

RULES OF ASSOCIATION

THE RENAL ASSOCIATION

REVISED 27 JUNE 2019

Rules of Association

Defined terms

In the Rules, unless the context requires otherwise:

“Articles” means the Articles of Association from time to time of the Association;

“Association” means the Renal Association (RA), the company intended to be regulated by these Rules;

“BAPN” means the British Association for Paediatric Nephrology, a division of the Association, the business of which is transacted through the Paediatric Affairs Committee;

“Chair” means the Chairperson from time to time of a committee;

“Committee” means a committee (or a specific committee of the Association where the context provides) of the Association appointed in accordance with the Rules;

“Council” means the Council of the Association elected and appointed in accordance with the terms of reference;

“Honorary Secretary” means a Trustee of the Association who has been designated with this position;

“Nominations Panel” means the Trustees and three elected ordinary members of the Council;

“Secretariat” means the membership administrative function of the Association;

“Trustees” mean the Trustees of the Association from time to time elected and appointed in accordance with the Articles.

1. The Association consists of ordinary clinical members, ordinary non-clinical members, trainees, medical students, non-clinical graduate students, overseas, honorary, corporate members (as may be admitted by the trustees from time to time) and senior members.
 - 1.1 Ordinary clinical members are those persons who hold substantive or honorary, full or part-time posts at a hospital or university institution in the United Kingdom. These members may be medical staff, either consultants, physicians, associates and advanced clinical practitioners, or non-consultant career grades, nurses, or in professions allied to medicine such as dietitians, physiotherapists, psychologists, pharmacists, youth and social workers and paediatricians with a special interest in nephrology (SPIN).
 - 1.2 BAPN ordinary members are engaged in the practice or teaching of paediatric nephrology or closely allied disciplines including, adult nephrology, or in research in paediatric nephrology. All BAPN members are also members of the Renal Association (RA).
 - 1.3 Ordinary non-clinical members are those persons who are actively involved in affairs relevant to the practice and science of nephrology who do not have professional clinical qualifications.

- 1.4 Specialist trainee members are those members who are in possession of a National Training Number (NTN) in renal medicine or paediatric nephrology and are based in a specialist training programme (clinical or academic) or in locum posts awaiting a NTN in the United Kingdom or in the case of paediatric trainees are recognised by the Royal College of Paediatric and Child Health Specialty Advisory Committee, as being a trainee in paediatric nephrology having entered the National Sub-Specialty Training programme.
- 1.5 Overseas members are persons who would be eligible for membership in the normal way, but whose main place of work is located outside the United Kingdom.
- 1.6 Honorary members of the Association are persons of distinction who have significantly contributed to the objects of the Association, and have been elected by the Council. BAPN honorary members consist of British and foreign medical or science graduates, and others, who have made distinguished contributions to paediatric nephrology. They are elected by ordinary members of the BAPN annually, on the recommendation of the BAPN Council. BAPN honorary members are distinct from Association honorary members.
- 1.7 Senior members who have retired from active practice of science or medicine may opt for Emeritus membership. They have the rights of ordinary members but may not stand for office and pay a reduced annual subscription as determined from time to time.
2. Members may join the Association providing their application is made via the Association's website and the applicable membership fee paid. The names of all applicants are displayed and ratified at the next Annual General Meeting. Candidates for membership must attract at least 80% of the votes in a ballot at the general meeting, or a ballot duly held as determined by the Chair of that general meeting. Resignations should be sent to the secretariat.
3. Membership is collected on an annual rolling year basis. Members pay each year the appropriate annual subscription and are required to maintain their membership profile on the Association's website. For members who pay by direct debit, their annual subscription is automatically collected on an annual basis and members who pay by credit card are required to log into their profile and pay their fee online. Membership should be paid at the end of the membership term for the following year. Any member who has not renewed their membership after eight weeks following the end of their membership is suspended. Only honorary members of the Association are not subject to an annual membership fee.
4. The Association obeys all common law and data protection legislation and ensures all members data it holds is processed in line with its privacy statement.
5. All members of the Association must be of good standing and it is incumbent on any member to inform the trustees via the honorary secretary of any material reason why this may not be the case or any reason that may cause disrepute to the Association.
 - 5.1 Any officer, committee chair or member representing the Association as consultees of national bodies or giving the Association's named lectures at conference must inform the Association's trustees in a timely manner should their good standing be put into question. This would include, but not exclusively, involvement in criminal or fitness to practice hearings.
6. The governance of the Association is conducted by the trustees of the Association. Trustees are elected or appointed as provided for in the Articles of the Association.
7. Upon cessation of being a trustee, the remaining trustees reserve the right to invite the individual to continue to participate in trustee meetings as a non-voting, observer.

8. Any two members of the Association may propose a member for the office of president in writing to the honorary secretary. The president normally chairs meetings of the trustees, the Council and general meetings, but in her or his absence another trustee shall substitute.
9. In the event of incapacity or resignation (or removal from office by virtue of losing their office as trustee) of a serving president, a fresh presidential election is called expeditiously. Another trustee, decided by the trustees, assumes the duties of president until an election has taken place. It would not be usual or expected for this 'inter-regnum' to last for more than three months. The trustees would have the responsibility to monitor this period closely and should discuss any issues regularly to ensure due process and progress. In either scenario above, the duties of the trustee who is acting as president is devolved as deemed appropriate by the remaining trustees.
10. No candidate shall canvass for votes directly or indirectly for Membership, or any office, distinction, advancement or promotion in the Association, except as may be expressly permitted by the trustees.
11. In any matters concerning interpretation of the Rules, the decision rests with the trustees, who also decide any matters concerning the Association which are not covered by the Rules and/or the Articles. The trustees have the power to alter and/or repeal the Rules as provided for in the Articles.
12. The trustees have the authority to delegate responsibility to individuals and committees in order to deliver on the Objects of the Association. These individuals will have a clear role description which is available to any member via the website. Every committee has clear terms of reference available to any member.
13. The trustees publish on the website a clear diagram showing all committees and governance structures including a Council. The Council is a representative body, which is deliberative and focused on policy, supporting the trustees in the governance of the Association.
14. There is a Finance and Risk Committee, chaired by the honorary treasurer, including two members of the Trustee Board. The committee is responsible for advising the trustees on financial and risk issues and supporting the chief executive officer in the delivery of strategic and business plans. Members of this committee are also advised on remuneration.
15. The Association sets up funds including investment accounts and designated and restricted funds in line with its Articles and charity commission rules as directed by the trustees.
16. There is a Governance and Nominations Committee, chaired by the past president, including two members of the Trustee Board. The committee oversees the development of all governance and nominations structures, systems and processes and advises on organisational development to ensure the Association is well governed and representative of the diversity of its membership.
17. There is an Academic Affairs Committee, chaired by the academic vice president. It comprises of the chairs of the academic committees, two members of the Trustee Board including the academic vice president and the president as ex-officio, at least one elected member of the Council and two representatives of the BAPN. The committee delivers on the Association's strategic direction and reports to the trustees on education, training and research matters relevant to the Association ensuring governance of all subcommittees and consults with the Council for guidance on specific topics.
18. There is a Clinical Affairs Committee, chaired by the clinical vice president. It comprises of the chairs of all committees, two members of the Trustee Board including the clinical vice president

and president as ex-officio, at least one elected member of the Council and two representatives of the BAPN. The committee delivers on clinical aspects of the Association's strategic direction and reports to the trustees on clinical matters relevant to the Association, ensuring governance of all subcommittees and consults with the Council for guidance on specific topics.

19. There is a Paediatric Affairs Committee, chaired by the paediatric vice president/the president of the BAPN and comprises the paediatric representatives. The committee delivers on aspects of the Association's strategic direction and reports to the trustees on all aspects related to paediatrics relevant to the Association and ensures governance of all paediatric subcommittee.