

# Constitution

Adopted on 4<sup>th</sup> June 2020

## 1. Name

The name of the Unincorporated Association is **THE ASSOCIATION OF TONGUE-TIE PRACTITIONERS (ATP)** and is a non-profit organisation.

“Tongue-tie Practitioner” is taken to mean a health professional who provides infant tongue-tie division (frenulotomy).

“Parent” is taken to mean someone with parental responsibility for the child.

## 2. Aims

- To increase awareness about the effects of tongue-tie on babies especially with regards to infant feeding.
- To facilitate parents to access safe and effective care from registered health professionals who are registered or work within an organisation regulated by the CQC.
- To help tongue-tie practitioners provide safe and effective care through training and sharing knowledge and experience.
- To support and educate health professionals and infant feeding supporters who refer babies for tongue-tie division.
- To encourage and support the provision of tongue-tie services within the NHS.

## 3. Objectives

The ATP will fulfil the aims by:

- Maintaining a website with information about tongue-tie for parents, health professionals and infant feeding supporters.
- Providing a list of NHS locations and independent tongue-tie practitioners to facilitate choice of treatment provider, ensuring that they are regulated by the CQC.
- Maintaining and moderating an online forum for tongue-tie practitioners to facilitate learning, support and improving practice.

- Organising study days to increase knowledge about tongue-tie and to support health professionals and infant feeding supporters who refer babies for tongue-tie division.
- Encouraging tongue-tie practitioners to access support and peer review.
- Encouraging publication of audit, studies and research into tongue-tie and the frenulotomy procedure.
- Supporting the work of providers of tongue-tie division training.
- Benchmarking practice in line with relevant guidance and research.
- Providing support for members where required.

## 4. Membership

- a) Membership of the ATP shall be open to anyone who supports the aims and objectives of the ATP. There shall be three categories of membership; Full, Affiliate and Honorary.

**Full Members:** those who are tongue-tie practitioners and are regulated by a governing body, i.e. members of the Nursing and Midwifery Council (NMC), General Medical Council (GMC), General Dental Council (GDC).

Full members working in an independent capacity must have adequate professional indemnity insurance and be regulated by the Care Quality Commission (CQC) for surgical procedures.

Full members who wish to list their private services within the Website Directory will be charged an annual advertising fee and a fee to update their listing as required.

There shall be no charge to list NHS services.

**Affiliate Members:** those who are non-registered health professionals and infant feeding supporters with an interest in supporting parents of babies with tongue-tie, or registered health professionals who do not perform tongue-tie division (frenulotomy).

**Honorary Members:** may be Full or Affiliate members for life. They can be nominated by the Committee after discussion and elected by majority vote at a General Meeting. Honorary members are not required to pay the annual subscription fee but will be required to pay advertising fees for listings.

Full Members and Full Honorary Members hold the right to vote.

- b) Membership and listings fees are to be decided and voted on by the Committee and reviewed on an annual basis. As a non-profit making organisation, fees would cover the

cost of website development and management, organising conferences /study days, administrative expenses and furthering the aims and objectives of the ATP.

- c) All members must pay the annual subscription that the Committee has set for the year in question. Subscriptions are payable on 1st December in any year.
  - Members joining after 1st June will pay HALF the annual membership fee.
  - Members joining after 1st October will pay the FULL membership fee with their Standing Order to be dated for the year following, i.e. 2 months free.
- d) Members will be encouraged to pay their annual subscriptions by Standing Order. When an annual subscription has not been received, the ATP will forward one reminder. If payment has not been received within 28 days of the reminder it will be assumed the member has resigned from the ATP. A member can subsequently complete a new application and rejoin.
- e) A member can withdraw their membership at any time by giving notice in writing to the Membership Secretary. There will be no refund of subscription fees unless in exceptional circumstances which will need to be placed in writing to the Chairperson.
- f) The Committee shall have the power to refuse, terminate or suspend the membership of any member where it is considered such membership would be detrimental to the interests, aims and objectives of the ATP or is not in line with the professional standards expected by their regulatory bodies.
  - Notice of such intention should be forwarded to the member in writing and allowing a period of 28 days for the member to request a hearing by the Committee.
  - There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.
  - Membership fees will not be refunded.
- g) Any complaint received in relation to the conduct of a member will be treated in a professional manner and in confidence unless there are safeguarding issues.
- h) A mediation service is available to members to use between themselves and their clients through Centre for Effective Dispute Resolution (CEDR). Please contact the Chairperson if more information is needed or this is required.
- i) All members will adhere to the International Code of Marketing of Breastmilk Substitutes.
- j) All members accessing the closed ATP Facebook Group must use a Facebook Account in the name used to register with the ATP. No shared accounts, aliases or abbreviated names will be permitted.
- k) Members will be expected to adhere to the ATP 'Professional Conduct Policy' (Appendix 1).
- l) The Membership Secretary will maintain a list of current members in accordance with ATP's Privacy Notice.

## 5. Committee

- a) The ATP shall be administered by a Committee consisting of not less than 6 (six) people and not more than 15 (fifteen) to include no more than 3 non-role members. The Committee will be elected at the Annual General Meeting (AGM) and consist of the officers:

<b>Chairperson</b>	<b>Essential</b>
Vice Chairperson	Desirable
<b>Secretary</b>	<b>Essential</b>
Minutes Secretary	Desirable
<b>Treasurer</b>	<b>Essential</b>
Vice Treasurer	Desirable
<b>Membership Secretary</b>	<b>Essential</b>
<b>Sales Officer</b>	<b>Essential</b>
<b>Website Coordinator</b>	<b>Essential</b>
Professional Midwifery Advocate (PMA)	Desirable
Events Coordinator	Desirable
Media/Social Media Officer	Desirable
Adverse Events Coordinator	Desirable

Elected committee members with no designated officers role of which can be a maximum of 3, are expected to be proactive within the group. This provides the ideal opportunity for members to be part of the decision making group within the ATP and consider whether a particular role is suited to them for the future.

- b) The officer's term will be for a two-year period unless in the absence of a voluntary successor, the current holder is happy to continue and re-elected by the members.
- c) Nominations for the Chairperson shall be from existing Committee members or members who have served on the Committee within the previous three years.
- d) If any Committee member resigns from their post during their term of office, the Committee has the power to appoint another member to the vacancy. This newly appointed member will have the same voting powers as the member they replaced and will stay in place until the next AGM.

- e) Committee members will be expected to promote the interests of the ATP in line with the constitution at all times. They will not make decisions as individuals on behalf of the ATP but collectively as a Committee.

## 6. AGM and other meetings

The Committee will keep minutes of all its meetings and keep safe all records relating to the ATP.

### Committee Meeting

The Committee is responsible for the management of the ATP and shall meet a minimum of twice each year.

- At least 5 (five) Committee members must be present (quorum), or present through virtual media, for the Committee meeting to take place.
- 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 and casting vote.
- Sub-groups and working parties can be set up as deemed necessary which will be accountable to the Committee. At least one Committee member will be a member of such sub-group/working party.
- Non-Committee Members are welcome to observe, however in the event of personal or sensitive information relevant to a member being discussed; they will be requested to leave the room.

### General Meeting

These are meetings that ALL members can attend and take full part in. The Committee is responsible for arranging General Meetings and they shall meet a minimum of twice each year.

- At least 5 (five) Committee members must be present (quorum).
- Voting at General meetings shall be by show of hands on a majority basis. If there is a tied vote then the Chairperson shall have a second and casting vote.

#### **The business of the General Meeting shall include:**

- Updating members of events.
- Presentation from outside agencies, for example, research.
- Consideration of any other matter as may be appropriate and which the Chairperson is prepared to accept as legitimate business for the ATP.
- Providing the opportunity for learning - in the form of a Forum allowing for learning and discussion.

## Annual General Meeting

The ATP shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.

- The quorum for the AGM shall be at least 9 (nine) persons, at least 1/3 of those attending the AGM need to be non-committee members.
- Members will be given a minimum of 21 days notice of the AGM.
- Nominations for election to the Committee can be made by Full Members of the Association in writing. Nominations must be received by the Secretary at least 14 days prior to the date of the AGM.
- If no nominations are received before the meeting, those present may nominate themselves or others who are present. Should nominations exceed vacancies, election shall be by secret ballot.

### **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 new Committee Members or reflecting current committee members if their 2 year term has come to an end.
- Consideration of any other matter as may be appropriate and which the Chairperson is prepared to accept as legitimate business for the AGM

## Special General Meeting

The Secretary will call a Special General Meeting at the request of the majority of the Committee or at least 30% of membership. The request must be delivered in writing to the Secretary or Chairperson stating the reason for the request.

- The meeting will take place within 28 (twenty-eight) days of the request.
- All members will be given a minimum of 14 (fourteen) days notice of the date, time and agenda. Details of venue will be advertised as soon as possible. This will be via email, social media (closed Facebook Group) and available on the website.
- At least 5 (five) Committee members must be present to achieve quorum.

- If voting is necessary, it shall be by show of hands on a majority basis. If there is a tied vote then the Chairperson shall have a second and casting vote.
- If members cannot make the meeting but would like to have their opinion noted, they can do this in writing to the Secretary which must be received at least 7 days prior to the date of the Special General Meeting.

## 7. Finance

- a) Any money obtained by the ATP shall be used only to support the aims and objectives of the ATP.
- b) Any bank accounts opened for the group shall be in the name of the association.
- c) Any cheque issued shall be signed by at least two of any three nominated signatures.
- d) The Treasurer's statement will be available at each meeting.
- e) The Committee will ensure that the group stays within the budget.
- f) A percentage of the income generated by ATP conferences and study days will be allocated to an education fund for members to access. The percentage has been agreed at 10% of the conference and study days profits generated annually.
- g) No member of the committee can be employed by the ATP or receive any payment from its funds except for reasonable out of pocket expenses properly incurred for the purposes of the organisation. See the ATP 'Expenses Policy.' (Appendix 2)

## 8. Intellectual Property & Copyright & Trademark

Any and all material developed and used by the ATP remains the property of the ATP and is not to be used without written consent. This includes logos, marketing materials etc. The ATP member's logo may be used by members without permission.

## 9. Alteration of the Constitution

Changes to the constitution can be made within any General Meeting providing that members have been given a minimum of 28 (twenty-eight) days notice of the proposed amendments.

- Proposals for amendments or dissolution of the Constitution must be delivered to the Secretary in writing.
- Any changes to this constitution must be agreed by at least two thirds of those members present and voting.

## 10. Dissolution

If the Committee decides that it is necessary to close the ATP it must call a Special General Meeting of all members and recommend dissolution to them.

- If the majority of the members present vote in favour of closing the ATP then the Committee has the authority to do so.
- Any assets remaining after all debt and liabilities have been paid must be transferred to one or more voluntary organisations or registered charities with aims similar to those of the Association.

## 11. Adoption of the Constitution

This constitution was amended and agreed by the members present at the meeting held on:

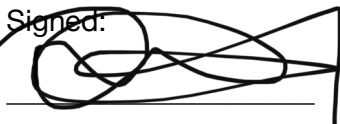
Date: 4<sup>th</sup> June 2020

Signed:



Name: Luci Lishman Role: Chairperson

Signed:



Name: Diana Warren Role: Secretary

Signed:



Name: Erinn Winter Role: Treasurer