a meeting a quorum ceases to be present, the meeting shall be adjourned to a time and place (either physical or virtual) as may be fixed by the Chair.

j) If the Chair and Vice Chair are not present within fifteen minutes after the meeting start time, the members of the management committee shall elect someone from among themselves to act as Chair of that meeting.

k) All questions arising at any management committee meeting shall be decided by a simple majority of the votes cast. Every management committee member shall have one vote, which (whether on a show of hands or on a secret ballot) must be given personally or virtually, should electronic communication be used to conduct the meeting.

l) If there are an equal number of votes for, and against, any resolution, the Chair, or person acting as Chair, shall be entitled to a casting vote.

m) A member of the Management Committee must declare any personal interest, whether financial or other, in any transaction or other arrangement which NARCH is proposing to enter into; he or she will be debarred from voting on the matter in question.

n) No member of the Management Committee may serve as an employee (full time or part time) of NARCH, nor be given any remuneration by NARCH for carrying out his or her duties as a committee member.

o) Members of the Management Committee may be paid all travelling and other expenses reasonably incurred by them in connection with their attendance at meetings, or in connection with the carrying-out of their duties.

p) Any member of the Management Committee may call a committee meeting or request the Secretary to do so.

q) The Management Committee may, at its discretion, allow any person who they reasonably consider appropriate, to attend and speak at any committee meeting; any such person shall not be entitled to vote.

r) The Management Committee may delegate any of their powers to any sub- committee consisting of two or more committee members and other persons as it may determine; they may also delegate to the Chair of the Association (or the holder of any other post) such of their powers as they may consider appropriate.

s) The rules of procedure for any sub-committee shall be as prescribed by the Management Committee.

9. Accounts

a) A bank account and a PayPal account shall be opened in the name of NARCH. The Management Committee shall authorise in writing three of their members, one of whom shall be the Treasurer, to have access to the Bank account and PayPal account in order to attend to any financial matters on behalf of NARCH.

b) The Management Committee shall ensure that proper accounting records are kept and maintained in accordance with all applicable statutory requirements.

c) The Management Committee shall prepare annual accounts, complying with all relevant statutory requirements. Where external scrutiny is required under any statutory provisions (or if they otherwise think fit), they shall ensure that external scrutiny of such accounts is

carried out by a suitably qualified person.

d) A statement of the suitably prepared (and, where applicable, externally scrutinised) accounts for the last financial year will be submitted by the Management Committee to the Association's AGM.

e) A copy of the annual accounts and supporting documentation shall be provided to the Board of Directors of NARCH Ltd at least seven days prior to the AGM. The Board of Directors will ensure the accounts are filed with Companies House to comply with the Companies House Act 2006.

10. Property

The title to all property which may be acquired by or on behalf of NARCH shall be held either by NARCH Ltd or in the names of the Chair or Treasurer. Any person or body in whose name the Association's property is held shall act in accordance with the directions issued from time to time by the Board of Directors of NARCH Ltd or the Management Committee.

11. Dissolution

a) If the Management Committee determines that it is necessary or appropriate that NARCH be dissolved, the Management Committee shall first present the proposal to the Board of Directors of NARCH Ltd for consideration. If the decision from the Board of Directors supports the dissolution, the Management Committee shall convene a Special Meeting of RCHs; not less than twenty one days' notice of the meeting (stating the terms of the proposed resolution) shall be given.

b) If a proposal by the Management Committee to dissolve NARCH is confirmed by a two-thirds majority of those present and voting, the Management Committee shall have power to dispose of any assets held by or on behalf of NARCH. Any assets remaining after satisfaction of the debts and liabilities of the Association, shall, on the decision of the Board of Directors of NARCH Ltd, EITHER be divided equally between those RCH's on the Active Register List as at the date the vote took place, OR be transferred to a registered animal charity or registered charities approved by the Board of Directors of NARCH Ltd.

12. Alterations to the Constitution

The Management Committee must present any proposed changes to the constitution to the Board of Directors of NARCH Ltd for their prior agreement. A simple majority vote of Directors will be required for agreement to the requested changes to the Constitution. Thereafter, the constitution may be altered by a resolution passed by not less than two-thirds of those present and voting at an AGM or Special General Meeting, providing due notice of the meeting, and of the resolution, is given.

13. Complaints and/or Breach of Conduct Process

a) In the event of an issue arising with, or complaint about, a Registered Canine Hydrotherapist, an Investigatory Committee shall be set up consisting of a minimum of three Management Committee members from which a Chair and Minute Secretary shall be

elected at the commencement of each meeting.

b) The RCH and subject Centre (where applicable) must be made aware of the complaint and the outcome of the investigation will be shared with the complainant, the RCH and the subject Centre (where applicable).

c) Notwithstanding a) and b) complainants retain the right to take their complaint to an independent person or body. NARCH will co-operate fully if such circumstances arise.

14. Declaration

This constitution was approved and adopted by NARCH at an AGM held on 24th November 2024.