



CONSTITUTION
AND
STANDING ORDERS

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National Association Equipment Providers

The constitution sets out how the Association operates, how decisions are made and the procedures that are followed to ensure the Council is efficient, transparent and accountable to the membership.

The Council is composed of eleven members, also known as Executive Officers and each may be a representative of an internal sector of the Association in addition to holding a post that facilitates the external representation of NAEP.

Post holders are elected in accordance with section (5).

It is accepted as part of the terms of the constitution that the number of Council members will be reviewed and could increase as new government initiatives take place and that will ensure the future development of NAEP. These additions will be posted on the NAEP Website and written expressions of interest with a current CV will be invited. Currently the maximum number of Council Members will be fifteen.

The Council currently has fifteen posts, which are covered by eleven serving Executive Officers.

Representation of Special Interest Groups at Council Meetings is made by the Chairs of the Clinical, Educational and the two Operational Groups for Communications and Conference Planning. These positions are currently taken by Nationally Elected representatives with appropriate professional skills. National Election for these posts should run concurrently with the election of the Chairs to the Special Interest Groups.

The constitution will be amended accordingly as per section (20).

All members of the Association shall be bound to adhere to the enclosed rules and standing orders.

Aim

To support and share good practice to all members across the UK in the provision of equipment.

Objectives

- To promote networking & communication between providers working in the field of equipment provision, commissioning and/or governance
- To provide a service to all groups working within the community equipment services; including management, clinical, administration, decontamination and logistics.
- To receive and interpret Government Papers
- To inform members of all new legislation and white papers for both Health & Social Care
- Where appropriate to discuss any draft Health & Social Care Government Papers and make recommendations on behalf of members
- To broaden the knowledge base of the Association members through education and information services
- Promoting fellowship between service providers through the formation of Regional Groups and Special Interest Groups whose activities network across the UK
- To strengthen links between members, users, carers and other complimentary services throughout the UK
- Identifying future needs for the supply of community equipment services to users

The Aim and Objectives underpin the work of the Association at National and local level.

1. Membership Categories

Membership will be open to all personnel working in the field of equipment provision, commissioning or governance.

Category 1 Membership - Individual Membership

This category is applicable to you if you work as a: Service manager, therapist, clinician, operations manager, prescriber or as an assessor, driver or driver/fitter, trainer, a commissioner or in the procurement of services:

- And your employing organisation is either in the public (statutory lead provider), a non-commercial provider, or is part of the voluntary sector.

**This level of membership is open to any retired individual who wishes to continue to support the aims and objectives of the Association.*

i. Collective Membership:

A Collective Membership is also available in this membership option and facilitates an organisation to have five employees from their organisation to be named individual members of NAEP, for a beneficial total price equivalent to the cost of four individual memberships.

All five individuals will each receive the same benefits as detailed in the Membership table below for Category 1 - Individual Membership.

Category 2 - Commercial Membership

This category is applicable to you if you are a Supplier or Manufacturer of equipment that supports the provision of equipment into the community, this category of membership provides you with corporate membership of your Company and for one named person.

i. Category 2B - Commercial Named Staff Membership

This category is a sub category of membership to Category 2 and is applicable to you if you work within the Commercial Sector as a clinician, therapist, prescriber or assessor and your employing organisation is in the commercial/ private sector.

Category 3 - Associate Membership

This category is applicable if you are a Retailer of equipment, a franchised business, or a Consultancy Service that supports the provision of equipment, the Associate Membership provides you with corporate membership and for one named person.

i. Category 3B - Associate Named Staff Membership

This category is a sub category to Category 3 and is applicable if you work within the Retail/Private Sector as a Clinician, therapist, prescriber or assessor and your employing organisation is in the retail / private sector.

Full details of the NAEP Membership Categories and the respective membership benefits for each of the levels of membership are detailed on page 5 of this document and are available on the Membership page of the NAEP website at www.naep.org.uk.

NAEP Membership Categories



NAEP Membership Options - Please use the menu below to make your selection	Category 1 Individual Membership	Category 2 Commercial Membership	Category 3 Associate Membership
<p>If you work as a: Service manager, therapist, clinician, operations manager, prescriber or as an assessor, driver or driver/fitter, trainer, a commissioner or in the procurement of services: - And your employing organisation is either in the public (statutory lead provider), a non commercial provider, or is part of the voluntary sector; *Please refer to Page 4: Category 1 Membership for more details</p>	<p>As an Individual Member you are entitled to the following benefits;</p> <ol style="list-style-type: none"> Membership of: <ul style="list-style-type: none"> ❖ NAEP Regional Group ❖ NAEP Special Interest Groups Subscription to the Equipment Services Journal (x 4 Journals per annum). Full Website Access including the Members Area and Interactive Forum. NAEP annual National Conference: <ul style="list-style-type: none"> ❖ Early Bird Delegate Rate ^[1] Voting rights on any matters of the Association subject to and requiring a vote by the NAEP Membership. ^[1] Use of the NAEP Logo. Collective Membership: <ul style="list-style-type: none"> ❖ Ideal for establishments who have x 5 staff members for Membership of NAEP. Choose this option and you will pay for x 4 Memberships and receive x 1 Membership free of charge ^[2] Regular communications: <ul style="list-style-type: none"> ❖ To keep you informed of news, regulatory and legislative updates Holders of individual membership are eligible to apply for post as Serving Officers at Regional and NAEP Council level. ^[3] 	<p>As a Commercial Member you are entitled to the following benefits;</p> <ol style="list-style-type: none"> By invitation, participation in: ^[1] <ul style="list-style-type: none"> ❖ NAEP Conference Operations Group ❖ NAEP Special Interest Groups A subscription to the Equipment Services Journal (x 4 Journals per annum). NAEP annual National Conference. <ul style="list-style-type: none"> ❖ Participation and attendance to the Conference Programme for Exhibiting Companies Sponsorship of NAEP Regional Group Meetings. Use of the NAEP Logo: <ul style="list-style-type: none"> ❖ An 'artwork' ready logo will be provided as a jpeg image, or in an alternative format upon request ^[4] Regular communications: <ul style="list-style-type: none"> ❖ To keep you informed of news, regulatory and legislative updates NAEP Website <ul style="list-style-type: none"> ❖ Access to the public area only NAEP website <ul style="list-style-type: none"> ❖ Your company logo as a 'click on link' to your website 	<p>As an Associate Member you are entitled to the following benefits;</p> <ol style="list-style-type: none"> By invitation, attendance at: ^[1] <ul style="list-style-type: none"> ❖ NAEP Conference Operations Group ❖ NAEP Special Interest Groups A subscription to the Equipment Services Journal (x 4 Journals per annum). NAEP annual National Conference: <ul style="list-style-type: none"> ❖ Early Bird Delegate Rate ^[1] Sponsorship of NAEP Regional Group Meetings. Use of the NAEP Logo: <ul style="list-style-type: none"> ❖ An 'artwork' ready logo will be provided as a jpeg image, or in an alternative format upon request ^[4] Regular communications: <ul style="list-style-type: none"> ❖ To keep you informed of news, regulatory and legislative updates NAEP Website <ul style="list-style-type: none"> ❖ Access to the public area only NAEP website <ul style="list-style-type: none"> ❖ Your company logo as a 'click on link' to your website
<p> Select Category 1 – Individual Membership</p>			
<p>If you are: A Supplier or Manufacturer of equipment that supports the provision of equipment into the community, this category of membership provides you with corporate membership of your Company and for one named person;</p>			
<p> Select Category 2 – Commercial Membership</p>			
<p>If you work within the Commercial Sector as a: Clinician, therapist, prescriber or assessor and your employing organisation is in the commercial/ private sector;</p>			
<p> Select Category 2b: Commercial Staff Membership</p>			
<p>If you are: A Retailer of equipment, a franchised business, or a Consultancy Service that supports the provision of equipment, the Associate Membership provides you with corporate membership and for one named person;</p>			
<p> Select Category 3: Associate Membership</p>		<p>Commercial Category 2B: Named Staff Membership benefits:</p>	<p>Associate Category 3B: Named Staff Membership benefits:</p>
<p>If you work within the Retail/Private Sector as a: Clinician, therapist, prescriber or assessor and your employing organisation is in the retail / private sector;</p>		<p>Membership Benefits</p> <ol style="list-style-type: none"> Subscription to the ESJ (as 2 above) Conference Early Bird Rate (non-exhibitors) Regular communications (as 6 above) Website access - Public Area (as 7 above) 	<p>Membership Benefits</p> <ol style="list-style-type: none"> Subscription to the ESJ (as 2 above) Conference Early Bird Rate (non-exhibitors) Regular communications (as 6 above) Website access - Public Area (as 7 above)
<p> Select Category 3b: Associate Staff Membership</p>			
<p>All NAEP Memberships are non-transferrable</p>	<p>This category includes full voting rights</p> <p>^{[1] & [3]} Proof of membership will be required</p>	<p>These categories do not include voting rights</p> <p>^[1] Proof of membership will be required</p> <p>^[4] Use of the NAEP logo is for the duration of the membership only</p>	<p>These categories do not include voting rights</p>
<p>NAEP reserves the right at their discretion to apply the most appropriate membership level upon the receipt of membership applications</p>			

2. Application for Membership

2.1 Applications for membership of NAEP under the Individual, Commercial or Associate membership categories should be submitted in writing on the appropriate application form, or via the online application form on the NAEP website. The Association reserves the right to vet applications. In the case of an application being declined the applicant will be given a reason.

3. Termination of Membership

3.1 Any members wishing to terminate their membership shall inform the Membership Administrator for the Association in writing (or by email), and shall return all property belonging to the association that may have been loaned or placed in the care of the member.

3.2 In the event of 3.1 any outstanding membership term/time is not transferrable to another person.

4. Subscriptions

4.1 Annual Subscriptions of an amount determined by the Full Council will be received yearly and shall be payable by each member in advance. All subscriptions will attract Value Added Taxation at the prevailing rate.

4.2 Annual Subscription shall become due on 1st April each year. Such subscription shall be paid by Bank Direct Debit, Pay PAL or other recognised means in the amounts duly determined as in sub clause 4.4 of this clause.

4.3 A member's subscription entitles that member to all privileges of such membership, relative to the paid-up membership category, for one full year, except in circumstances contained within sub clause 4.5 of this clause.

4.4 Where a member joins within the normal year of membership (i.e. 1st April to 31st March) then the full years subscription will be payable.

4.5 The Association reserves the right to offer preferential time spans for membership, which will normally be reserved for new membership applications received after 10 months of the start date of a new membership year. This clause is not binding and will be at the discretion of the full Council.

4.6 The Association reserves the right to review membership applications and to offer the most appropriate membership level to that which has been applied for.

4.7 The Association reserves the right to amend and update the benefits for each of the Membership Levels offered, provided that this not a lessening of the benefits enjoyed by members within the Individual and Collective Membership categories.

If any such amendment or update is likely to cause such a compromise then the Council will be required to canvass the views of the members within these categories prior to implementation.

5. The National Council

The National Officers of the above shall be full members of NAEP:

1. Chair
2. Vice Chair
3. Treasurer
4. Membership Administrator
5. Honorary Legal Advisor
6. Clinical Representative
7. Educations Representative
8. Health Representative
9. Social Care Representative
10. Voluntary Sector Representative
11. Service Development Officer
12. Education Special Interest Group Chair (Held by Council Member)
13. Conference Operations Group Chair (Held a Council Member)
14. Clinical & Prescribers Special Interest Group Chair (Held by Council Member)
15. Communications Operations Group Chair (Held by a Council Member)

5.1 In the event that the post of Honorary Legal Advisor is not filled, then a Legal Representative will be appointed as an additional National Officer.

5.2 Nationally elected Council Members shall be eligible to hold the post of Chair of one of the Operational groups or Special Interest Groups.

5.3 In addition to the nationally elected Council Members, from January 2012 all Regional Group Chairs are invited to attend all meetings of the NAEP Council. In January 2013 the NAEP Council voted to grant voting rights to Regional Group Chairs in attendance at Council meetings on all matters with the exception of voting rights in relation to Council post elections.

5.4 In reference to the changes outlined in 5.3, the following changes in this clause have been introduced to ensure consistency and accuracy of the structure of the NAEP Council.

i. Regional Coordinator:

The title and position of Regional Co-ordinator is withdrawn as the elected Regional Chair is the invited attendee to NAEP Council meetings

- a. The post of Regional Coordinator may be reinstated at a future date.

6. Election of Council Members

6.1 National Officers shall be elected at the Annual General Meeting in each year and will present themselves for re-election at the end of the first term of office of three years and annually thereafter, with the exception of the posts detailed in 6.2 below.

6.2 The Chair, Vice Chair and Treasurer shall be elected by the Council and will present themselves for re-election at the end of three years and annually thereafter – which means:

6.3 There is no limit on the length of term that an officer may serve providing that the re-election process outlined in 6.1 is observed and the officer is still actively involved in the provision, commissioning or governance of the service and NAEP and continues to promote the aims and objectives of the organisation.

6.4 Nominations for Members of the Council (except the Chair and Vice Chair, the Service Development Officer and Membership Administrator) must be submitted in writing, on a form designated for that purpose which shall be signed by the Proposer and the Secunder of the nominee who must be full members of the Association and accompanied by a biography. The results of successful candidate(s) in any election will be notified in the Associations quarterly Equipment Services Journal and on the NAEP website. The NAEP Service Development Officer shall acknowledge receipt of all nominations and proposals.

6.5 In case of elections by the NAEP Council for the posts of NAEP Chair, Vice-Chair and Treasurer, the NAEP Council reserves the right to determine an extended term of office, when in the opinion of the Council and with due consultation with attending and current Regional Group Chairs, that such an extension is granted to ensure the continuity of the best interests of the Association.

7. Disqualifications or Retirement of National Officers

7.1 The Full Council reserves the right to remove officers from the Full Council where circumstances dictate this course of action. This would normally only occur if the aims and/or objectives of the organisation were compromised.

7.2 Any member of NAEP who is no longer actively involved in the provision, commissioning or accreditation of equipment services will be ineligible to serve on the Full Council or hold the post of National Officer. In this event, his/her seat on the Council shall thereupon be vacated.

- i. The exception to the ruling of 7.2 will be to permit a Council Member to continue serving as a National Officer to the Council on a voluntary basis following retirement.

7.3 Where an elected Member of the Council has been absent from three consecutive ordinary meetings of the Council, to which he/she has been summoned, the Council shall invite an explanation and declare his/her seat has been vacated unless satisfied that the absence was due to reasonable cause.

7.4 A Member of the Council may, at any time, by giving notice in writing signed by him/her and delivered to the Secretary of the Committee, resign their office.

8. Method of Filling Vacancies

8.1 Where by reason of the resignation, death or disqualification of an elected Member of the Council a vacancy in the membership of the Council occurs, the Council may, within a reasonable period after its occurrence, appoint a person with the necessary qualifications from within the Council to fill the vacancy.

8.2 Pending any such appointment, the proceedings of the Council shall not be invalid by reason of such vacancy.

8.3 The person so appointed shall hold office for the remainder of the period for which the vacancy has occurred.

8.4 The Secretary to the Council shall, as soon as practical, inform the NAEP membership of the names and contact details of the persons appointed to the Council and of changes arising from vacancies in the membership of the Council. The Secretary to the NAEP Council for this function will be any Serving Officer of the Council as appropriate: i.e.; The NAEP Chair, Vice-Chair, Treasurer, or other Council Members as so nominated by the Chair.

9. Administration

9.1 Subject to the rules herein of the Association all property of the Association will be administered and managed by the Council constituted by clause 5 of this constitution.

10. Power

10.1 In the furtherance of the objectives but not otherwise, the Full Council may exercise the following powers.

- i. In raising funds, the Full Council shall only undertake such training activities consistent with the Aims and Objectives of the Association and all such activity shall conform to any relevant requirements of the Law.
- ii. Power to raise funds through subscriptions as determined annually by the Full Council constituted by clause 4 of this agreement.
- iii. Power to purchase, lease or rent property as necessary for the achievement of the Aim and Objectives of the Association.
- iv. The Association will have the power to employ paid or contract staff in furtherance of the Administration or trading activities of the Association.
- v. Power to employ or procure specialist advice from others in furtherance of the objectives of the Association.
- vi. Power to appoint Sub Committee's or constitute Regional Groups where such powers would further the Aim and Objectives of the Association.
- vii. Power to co-operate with other groups or exchange information with them where this would further the Aim and Objectives of the Association.

11.Meetings and Proceedings of the Full Council

- i. The Full Council shall hold at least five ordinary meetings each year, one of which will be entitled the Annual General Meeting.
- ii. The Chair shall be present and act as Chair at meetings. If the Chair is absent then the Vice-Chair takes up the duties and responsibilities of the Chair.
- iii. There shall be a quorum when at least one quarter of members of the Full Council is present at a meeting.
- iv. Every matter shall be decided by a majority of votes of the members of the Full Council present voting on the question. In the case of equality the Chairperson shall have a second or casting vote.
- v. The Full Council shall keep minutes of all meetings that follow the proceedings of the Full Council or any Sub Committee.
- vi. The Full Council will from time to time make or alter rules for the conduct of the Association. No rule may be made which is inconsistent with this constitution.
- vii. The Chairperson may call extraordinary meetings at any time subject to not less than 14 days' notice being given, stating the time and place of the meeting and the objects for which it has been summoned.
- viii. The Chairperson, if requested to do so by not less than two thirds of the Members of the Council, summon an extraordinary meeting, subject to not less than 14 days' notice being given, stating the time and place of the meeting and the objects for which it has been summoned.

12. Annual General Meetings

12.1 An AGM of the Association shall be held each year to transact the following business.

- i. To receive and, if approved, to adopt an annual report and an audited statement of the accounts to the end of the last proceeding financial year.
- ii. To elect an auditor who shall be a Chartered Accountant.
- iii. To elect / or re-elect those Council members positions that are open to the NAEP Membership.
- iv. To receive and consider any special matters or resolution which the Council wishes to bring before the members, which will be notified to the NAEP Membership with the AGM Papers.
 1. In accordance with iv) above, on the commencement of proceedings of the AGM agenda, attending NAEP Members will be invited to either a) Raise such matters for discussion that are not agenda items under 'Matters Arising' – the NAEP Chair will use their discretion as to whether the item will be placed in an appropriate agenda item, or that the matter is deferred to 'Any other Business' for discussion.
 2. Any matter that requires a vote at the Annual General Meeting maybe done so by fully paid up NAEP members only.

12.2 A notice convening any Annual General Meeting shall be sent (together with the annual report and statement of the accounts of the Association (in the case of the Annual General Meeting) to all members not less than 28 days before the meeting and shall specify the business thereof.

13. Voting at Annual General Meetings

13.1 At any Annual General Meeting of the Association, any resolution put to a vote of the meeting shall be decided on a show of hands unless a ballot is (before or on a declaration of the result of the show of hands) demanded by at least 10 members present in person.

13.2 Unless a ballot is demanded, a declaration by the Chair of the meeting that a resolution has, by a show of hands, been carried or lost shall be conclusive proof as to the passing or losing of such a resolution.

13.3 On a ballot at any Annual General Meeting (be it for individual or local), votes may only be given in person.

13.4 Fully paid up Members within the Individual and Collective membership categories in accordance with the table in section 1 only shall be entitled to vote.

13.5 The Chair of any Annual General Meeting shall have a second and casting vote in the event of equality of votes on any resolution. This clause is applicable to any other such general meetings that the NAEP Council may hold.

14. Regional Groups

14.1 The Council sanctions the establishment of Regional Groups to oversee the work of NAEP within a designated locality.

14.2 The Terms of Reference for Regional Groups shall be clearly defined by the Council and made available to the membership. The Terms of Reference will serve as a working document and point of reference for the operation of Regional Groups. *Unless otherwise directed by the Council all Regional Groups shall elect their own Chairperson who will hold the title of Regional Group Chair and Vice-Chair who will hold the title of Regional Group Vice-Chair and who must each be a fully paid up member of the Association. All groups shall have a nominated Secretary who shall also be a fully paid up member.* The Chair and Vice-Chair shall be elected by the Regional Group and will present themselves for re-election at the end of an initial term of office of three years and annually thereafter, which means:

14.3 There is no limit on the length of term that an officer may serve providing that the re-election process outlined in 14.2 is observed and the officer is still actively involved in the provision, commissioning or governance of the service and continues to promote the aims and objectives of the organisation.

14.4 Nominations for Officers of the Regional Groups shall be submitted in writing, on a form designated for that purpose which shall be signed by the Proposer and the Seconder of the nominee who must be full members of the Association. Such nominations shall be accompanied by a Biography, which may be utilised in the Association's national journal. The receiving Officer shall acknowledge receipt of the nomination proposal and supporting documentation.

14.5 Fully paid up members of NAEP become entitled to exercise the benefits of membership as recorded in the table in section 1- page 5. They may join a Regional Group if so entitled and remain members of such a group providing they remain fully paid up members.

14.6 Vacancies for elected posts occurring on any Regional Group should be notified to Local Secretaries to invite nominations from the membership. The Chair / Vice-Chair will be responsible for requesting the appropriate nomination forms from the Service Development Officer.

14.7 Regional Groups shall meet as often as necessary to conduct the business for which purpose it was formed and where possible, meetings shall be held at a suitable location and the number of meetings should be planned in advance to enable the financial implications to be determined.

14.8 Regional Group minutes should be sent to the NAEP Chair / Vice-Chair as soon as practicable, an appraisal of these minutes will be produced by the Regional Group Chair and presented at the Council Meeting with a copy forwarded to the Communication Operations Group Chair for inclusion in the Equipment Services Journal.

14.9 Sponsorship should be sought wherever possible for group meetings. Expenditure should be kept to a minimum and in the event of extraordinary costs being incurred prior notification should be given to the NAEP Chair for sums under £500.00 and for sums up to £1000.00 to the NAEP Chair for consultation with the Treasurer.

15. Establishment of Sub Groups / Special Interest Groups / Operations Groups

15.1 The Council will have the power 11 (vi) to appoint Sub Groups where specialist advice or assistance is required in furtherance of the Aims and Objectives of the organisation.

15.2 There shall be a written 'Terms of Reference' to control the work of the Sub Groups. The Sub Groups will be time limited.

15.3 Sub Groups / Special Interest Groups will be bound by the same requirements as clauses 14.2 through to 14.9 in relation to the election of posts and the conduct of the Group.

15.4 The Chair of the Sub Group / Special Interest Group will seek to have the membership of the group made up from at least one member from each of the NAEP Regional Groups. The Chair reserves the right to have two members from the same Regional Group where either the speciality of that members knowledge is viable, that members area of practice is sufficiently different as to enhance the work of the group, or where the opportunity for representation from all the Regional Groups has not been taken up.

15.5 The Clinical & Prescriber Support Special Interest Group and Education Special Interest Group are not required to seek sponsorship for their respective meetings in order that the Association retains and demonstrates a level of impartiality, neutrality and transparency in the conduct and furtherance of the work programmes of these groups.

- i. The above named groups may, by invitation seek to invite a Commercial entity to attend group meetings for the specific furtherance of their work programmes, whilst observance of impartiality, neutrality and transparency is maintained at all time.

15.6 Operations Group

In 2011 The Conference and Communications Special Interest Groups were assigned an Operations Group status which was notified to the NAEP Membership at the NAEP AGM 2012.

The Council undertook the change of status in recognition of these two groups having the greatest financial implication / liability on the Associations expenditure.

1. Conference Operations Group

The work of this group's primary responsibility is the primary lead for the operational planning and delivery of an annual conference. The Group acts as a hub for the representation of the views of the membership, exhibitors and the Council to ensure that the conference reflects the 'hot topic' content and strategic goals of the Association.

- a. A Strategic Group has been put in place to oversee the Key Performance Indicators for the contracted provider to deliver the 'operational' elements of the Conference and to oversee financial compliance by the Contractor. The Strategic Group is made up of the NAEP Chair, Treasurer and NAEP Service Development Officer.

2. Communications Operations Group

This Group has the operational responsibility for the following main functions;

- a. The ongoing / development of the NAEP website
- b. The production of feature articles for the Equipment Services Journal from all 'sources' and the submission of quarterly updates from all Regional Groups.
- c. Ensuring clear and regular communications throughout all membership categories for the participation and involvement of all paid up members.

16. Co-opted Members

16.1 The Council shall have the power 11 (v) to co-opt additional members or employ specialist advice in the furtherance of the Aims and Objectives of the Association.

17. Finance

17.1 The Council shall have sole control and management of the income and property of the Association and the exclusive right appointing, removing and of prescribing any respective duties in accordance with the Financial Standing Instructions

17.2 The income and property of the Association and all money received on behalf of the Association shall be applied solely towards the furtherance, promotion and execution of the objectives of the Association and no portion thereof shall be paid by way of dividends, bonus, or profit to any member of the Association, provided that nothing herein expressed or contained shall prevent the payment in good faith of remuneration or expenses to a member of the Association or other person, for services actually rendered by him/her or them to the Association.

17.3 For the purpose of collecting members' subscription by Bank Direct Debit, the Council from time to time authorise not more than four and not less than two officers or members of the Association on its behalf to sign an indemnity or indemnities in favour of the bank of the Association in such form as shall be approved by the Council and such officers or members shall be effectually indemnified by the Council against any liability, costs expenses and payments whatsoever which may be properly incurred or made by them in relation to such indemnity or indemnities.

17.4 All monies payable to the Association shall be received by the Treasurer or such other officer or such bank as shall be appointed by the Council to receive the same. All funds belonging to the Association shall (unless invested) be deposited into a banking account in the name of the Association and no sum shall be drawn from this account except by cheque signed by such person or persons as the Council may direct. The Council as herein authorised may invest any monies not required for immediate use. The Council shall cause the Association to keep proper accounting records, which show and explain its transactions and disclose with reasonable accuracy, at any time, its financial position.

17.5 The financial year of the Association shall run from 1st January and end on 31st December.

17.6 The Council shall prepare, in respect of each financial year, annual accounts, which give a true and fair view of the financial position and of the Association's income, and expenditure for the Association's agreed financial year-end.

So far as is possible and appropriate, these accounts shall comply with the accounting provisions of the Companies Acts and with generally accepted accounting principles as would apply to a limited company of the same size as the Association, save that the income and expenditure accounts shall give a full analysis of the income and expenditure of the Association analysed under appropriate headings.

17.7 Financial decisions regarding sums of money under £500.00 may be authorised by the Chair without the approval of the Council. Sums in excess of £1000 will require the approval of the Council. All expenditure shall be within the objectives of NAEP.

17.8 The Council shall make the audited accounts available under the Freedom of Information Act 2000.

17.9 The Association shall appoint appropriately qualified Auditors to hold office from one Annual General Meeting to the next. The Council shall determine the Auditors' remuneration.

18. NAEP Emblems, Trademark or Letter Heading

The Full Council must approve the use of the National Association of Equipment Providers emblems for any items produced for sale.

- i. The NAEP Council will have liberty to change the design of any items covered in 18 above and will act accordingly in ensuring that those person entitle to use such emblems are provided with the current and valid emblem or logo, where such use by a another party is authorised by the Association.
- ii. In compliance with section 18, the NAEP Emblems, Trademark and Letter Heading are periodically updated and as such the Association will make provision for all appropriate parties who are duly entitled to the use of those items mention in all clauses within section 18, to receive the appropriate updates in a timely manner in accordance to their due entitlement.



- iii. In due accordance with the above clauses, the Association retains the right to withdraw such use of the NAEP Emblems, Trademark or Letter Heading when such circumstances prevail, i.e. in the non-compliance to the payment of membership fees which will thus nullify such benefit of use.
- iv. No variations on the reproduction or replication of NAEP Emblems, Trademark or Letter Headings are permitted from those that are issued by NAEP.

19. Notices

The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by any member shall not invalidate any proceedings or resolutions at any meeting of the Association or any committee thereof.

20. Alterations to the Constitution & Standing Orders

The Constitution and Standing Orders of the Association may be altered at and only at an Annual General Meeting or Extraordinary General Meeting.

- i. In order to effect an alteration to the Constitution and Standing Orders, at least one quarter of the members present in person shall vote in favour of the proposed change. No amendment to any proposed alteration shall be allowed.

20.1 Interpretation

If there should be any ambiguity or difference of opinion concerning the purpose or interpretation of this Constitution and Standing Orders, reference shall be made in writing to the Membership Administrator and Secretary, who shall refer the matter to the Full Council. The decision of the Full Council shall be final and binding to all parties.

20.2 On Joining

All members shall be given a copy of the Constitution and Standing Orders on joining the Association. For existing members, this document will be available on the Associations website. In the case of amendments and updates to the NAEP Constitution and Standing Orders a draft document of the proposed updates will be sent with the AGM papers for consultation by the membership of the Association and presentation at the next forthcoming AGM of the Association.

21. Equality and Diversity

All members will be treated with respect regardless of race, disability, language, culture, religion, sexuality, age or gender.

22. Disclosure of Members Details

The Association will observe the protection of all member details in accordance with the Data Protection Act 1998.