

# **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 an Management Committee of volunteers. An Annual General Meeting 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. Objects**

- a) To represent and register individual Canine Hydrotherapists
- b) To establish and maintain a list of Registered Canine Hydrotherapists 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.
- e) To protect the public interest by ensuring that any Registered Canine Hydrotherapist adheres to NARCH requirements and abides by the Guide to Professional Conduct for Registered Canine Hydrotherapists.
- f) To serve and promote the professional interests of Registered Canine Hydrotherapists

In furtherance of these Objects, 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 objects, 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, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants.
- (f) To engage such consultants and advisers as are considered appropriate from time to time.
- (g) To effect insurance of all kinds (which may include officers' liability insurance).
- (h) 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).
- (i) To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering NARCH objects.
- (j) To establish and/or support any charitable body, and to make donations for any charitable purpose falling within NARCH objects.
- (k) To form any charitable company with similar objects to those of NARCH, and, if considered appropriate, to transfer to any such company (without any payment being required from the company) the whole or any part of the association's assets and undertaking.
- (l) To take such steps as may be deemed appropriate for the purpose of raising funds for NARCH activities.
- (m) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).
- (n) To carry on any other lawful activities which further any of the above objects.

## **6. Membership and Conditions**

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

- a) Full membership is defined as
  - i) an 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 membership fee will be due.
- b) Associate Membership can be granted by the Management Committee to any group or individual which has an interest in the work of NARCH including statutory authorities, public agencies and private businesses; these members shall not be entitled to vote at general meetings. No membership fees are due and Associate Members will not enjoy any benefit from membership.
- c) NARCH will publish registration and renewal fees on the NARCH website annually. Members must pay any fees due when required. Notice of renewals will be given 30 days before renewal becomes due. If fees are not paid, the Management Committee has the right to remove members from the List. The member will no longer be entitled to use the letters RCH after their name and all paperwork and advertising should reflect this change immediately.
- d) An RCH must declare to the Management Committee any relevant significant changes in their personal or professional circumstances and will be required to declare annually their continued compliance with the conditions of registration.
- e) Registration may be terminated in the following ways
  - i) A letter of resignation from the RCH to the Secretary
  - ii) If an RCH's renewal fee is more than three months in arrears, and he/she has failed within sixty days of receipt of a notice from 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 membership until he/she has paid the registration or renewal fee, met the training and CPD required, and provided the necessary documentary evidence required by NARCH.
- g) Termination of membership/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) A person who becomes an employee of the Association after admission to membership shall automatically cease to be a member.
- i) The Management Committee may, at its discretion, refuse to register any individual on the List.

j) The Management Committee shall have the right, for good and sufficient reason, to terminate the membership of any individual or organisation by written notice, providing the member or the representative of the organisation concerned, shall have the right to be heard by a Disciplinary Committee before a final decision is made.

k) The Management Committee shall maintain a List of members, setting out their full name and address, the date on which they were admitted to membership, and the date on which an individual ceased to be a member.

## **7. Annual General Meeting**

a) The management committee shall convene an annual general meeting (or AGM) in each year, not more than six months after the end of the financial year. Not more than 15 months shall elapse between one AGM and the next. The first AGM shall be held not later than March 2011.

b) The business of each AGM shall include: a report by the Chairperson 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 at any time, if called for by the Secretary or Chairperson, or if ten members submit a request in writing. The Secretary shall arrange the meeting within 14 days and shall give five days notice to all members.

d) At least 14 clear days' notice must be given of any general meeting in writing by the Secretary to each member. Notice shall be deemed to have been given by either email or by posting a correctly addressed notice to a member. 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 meeting unless a quorum is present; the quorum for a meeting shall be 4 members, present in person.

f) If a quorum is not present within 15 minutes after the meeting start time, or if, during a meeting, a quorum ceases to be present, the meeting shall be adjourned to a time and place as may be fixed by the Chairperson.

g) If the Chairperson is not present within 15 minutes after the meeting start time, the members of the management committee shall elect someone from among themselves to act as Chairperson of that meeting.

h) All questions arising at any meeting shall be decided by a simple majority of the votes cast. Every full member shall have one vote, which (whether on a show of hands or on a secret ballot) must be given personally.

i) If there are an equal number of votes for, and against, any resolution, the Chairperson shall be entitled to a casting vote.

j) If a secret ballot is demanded, it shall be taken at the meeting and shall be conducted in such a manner as the Chairperson 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 all meetings; minutes shall include the names of those present, and (if possible) shall be signed by the Chairperson of the meeting.

## **8. Management Committee**

a) The maximum number of members of the Management Committee shall be 12.

b) In the event of an elected member of the Management Committee resigning or being unable to continue, the Management Committee may replace that person with a new member of the Committee. This person shall be eligible for formal election at the next Annual General Meeting. The Management Committee shall also have the right to co-opt a member who has specific skills that will assist the Committee in its work.

c) The Management Committee members shall elect from among themselves a Chairperson, a Treasurer and a Secretary, and such other office bearers as they consider appropriate.

d) A member of the Management Committee must declare a personal interest 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.

e) 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.

f) 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.

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

h) 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.

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

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

## **9. Accounts**

- a) A bank account shall be opened in the name of the Association. The Management Committee shall authorise in writing three of their members, one of whom shall be the Treasurer, to sign cheques on behalf of the association. All cheques must be signed by not less than two of the authorised signatories.
- 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 externally 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.

## **10. Property**

The title to all property which may be acquired by or on behalf of the Association shall be held either in the names of the Chairperson, Treasurer and Secretary or in the names of Trustees of a Trust, or in name of a nominee company, established for that purpose. 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 Management Committee.

## **11. Dissolution**

- a) If the Management Committee determines that it is necessary or appropriate that the Association be dissolved, it shall convene a special meeting of the members; not less than 21 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 the association is confirmed by a two-thirds majority of those present and voting, the committee shall have power to dispose of any assets held by or on behalf of the Association. Any assets remaining after satisfaction of the debts and liabilities of the Association shall either be divided equally between the members or transferred to an animal charity approved by the Management Committee.

## **12. Alterations to the Constitution**

The constitution may be altered by a resolution passed by not less than two-thirds of those present and voting at a general meeting, providing due notice of the meeting, and of the resolution, is given.

## **13. Disciplinary Process**

a) In the event of an issue arising with a Registered Canine Hydrotherapist, a Disciplinary Committee shall be set up consisting of a minimum of five Management Committee members from which a Chairman and Minute Secretary shall be elected at the commencement of each meeting.

b) An Appeals Committee shall be set up to resolve on all appeals against decisions made by the Disciplinary Committee. The Appeals Committee will consist of all members of the Management Committee. A Chairman and Minute Secretary shall be elected at the commencement of any particular meeting. Decisions of the Appeals Committee shall be final and binding.

## **14. Declaration**

This constitution was approved and adopted by NARCH at a Management Committee meeting held on Wednesday 18<sup>th</sup> November 2009.