



Rules for Membership

Adopted on 11th January 2007

Last Revised on May 22nd 2014

1. Grades

There will be six grades of membership:

- (a) Full
- (b) Associate
- (c) Trainee
- (d) Honorary
- (e) Founder
- (f) Ward Visitor

2. Honorary Members

The membership may confer Honorary Membership upon any individual in recognition for services rendered. This is done at an AGM and is limited to one new Honorary Member per year. Any full member can propose an Honorary Member. This must be done no later than 14 days before prior to the AGM. In the event of more than one proposal, a vote of Full Members is conducted to decide the recipient. Honorary Members have all the rights of Associate Members, but no subscription fee is payable. They are given the option of paying full membership, in return for the all the rights of Full Members.

3. Founder Members

Founder Members as defined by Mrs Holder, first Chairman of the Service at the first Annual General Meeting. Founder Members have all the rights of Associate Members but no subscription fee is payable.

4. Application for Membership

4.1 Rules applying to all Members

4.1.1 The minimum age for Membership shall be 17 years.

4.1.2 All Members shall apply for and hold Disclosure and Barring Service (DBS) certification in accordance with the Mid Essex Hospital Services NHS Trust (MEHT)'s requirements as advised from time to time. Any Member not holding current DBS certification must not visit any patient or ward on the business of the Service. In the event of there being any uncertainty whether a Member's DBS certification is current and valid, the matter shall be referred to MEHT's HR department and their decision is final and binding. The date of DBS certification and certification number of each Member will be recorded on the Charity's membership database.

4.1.3 Whilst conducting the business of the Service, Members must not visit patients unless accompanied by a Full or Trainee Member or Ward Visitor holding DBS certification as in Clause 4.1.2 above or a member of MEHT staff at all times.

4.1.4 All Members shall comply with any other requirements made by MEHT from time to time, for example, to attend and complete compulsory training in matters relating to health and safety or the protection of patients.

4.2 Application process applying for all Members

4.2.1 Application must be made in writing, on the Membership Form, to the Secretary at any time. The Committee has the right to preclude applications where they believe it is not in the best interest in furthering the objectives of the organisation.

4.2.2 Before any application for membership is approved the following procedures and processes will be followed:

4.2.2.1 A formal documented interview will be carried out with all potential new Members of the Charity, in a style chosen as appropriate by the Committee. A written record of the interview will be kept by the Charity.

4.2.2.2 All potential new Members shall provide two acceptable written references in support of their application for membership.

Written references can only be accepted from a person in one of the following capacities:

- i) Employer or manager at a place of current or recent past employment;
- ii) Head Teacher, teacher, tutor or similar at a place of education;
- iii) Members of the community of "good standing" such as Police Officers or Nurses – similar to those accepted for passport applications.
- iv) One character reference may be submitted but cannot be made by a family member.
- v) In the event of any uncertainty over whether a reference is (a) from an acceptable person or (b) of an acceptable standard, the matter shall be referred to MEHT's HR Department whose decision in the matter shall be final and binding.

4.2.2.3 All potential new Members shall apply for a DBS check in accordance with MEHT's requirements as set out in Clause 4.1.2 above.

4.3 Full Membership

4.3.1 Application must be made in writing, on the membership application form, to the Secretary, no less than 14 days prior to the General Meeting. The application must be accompanied by the appropriate subscription as set by the Annual General Meeting and will be returned only if the applicant is not elected.

4.3.2 Election to Full Membership shall be at General Meetings. Persons must be proposed and seconded by Full Members of the organisation.

4.3.3 It is strongly recommended those persons standing for election must attend the meeting, and that the proposer and seconder must also be in attendance. Those persons standing for election must not be present during the election.

4.3.4 Full Members will have voting rights in accordance with the Constitution.

4.3.5 Trainee members applying for Full Membership must have completed the induction programme to the satisfaction of the Operations Manager, and must have been Members of the Charity for a minimum of three months.

4.3.6 Existing Trainee Members who have not yet supplied references (clause 4.2.2.2) and/or hold current DBS certification (clause 4.2.2.3) must comply with these requirement before they can be considered for election to Full Membership.

4.3.7 Associate Members who have previously been Full Members, and whose membership has not lapsed since, may apply for membership in accordance with the rules in this section (4.3).

4.3.8 Any Full Member who has resigned or whose membership has lapsed within the previous 12 months may apply for membership in accordance with the rules in this section (4.3).

4.3.9 Full Members shall attend at least two General Meetings per year or shall be deemed to have resigned, although the Executive Committee will have discretion to waive this rule under exceptional circumstances. Apologies for absence should be either written and addressed to the Secretary, or given verbally to a member of the Executive Committee before the night of the General Meeting.

4.3.10 Any Member or prospective Member found to have involvement with illegal radio broadcasting will be dismissed from the service.

4.4 Associate Membership

- 4.4.1 Application must be made in writing, on the membership form, to the Secretary at any time. The application must be accompanied by the appropriate subscription as set by the Annual General Meeting, and will be returned only if the applicant is not elected.
- 4.4.2 Membership is at the discretion of the Executive Committee and new Members will be announced at the next General Meeting.
- 4.4.3 The Executive Committee reviews Associate Membership annually, following the Annual General Meeting.
- 4.4.4 The full subscription is payable at all times.
- 4.4.5 Associate Members have all the rights of Full Members except that they are not allowed to vote nor stand for election to the Executive Committee.

4.5 Trainee Membership

- 4.5.1 All Trainee Members should attend at least one General Meeting before applying for Full Membership unless the Executive Committee decides to waive this requirement at its discretion for a specified Trainee Member.

4.6 Ward Visitor

- 4.6.1 The Executive Committee reviews membership annually, following the Annual General Meeting.
- 4.6.2 Any Ward Visitor may become a Trainee Member.
- 4.6.3 Ward Visitors are not allowed to broadcast and can only be on Hospital Radio Chelmsford premises accompanied by a full member of the service.
- 4.6.4 Ward Visitors have no voting rights.

4.7 Renewal of Membership

- 4.7.1 The Membership year runs from May to May and members have until 30th June each year to pay their fee. Members who have not renewed their membership by this date will have assumed to have resigned. Resignation at any other time may be made in writing to the Secretary.
- 4.7.2 It is the responsibility of all Members to inform the Charity of changes to their contact details. The Charity's records shall be modified to include updates provided by the Member as soon as practical after receipt. An annual check of basic contact details will be sent to all Members. It is a condition of membership of the Charity that they confirm that these details are correct. Other Members shall be removed from the Charity's records unless confirmation is received that the details are correct.