

# **Hospital Physicists' Association**

**A National Professional Group of Unite (Amicus)**

## **Byelaws**

**Effective date:  
2<sup>nd</sup> November 2007**

**R G Ardley  
Hon.Secretary**

# **HOSPITAL PHYSICISTS' ASSOCIATION BYELAWS**

**Effective from 2<sup>nd</sup> November 2007 including amendments passed at the 2007 ADC**

## **A NAME**

- 1 The name of the Association shall be 'The Hospital Physicists' Association'. The Association is a National Professional Group and a National Branch of the Unite (Amicus) Union. Local workplace Accredited Representatives are encouraged to participate fully in their local Regional Health Sector activities.
- 2 These operating Byelaws are specific to the Association and are subsidiary to the Rules of Unite (Amicus).

## **B OBJECTS**

- 1 The general objects of the Association shall be those of the Unite (Amicus) Union.
- 2 The specific objects of the Association shall be: to enhance the status and economic well being of Members, and to promote the advancement of science and engineering applied to medicine.

## **C MEMBERSHIP**

- 1 The Membership of the Association shall be open to Unite (Amicus) Members who are:
  - 1.1 Healthcare Scientists working in Physical Science or Physiological Science or Engineering
  - 1.2 graduate scientists working in related industries.
  - 1.3 students undertaking science or engineering degree courses .
  - 1.4 those Members in the above three groups not in employment, including those who are retired.
- 2 All Unite (Amicus) members who were in the HPA National Branch on 31<sup>st</sup> December 2005 are automatically granted membership of the new HPA National Professional Group of the Union.
- 3 All applications for Membership of the HPA Branch received after the establishment of the National Professional Group on 1<sup>st</sup> January 2006 shall be submitted to the National Professional Committee (NPC) of the Association. Applications will be scrutinised by the Honorary Secretary and the President. If the necessary conditions do not appear to be fulfilled, the matter will be referred to the NPC. The NPC need not assign any reason for a decision against election.
- 4 The membership shall be organised into Regional Groups consistent with the twelve Unite (Amicus) geographical regions.
- 5 The classes of membership shall be as laid down in the appropriate section of the Unite (Amicus) Rule book.
- 6 Termination of membership shall be as laid down in the appropriate section of the Unite (Amicus) Rule book.

## **D FINANCE**

- 1 The NPC is responsible for the financial affairs of the Association in respect of Group funds. Audited accounts for the last complete financial year are to be presented each year to the Unite (Amicus) Director of Finance
- 2 The NPC shall appoint two Honorary Auditors at the beginning of each NPC session. In accordance with Unite (Amicus) practice such Hon. Auditors shall be members of the HPA but not members of the NPC.
- 3 The NPC may make such donations as it deems appropriate for charitable and Trade union purposes.

## **E THE NATIONAL PROFESSIONAL COMMITTEE OF THE ASSOCIATION**

- 1 The National Professional Committee (NPC) of the Association comprise twelve elected members, one from each Regional Group and normally but not exclusively elected from amongst the Accredited Representatives in that Regional Group, who will serve for a two-year term commencing on 1<sup>st</sup> January. Regional Groups should each nominate an NPC member and a deputy-member to represent that Group.
- 2 Nominations for membership of the NPC (member and deputy-member) shall be received from Regional Groups in time for the 2005 Annual Delegate Conference and subsequently in time for the Autumn meeting of the NPC prior to the new two-year session.
- 3 If at the time of the biennial elections no nomination is forthcoming from a particular Region the NPC shall seek to co-opt a member from that Region who shall have voting rights as if elected.
- 4 The NPC shall appoint from amongst its members the Officers of the Association who shall be:
  - 4.1 The President who will Chair the NPC and will be a member of the Unite (Amicus) Health Sector National Professional Committee Coordinating Group (NPCCG) or equivalent.
  - 4.2 The Vice President who will be a substitute (deputy) member of the Unite (Amicus) Health Sector National Professional Committee Coordinating Group (NPCCG) or equivalent.
  - 4.3 The Honorary Secretary.
  - 4.4 The Honorary Treasurer.
- 5 The Officers of the NPC shall be the Officers of the National Branch whilst it still exists.
- 6 An Officer of the branch (President, Vice President, Treasurer, Secretary) shall be entitled to serve for a maximum of four years in a specific post. This does not preclude election to another post following a term of office. An officer retiring under this rule may not be re-elected to the same post until a minimum of four years have elapsed. For transitional purposes for those who hold office at the beginning of the 2007 ADC this four-year term shall be effective from the date of the inception of the NPC (i.e January 2006).
- 7 The National Officer (NO) with Responsibility for Healthcare Scientists (HCSs) and the National Officer (NO) - Professional Policy and Practice (or deputy) shall be ex-officio members of the NPC.

- 8 The following will be observers on the NPC of the Association:
- 7.1 The Chairman, or nominee, of the Unite (Amicus) Health Care Scientists' OAC.
  - 7.2 The Chairman, or nominee, of any other Unite (Amicus) OAC that the NPC deems appropriate.
  - 7.3 The Chairman, or nominee, of the Federation of Clinical Science (FCS).
  - 7.4 The President, or nominee, of the Institute of Physics and Engineering in Medicine (IPEM).
- 9 Other representatives may be invited to attend meetings of the NPC as necessary and appropriate.

## **F CONDUCT OF NATIONAL PROFESSIONAL COMMITTEE MEETINGS**

- 1 The President, if present, shall Chair meetings of the NPC. In the absence of the President the Vice President shall act as Vice Chairman. In the case of an equality of votes the Officer presiding shall be entitled to a second or casting vote.
- 2 The Quorum of the NPC shall be five elected Members of which two shall be Officers, except that, if two or more posts have become vacant, the quorum shall become five-twelfths of those remaining. Only those directly elected shall be entitled to vote.
- 3 The NPC shall normally meet four times a year and shall normally meet in Unite (Amicus) premises. The dates and locations of the meetings for the two-year session shall be agreed at the first meeting of the session. The NPC may elect to combine two of the four meetings in a year into a two-day meeting with an overnight stay.

## **G CONDUCT AND RESPONSIBILITIES OF REGIONAL GROUPS**

- 1 The responsibilities and functions of the Regional Groups are:
- 1.1 To act as the focal point for the discussion of matters of professional interest to Members in the Regional Group and to communicate these to the NPC via that Group's member on the NPC.
  - 1.2 To receive the papers of the NPC of the Association (but not those papers dealing with members' individual cases which shall be a confidential minute of the NPC).
  - 1.3 To determine the consensus views of Members on matters being discussed by the NPC, to report these to the NPC via the Group's member of the NPC, and to organise as may be necessary meetings of Members of the Association in the Regional Group.
  - 1.4 To elect a Representative (and Deputy) to be that Group's Member on the NPC.
  - 1.5 To elect delegates to the Annual Delegate Conference (ADC). Regional Groups shall be entitled to elect one Delegate to the ADC for every twenty members in that Group.
- 2 The Representative (and Deputy) from a Regional Group shall be elected biennially by those Members working within that Regional Group. A call for nominations to the NPC shall be sent to each member of the HPA prior to the last NPC meeting of the

session with nominations considered at that meeting and any election required taking place as soon as possible after that meeting. The NPC Member from a Regional Group shall act as a Lead Accredited Representative (LAR) for that Regional Group. The LAR should take an active role in Unite (Amicus) Regional Health Sector business and encourage other Accredited Representatives to also participate.

3 The Lead Accredited Representative for the Group shall preside at Regional Group meetings. If the Lead Accredited Representative is not present or the post is vacant then the members present shall elect a Chairman for the meeting to conduct the necessary business.

4 Regional Group meetings can be convened by the Lead Accredited Representative of the Group or by five Group members.

5 The following transitional arrangements shall apply to ensure continuity on the NPC: for the elections to be held for the term commencing in January 2008 Representatives and Deputies elected from odd-numbered Regions (North East, East Midlands, London, South West, North West and Northern Ireland) shall stand for a one-year term and those elected from even-numbered Regions (Yorks/Humber, Eastern, South East, West Midlands, Scotland and Wales) shall stand for a two-year term.

## **H OPERATION OF THE ACCREDITED REPRESENTATIVES SYSTEM**

1 HPA Members will need representation at any workplace where they are employed. NHS and other Members should, therefore, form themselves into workplace groups to discuss matters of professional interest and elect local HPA Accredited Representatives for Trade Union and Health and Safety activities.

2 Primary Functions of Accredited Representatives

2.1 To represent the views of local Members to management and to other staff-side unions on Trade Union and Health and Safety issues.

2.2 To take part in relevant consultation and negotiation.

3 Members in a workplace shall annually elect Accredited Representatives from among their number. If a current Accredited Representative is re-elected there is no need for re-accreditation. When an election results in a change of Accredited Representative then the NPC should be informed, giving the following information:

Name and address of the elected Representative.

The type of accreditation of the elected Representative.

Name and address of the previous Accredited Representative.

Name and address of the relevant Personnel Officer.

4 The NPC will arrange for the accreditation of an elected Representative by the local Unite (Amicus) FTO who will send a letter to the relevant Personnel Officer, with a copy to the elected Accredited Representative. The local FTO should also send an HPA accreditation card to the elected Representative and request the return of the accreditation card from the previous Representative.

5 Elections may also be held at any time for any of the following reasons:

5.1 Election of the first Accredited Representative

5.2 Resignation of a current Accredited Representative

5.3 At the request of a majority of the Members in the relevant workplace group.

## **I ANNUAL DELEGATE CONFERENCE**

1 The Annual Delegate Conference shall normally be convened in the autumn to discuss the business of the Group and will serve as the Branch AGM. Resolutions put to the Annual Delegate Conference, including proposed changes to the Byelaws, must be proposed by the Executive or by a Regional Group and should reach the Honorary Secretary in time to circulate them with the Agenda of the Annual Delegate Conference.

2 The Annual Delegate Conference shall comprise the following voting participants: -  
The NPC of the Association  
and  
The elected Delegates

3 The National Officers shall not be entitled to vote but have the right to address any Annual Delegate Conference.

4 Observers: Members may attend as observers and other observers may attend if invited by the NPC. Observers may not address an Annual Delegate Conference unless invited to do so by the Officer presiding who acts on behalf of the Annual Delegate Conference.

5 The Annual Delegate Conference can be reconvened by either

- (a) The NPC of the Association
- or
- (b) at least 33% of the Delegates.

In this latter case, the request must be made to the Honorary Secretary in writing, must state clearly the subject or subjects to be discussed and must be signed by the Delegates making it. A reconvened Annual Delegate Conference must be held within 35 days of the request reaching the Honorary Secretary.

6 Members are entitled to receive at least 21 days notice of the convention or reconvention of Annual Delegate Conference. In the case of the Annual Delegate Conference being reconvened the notice calling the meeting must be accompanied by an Agenda and any supporting papers.

7 At all meetings of an Annual Delegate Conference the President shall preside, if present. In the absence of the President the Vice President shall preside. In the case of an equality of votes the Officer presiding at an Annual Delegate Conference shall be entitled to a second or casting vote.

8 The quorum for any meeting of the Annual Delegate Conference shall be one-third of those entitled to attend and vote.

9 A resolution before any Annual Delegate Conference shall be adopted if carried by a simple majority; except that a resolution changing the Byelaws (or any part of them) shall only be adopted if carried by a vote of at least two thirds of the Delegates present and voting. However, an Annual Delegate Conference may resolve, after discussion, that any resolution before it shall be decided by postal ballot of all Members. The Executive shall arrange this ballot.

## **L      ALTERATION TO BYELAWS**

- 1      Alterations to these Byelaws may be made by resolution at Annual Delegate Conference of the Association
- 2      Proposed alterations to the Byelaws must be supported by the Executive or by at least one Regional Group and reach the Honorary Secretary in time to circulate them with the Agenda of the Annual Delegate Conference. Any resolution submitted to Annual Delegate Conference from a Regional Group must be supported by the signatures of two-thirds of the Regional Group membership.
- 3      A resolution changing the Byelaws shall only be adopted if carried by a vote of at least two-thirds of the Delegates present and voting. However, an Annual Delegate Conference may resolve, after discussion, that any resolution shall be decided by postal ballot of all Members.
- 4      A proposed Byelaw change which is accepted without amendment becomes effective immediately. If a proposed Byelaw change is amended, it does not become effective until the proposed Byelaw change as amended has been circulated to all Members and has been accepted without further amendment by a subsequent Annual Delegate Conference of the Association.
- 5      If, and when, any alteration to these Byelaws is made, the Honorary Secretary is required to bring the new Byelaws to the attention of the membership as soon as possible by posting a copy on the HPA website. The front page of the Byelaws must clearly carry as an identifier the date on which any Byelaw changes became effective.

## **K      DISSOLUTION OF THE NATIONAL BRANCH**

- 1      At an appropriate time the NPC may propose to the Unite (Amicus) NEC via the appropriate Regional Secretary that the HPA National Branch be dissolved and the members transferred to their local Regional Health Sector Branch.