

RULES
OF THE
ASSOCIATION OF GROUP OCCUPATIONAL HEALTH SERVICES

NAME

- 1 The title of the Association shall be
ASSOCIATION OF GROUP OCCUPATIONAL HEALTH SERVICES.

OBJECTS OF THE
ASSOCIATION

- 2 The objects of the Association shall be to promote, maintain and safeguard the interest of its members and these objects, without prejudice to the said generality shall include inter alia:-
 - a) (i) to promote and maintain the health and safety of people at work
 - (ii) to assist in the provision at work of immediate treatment for sick and injured people
 - (iii) to advise on the rehabilitation and placement in suitable work of those temporarily or permanently disabled by illness or injury
 - (iv) to advise on the provision of safe and healthy conditions by informed professional assessment of the working environment
 - (v) to educate all concerned in the attainment, preservation and promotion of good health
 - (vi) to carry out or promote research into the causes of occupational diseases and injury and into the means of their prevention
- b) For the exchange of information
- c) To promote the concept of quality management systems for occupational health services

	<p>d) To make representations to medical, nursing, government and other organisations or institutions with regard to any common aspects of occupational health or matters related hereto</p> <p>e) To promote the expansion of Group Occupational Health Services</p>
MEMBERSHIP	<p>3 Group Occupational Health Services operating within the British Isles may be admitted to membership of the Association. The Executive Committee hereinafter defined shall have absolute power to admit or reject applications for membership. The unanimous decision of those present at the meeting considering applications for membership is required before an applicant can be admitted into membership.</p>
GENERAL MEETINGS	<p>4. The Annual General Meeting of the Association shall be held in the month of May each year on not less than twenty one days notice and there shall be submitted to that Meeting an Annual Report in respect of the preceding financial year, an Income and Expenditure Account, Balance Sheet and an estimate of the cash requirements for the current year, a copy of all of which documents shall be forwarded to members with the notice convening the meeting. Other meetings will be held as necessary or as hereinafter provided.</p>
VOTING	<p>At general meetings, members shall have the right to have present as many representatives as they wish but each member shall be entitled to only one vote. The Chairman, in cases of equality, shall have a casting vote. A proxy vote will be accepted.</p>
QUORUM	<p>Three members present shall be a quorum and if within fifteen minutes of the time when the meeting is due to start a quorum is not present, then the meeting shall be adjourned.</p>
CHAIRMAN	<p>In the absence of the Chairman, the meeting shall elect its own Chairman.</p>
EXTRAORDINARY MEETINGS	<p>Extraordinary meetings convened on fourteen days notice may be called as thought fit by a decision of the Executive Committee and shall be held in the event of a requisition to that effect signed by not less than three members and lodged with the Secretary. Such requisition must state clearly the purpose for which the meeting is to be called.</p>
EXECUTIVE COMMITTEE	<p>5. The affairs of the Association shall be managed by an Executive Committee of the office bearers to which each member will be entitled to nominate their representative who will normally be its Medical Director or other senior official. It shall be competent for members of the Association to nominate alternative or substitute members of committee who shall have entirely the same rights as the members for whom they are substitutes whilst acting for them.</p>
CHAIRMAN	<p>The Annual General Meeting at its first meeting shall elect a Chairman who shall hold office until the meeting of the Committee held immediately after the second Annual General Meeting of the Association and at every Executive Committee Meeting held immediately after the Annual General Meeting in the fourth, sixth and eight years and so on the Committee shall elect a Chairman. In the absence of the Chairman the Committee shall elect its own Chairman.</p>
VOTING	<p>Unless otherwise expressly provided herein all matters coming before the Executive Committee shall be decided by a simple majority vote.</p>

ROTATION	One third of the members, or the number representing as close as possible to one third in the event of the total membership not being divisible by three shall retire annually, those of longest service retiring first, the members to retire in the initial years until a pattern has been determined being decided by agreement or lot. Members retiring shall be eligible for re-election.
QUORUM	Three members shall be a quorum and if within fifteen minutes of the time when the meeting is due to start a quorum is not present, then the meeting shall be adjourned.
VACANCY	Any vacancy in the Committee may be filled by the Committee and the member so appointed shall rank for retirement as his predecessor.
CO-OPTION SUBCOMMITTEE	The Committee may co-opt any person, whether from within or without the members of the Association to assist them in their deliberations on any matters whatsoever and they shall have the power to appoint subcommittees with power to add to their number by co-option and to take expert advice.
MEETINGS	The Committee shall convene their meetings in such manner as they consider appropriate in the circumstances. The Committee shall meet at least once a year and at such other times as they consider desirable.
SECRETARY & TREASURER	6 The Annual General Meeting may appoint, fix the expenses and remuneration of and dismiss the Secretary and Treasurer or any other office of the Association. The Secretary and Treasurer may be in the employment of any member of the Association.
REPRESENTATION	7 The Association shall not make any representation as indicated in 2 (d) hereof without having first obtained the opinions of all its members.
RESIGNATION	8 Any member may withdraw from the Association as at the close of any financial year provided written notice of such intention to withdraw setting forth the reason for the proposed withdrawal is deposited with the Chairman and the Secretary. Any member so withdrawing shall be liable for the subscription or balance of subscription due in respect of the financial year in which it resigns.
SUBSCRIPTIONS	9 The Executive Committee shall have power to incur reasonable expenditure. There shall be determined the subscription rate for the year and this will be payable annually in advance.
LAPSE OF MEMBERSHIP	10 In the event of a member being six months in arrears with its subscription payment the Executive Committee may, at its discretion, terminate its membership.
FINANCIAL YEAR	11 The financial year of the Association shall terminate on the last day of March each year.
BANK ACCOUNT	12 The Secretary and/or Treasurer shall maintain a Bank Account or Bank Accounts in the name of the Association with a joint stock Bank. The signature of one member of such Committee and the Treasurer shall be required on cheques for the withdrawal of moneys from such Accounts. No borrowing facilities shall be permitted unless previously approved by members of the Association in writing.

ALTERATIONS
TO RULES

13 These Rules may at any time be added to, altered, or rescinded by a majority of the votes of the members and entitled to vote at a meeting of the Association called for that purpose on written notice of not less than twenty-one days.

ACCEPTANCE
OF RULES

14 Acceptance of Membership implies acceptance of Rules.

INTERPRETATION

15 These Rules shall be interpreted by a subcommittee appointed at a General Meeting who should have power to co-opt legal assistance.

Reviewed 26/11/99