



National Association
for Healthcare Security
——— Prevention... better than cure ———

Association Constitution

1st April 2016
NAHS Executive Committee.

1. Title

The name of the Organisation (hereinafter called “the NAHS” is “THE NATIONAL ASSOCIATION FOR HEALTHCARE SECURITY”.

2. Association Aims

The NAHS was formed in 1994, as a non-profit making professional organisation in the United Kingdom. The NAHS works to continually improve security in healthcare facilities through training and the exchange of information and experiences. We aim to promote co-operation and development amongst our members and provide them with current information through conferences, meetings and events; designed to meet the challenges and complexities of protecting modern medical facilities.

Healthcare Security is one of the most complex security functions. We aim to support and enable healthcare provision through the delivery of professional security; ultimately enhancing the healthcare environment, the patient experience and for all those who work in or for the NHS.

The NAHS, as a stakeholder in healthcare security, supports NHS Protect (NHSP) as it develops the strategic direction and development of NHS healthcare security. This is already reflected in meetings with, and membership of, NHSP working parties and committees by members of the NAHS.

3. Powers

To further these aims the NAHS shall have power to; obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards progression of the association.

4. Membership

Membership of the NAHS shall be open to the following groups who subscribe to the objectives of The NAHS and whose application for membership are accepted by the Executive Committee;

- A. **Member:** individual Managers employed or supporting the Healthcare Security Industry, including Accredited Local Security Management Specialists (LSMS), Accredited Counter Fraud Specialists (ACFS) Members shall be entitled to vote at meetings of the NAHS. Member level Subscription is free of charge.
- B. **Associate:** The NAHS welcomes applications from Security Officers, or others employed within the Healthcare Security Sector whether employed by the NHS or other healthcare

providers. Associate members of the Association will not have voting privileges. Associate level subscription is free of charge.

- C. **Corporate:** Organisations providing support, products or services to the Healthcare Security Industry, whether public, or private sector, may upon application to and with the approval of the Executive Committee be admitted as corporate members and such approval shall not be unreasonably withheld. Corporate members shall be entitled to attend NAHS meetings, though shall not have rights to vote at those meetings. Subscription for Corporate members shall be £100.00 per annum from 1st April 2016

The Executive Committee, reserves the right to review the Subscription rates, appropriate to each level of membership on an annual basis.

The NAHS Executive Committee, as described shall have the power to approve or reject applications for membership where it is considered such membership would be detrimental to the aims, purposes or activities of the Association.

The Executive Committee shall have the right for good and sufficient reason to terminate membership of any member provided that the member concerned shall have the right to be heard by the NAHS Executive Committee before a decision is made.

Any member of the Association may resign their membership by putting a request in writing to the administration manager.

Appeals may be made in writing from an individual directly to the Chairperson and will be heard by a panel of the Executive Committee.

Details describing joining criteria and voting privileges will be available online in the eligibility section of the website along with the joining instructions.

Membership to the organisation is to be made online via the online web platform.

5. NAHS Management

Except as provided otherwise in this Constitution the policy and general management of the affairs to the NAHS shall be directed by the Executive Committee, which shall meet not less than 4 times a year.

The Executive Committee will report directly to the Chairperson of the NAHS. The Executive Committee will comprise of: The President. Chair. Vice Chair (North) Vice Chair (South) three further Executive Director's. Treasurer. Secretary. The Executive Committee reserves the right to create other positions to fit Association requirements. Further information on the Executive Committee can be found at: <http://www.nahs.org.uk/index.php/the-nahs/nahs-execs>. SEE also Appemdix 1.

From the Executives, two (2) Vice Chairs are to be appointed; a Vice Chair (Southern Region, and a Vice Chair (Northern Region). The Vice Chairs will report to the Chairperson and deputise for the Chair where required.

The NAHS will be managed by an elected board of directors. (Elections to be held for one period in every three consecutive years, votes will be cast by NAHS members only during election periods). Unless subject to need for early election.

Election dates will be set by the current chairperson and shall be held in line with the Annual General Meeting (AGM) where possible.

The Chairperson and Vice Chairs will be elected by a majority vote from the directly elected Executive Committee. To stand for election as Chairperson or Vice Chair an individual must already be an elected member of the board of directors.

Members of the Executive Committee and both the serving President and Honorary Past Presidents will retain voting permissions for the election of the Chair and Vice Chair positions. Each member may cast 1 vote for each position. In the event of an equal split, the President will cast the deciding vote for a Chair election and the newly elected Chairperson will cast the deciding vote for Vice Chair elections.

In order to be nominated for election into the board of directors a person must be invited to participate in the election process by the current NAHS chairperson or another member of the Executive Committee. There may be no less than two and no more than ten elected directors.

The position of NAHS President is an automatic role fulfilled by the NAHS Chairperson on tenure of their resignation as Chair, unless otherwise agreed by the board of directors.

The NAHS President will automatically become an Honorary Past President when a new President is created by a change in the serving Chairperson, unless otherwise agreed with the board of directors.

6. Functions of the Executive Committee

The Executive Committee may make such regulations as its members consider appropriate for the efficient conduct of the business of the committee and the NAHS.

The Committee may appoint sub-committees, advisory groups or working parties of its own members and other persons as it may from time to time decide necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Executive Committee.

7. Chairing Meetings

All meetings of the NAHS or any of its sub-committees shall be presided over by its chair person, or in their absence its vice chairperson, If neither is present, those present may elect one of their number to take the chair (the Chairperson of any meeting shall have a second or casting vote)

8. Annual General Meeting

An Annual General Meeting (AGM) shall be held within 15 months of the date of the adoption of this constitution and each calendar year thereafter.

Notices of the AGM shall be published six (6) weeks beforehand and a report on the Group's financial position for the previous year will be made available at the same time.

An Extraordinary General Meeting (AGM) may be called at any time at the request of the committee or Board of Directors, or not less than one quarter of the membership, A notice explaining the place, date, time and reason shall be sent to all members Six (6) weeks beforehand.

9. Rules of Procedure at all meetings

- A. **Voting:** All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. (in case of an equality of votes the Chairperson shall have a second or casting vote)
- B. **Minutes:** Minutes shall be kept by the committee and all sub-committees and the appropriate secretary shall enter therein a record of all proceedings and resolution. All minutes will be published on the members area of the NAHS website no more than 4 weeks following any meeting.
- C. **Quorum:** The quorum at general meetings of the NAHS shall be 25 including at least 4 members of the Exec team.
- D. **Standing Orders:** The Executive committee shall have power to adopt and issue standing orders and or rules for the NAHS. Such standing orders and or rules shall come into operation immediately PROVIDED ALWAYS THAT- they shall be subject to review by the NAHS in general meeting and shall not be inconsistent with this constitution.

10. Alterations to the Constitution

Any alterations to this Constitution shall receive the assent of not less than two thirds of the members of the NAHS present and voting at the Annual General Meeting or a meeting specially called for the purpose PROVIDED THAT-notice of any alteration shall have been received by the Secretary in writing not less than 21 days before the meeting at which the alteration is to be brought forward.

11. Accounts

All monies raised by or on behalf of the NAHS shall be applied to further the objectives of the NAHS and for no other purpose, Provided that nothing herein contained shall prevent the payment of

legitimate out-of-pocket expenses to members of the NAHS engaged upon the approved business of the NAHS.

The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the treasurer of the executive committee. All cheques drawn on the account must be signed by the treasurer and another member of the management committee or board.

The Treasurer shall keep proper accounts of the finances of the NAHS. A report will be made available to the Chairperson of all financial activity and read out at all AGMs.

The financial year of the NAHS shall run from 1st April to 31st March.

A bank account shall be maintained in the name of the National Association For Healthcare Security with such a Bank as the Committee shall from time to time decide.

The Executive committee shall authorise the Treasurer, Chair, and Vice Chairs to sign cheques on behalf of the NAHS. All cheques must be signed by not less than 2 of the 4 authorised signatories.

12. Dissolution

Dissolution can be called for and confirmed if an agreement is reached between the Executive Committee, if dissolution is accepted the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

13. Disclaimer

NAHS DOES NOT provide any legal advice and users of the NAHS web site should consult with their own legal team for advice.

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Executive Committee Structure



