

CONSTITUTION OF: THE NORTH EAST SLT RESEARCH NETWORK

Adopted on 17th December 2019

1. Name

The Group is historically and commonly known as the North East SLT Research Network. (SLT is an abbreviation of Speech and Language Therapist.)

The Group is registered with the Royal College of Speech and Language Therapists as a Clinical Excellence Network (CEN). For this reason, in some communications the name used is North East Speech and Language Therapy Research CEN.

2. Aim

The overall aim of the Group is to engage SLTs at all levels of the research continuum, from research-conscious to research-active.

3. Powers

In order to achieve its aims the Group may:

- a. Raise money
- b. Open bank accounts
- c. Organise courses and events
- d. Work with other groups and exchange information
- e. Do anything that is lawful which will help it to fulfil its aim

4. Membership

- a. Membership is comprised of all Speech and Language Therapists in the North East Region.
- b. NHS SLTs, Independent SLTs, and SLTs employed by other organisations are welcome to be in the group and attend events.

5. Committee

- a. The Group shall be administered by a Committee of Officers elected at the Group's Annual General Meeting (AGM) and not more than 10 other members
- b. The Officers of the Committee shall be: the Chair, the Treasurer, the Membership Secretary and the Meetings Secretary
- c. Committee meetings will be arranged as required throughout the year to plan, prepare and review events and ensure the purpose of the Group is being met
- d. For a committee meeting to be quorate, at least 60% of the committee members should be present. A consensus of opinion can also be agreed in a 'virtual' forum, e.g. via email.
- e. Voting at Committee meetings shall be by show of hands. If there is a tied vote then the Chair shall have a second vote
- f. The Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made

6. Duties of the Officers

- a. The duties of the Chair are to:
 - Chair meetings of the Committee and the Group
 - Ensure there is an agenda for each meeting, and monitor progress of actions
 - Represent the Group at external functions/meetings
 - Act as spokesperson for the Group when necessary
 - Maintain registration of the Group with Royal College of Speech and Language Therapists (RCSLT)
- b. The duties of the Meetings Secretary are to:
 - Take and keep minutes of meetings
 - Organise meetings
- c. The duties of the Membership Secretary are to:
 - Maintain the membership list
 - Monitor the email inbox
 - Circulate relevant communications to the membership
- d. The duties of the Treasurer are to:
 - Supervise the financial affairs of the Group
 - Keep proper accounts that show all monies collected and paid out by the Group

7. Finance

- a. Any money obtained by the Group shall be used only for the Group.
- b. Any bank accounts opened for the Group shall be in the name of the Group.
- c. Any cheques issued shall be signed by the Treasurer and another nominated official.
- d. Where internet banking is used, the Treasurer shall notify the other bank account signatories by email of their intention to make a payment (stating the amount and the payee), and must receive a reply from at least one of these signatories agreeing the transaction.

8. Annual General Meeting

- a. Currently the group arranges one main event per year - alternatively a Research Symposium and a Research Update Meeting.
- b. The Annual General meeting (AGM) takes place during this event.
- c. Group members are invited to the AGM, with appropriate notice
- d. The business of the AGM shall include:
 - receiving a report from the Chairperson on the Group`s activities over the year
 - receiving a report from the Treasurer on the finances of the Group
 - electing a new Management Committee and
 - considering any other matter as may be decided

9. Special General Meeting

A Special General Meeting may be called by the Committee or by members to discuss an urgent matter. Members shall be given at least fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10. Changes to the Constitution

If any changes to the Constitution are proposed, these must be agreed by the Committee, by a two-thirds majority vote.

11. Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was adopted by the Committee on

17th December 2019

Signed by:

Chair:



James Faraday

Other Committee members:

K Dooley-Cawley

Katie Dooley-Cawley

Treasurer:



Helen Stringer

Susan Thomson

Membership Secretary:



Jen Murphy



Johanna Butler

Meetings Secretary:



Lesley Forrester



Steph Van Eeden