

CONSTITUTION OF:

1. Name

The name of the group shall be the Association of Tongue-tie Practitioners (ATP)

“Tongue-tie Practitioner” is taken to mean a registered health professional who performs frenulotomy (divides tongue-ties)

2. Aims

- * To increase awareness about the effects of tongue-tie on babies especially with regard to both breast and bottle feeding
- * To help parents of tongue-tied babies to access safe and effective care
- * To help tongue-tie practitioners provide safe and effective care through training and sharing knowledge and experience.
- * To support and educate health professionals and breastfeeding supporters who refer babies for tongue-tie division
- * To encourage and support the provision of tongue-tie division within the NHS

3. Objectives

The group will fulfil the aim by:

- * Developing a website with information about tongue-tie for parents, health professionals and breastfeeding supporters
- * Provide a list of NHS locations and independent tongue-tie practitioners to help parents to access treatment
- * The setting up of an online forum for members to facilitate learning, support and improved practice
- * Organise study days / forums to increase knowledge about tongue-tie and to support health professionals and breastfeeding supporters who refer babies for tongue-tie division.
- * Help tongue-tie practitioners have access to support and mentorship.
- * Encourage publication of studies and research into tongue-tie and the frenulotomy procedure
- * Further the work of tongue-tie division training.
- * Benchmark practice in accordance with NICE guidance.

- * Organise regular meetings to further objectives.

4. Membership

- (a) Full membership of ATP shall be open to anyone who is a Tongue-tie Practitioner and is regulated by a governing body i.e. Registered Health Professional e.g. a member of the Nursing and Midwifery Council (NMC); General Medical Council (GMC) and General Dental Council (GDC). If regulation is not through the above governing bodies, the applicant will need to demonstrate by written confirmation from their regulatory body, that regulation will be provided to undertake the procedure of frenulotomy.
- (b) Every full member must be able to demonstrate that they have professional indemnity insurance to perform frenulotomy if working independently from the NHS
- (c) Membership fee to be decided and voted on by committee and reviewed on an annual basis. This is a non-profit making organisation and fees would cover the cost of website development, administrative expenses and furthering the aims and objectives of ATP
- (d) The Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- (e) All members will adhere to the International Code of Marketing of Breastmilk Substitutes
- (f) Registration and termination of membership.
 - * Any member of the association may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the secretary of the association written notice to that effect.
 - * The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the General Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.
 - * Any complaint received in relation to the conduct of a member will be treated in confidence and in a professional manner. In the case of a complaint, parents should be advised to contact the practitioner and be directed to appropriate regulatory body. If the practitioner is a Registered Midwife they should be advised to contact their Supervisor of Midwives.
- (g) Affiliate membership will be open to non-registered health professionals and breastfeeding supporters with an interest in supporting parents of babies with

a tongue-tie, or registered health professionals who do not perform frenulotomy. They will be subject to the same fee as full members but will not be eligible to advertise services, be a committee member or have voting rights.

5. Management

(a) The Association of Tongue-tie Practitioners shall be administered by a Committee of not less than five (5) people and not more than fifteen (15) members elected at the group's Annual General Meeting,

(b) The officers of the Management Committee shall be:

The Chairperson
The Deputy Chairpersons
The Treasurer
The Secretary
The Membership Secretary

and such other officers the group shall deem necessary at the meeting. The officers' term will be for a two year period

(c) The Committee shall meet at least twice a year.

(d) At least five Committee members must be present for the Committee meeting to take place.

(e) Voting at Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.

(f) The committee shall be accountable to the members at all times.

(g) All meetings must be minuted and available to any interested party.

(h) All committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.

(i) Sub-groups and working parties can be set up as deemed necessary who shall be accountable to the committee.

6. Finance

(a) Any money obtained by the group shall be used only for the group.

(b) The ATP bank accounts have been opened for the association and are with the Barclays Community Account.

(c) Any cheque issued shall be signed by at least two of any three nominated signatures. The debit card or ATM may be used to make purchases on behalf of ATP following discussion with another signatory.

(d) the treasurer will provide a report on income and expenditure at each committee meeting.

(e) The Committee will ensure that the group stays within the budget.

7. Annual General Meeting

- (a) The Association of Tongue-tie Practitioners shall hold an Annual General Meeting (AGM) at not more than 15 month intervals, to be held in the first committee meeting of each calendar year.
- (b) The business of the AGM shall include:
 - * Receiving a report from the Chairperson of the group's activities over the year.
 - * Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
 - * Electing a new Committee Members and considering any other matter as may be appropriate at such a meeting.
- (c) The quorum for Annual General Meeting shall be at least eight (8) persons of which no more than five (5) shall be committee members.

8. Alteration of the Constitution

- (a) Proposals for amendments to this constitution or dissolution must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

9. 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. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

10. Adoption of the Constitution

This constitution was adopted by the members present at the AGM held on:

Updated 25 June 2013.

Signed:

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(Chair)

..... (Secretary)

..... (Treasurer)

..... (Member)

..... (Member)

..... (Member)