

## **BYELAWS OF THE GUILD OF HEALTHCARE PHARMACISTS: 2007**

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## **GLOSSARY**

The following notes are not part of the GHP byelaws, but are set as a preface.

- A      The byelaws of the Guild of Healthcare Pharmacists are set out as allowed for in the current Amicus rulebook and replace the previous rules and constitution
- B      GHP = Guild of Healthcare Pharmacists
- C      For the purpose of communications:
- |                     |  |
|---------------------|--|
| Within Unite-Amicus | The decision making body for GHP is the GHP National Professional Committee (NPC). |
| Within GHP          | The decision making body will retain the former title of Guild Council             |
| Within Unite-Amicus | The principal lay officer is designated as the Chair of the NPC                    |
| Within GHP          | The principal lay officer will retain the former title of Guild President.         |
- D      Region = Unite-Amicus region

## **IDENTITY**

- 1 The name of the organisation is 'The Guild of Healthcare Pharmacists'

## **STATUS**

- 2 The Guild of Healthcare Pharmacists is a National Professional Group within the Health Sector of Unite-Amicus the trade union.
- 3 These byelaws are constructed within the terms of the Amicus rules, as laid out in the current rulebook, and in accordance with the framework for the professional groups in the Unite-Amicus health sector. The Amicus rulebook is deemed as the legal document as regards governance of GHP, together with the Unite-Amicus Health Sector National Professional Committee Structures paper dated July 2005. These byelaws were formerly called GHP rules and shall act as Unite-Amicus byelaws for GHP.
- 4 The administrative office of GHP shall be Unite-Amicus Health, 33-37 Moreland Street, London EC1V 8HA, or at such other premises as Unite-Amicus National Executive Council (NEC) may direct.

## **OBJECTIVES OF THE GUILD OF HEALTHCARE PHARMACISTS**

5. The general objectives of the GHP section shall be those of the Unite-Amicus union.
6. The specific objectives of the GHP section shall be:
  - i. To improve the economic and social well being of the members, to enhance their status and to watch over, promote and protect their interests.
  - ii. To represent the position and interests of its members within the National Health Service and those working for other employers, and in contact with the Health Departments of the home countries of the United Kingdom and other relevant bodies.
  - iii. To promote by all possible means the contribution of healthcare pharmacists to the development of pharmaceutical services in the general interest of the patient.
  - iv. To work with other professional groups within the Unite-Amicus health sector to further these objectives.
  - v. To contribute to the development of pharmaceutical education both at undergraduate and postgraduate level.
  - vi. To contribute to discussions on healthcare issues of the day.
  - vii. To develop working relationships with other pharmaceutical organisations.
  - viii. To develop working relationships with other healthcare organisations inside and outside Unite-Amicus.
  - ix. To undertake and participate in any activity authorised by Guild National Professional Committee (NPC) in pursuance of the interest of the membership.

## **MEMBERSHIP**

7. Full membership of the GHP Section shall be open to:
  - i. Members and Fellows of the Royal Pharmaceutical Society of Great Britain (RPSGB)
  - ii. Members and Fellows of the Pharmaceutical Society of Northern Ireland (PSNI)
  - iii. Pharmacists holding reciprocal qualifications recognised by RPSGB or PSNI
  - iv. Pharmacists deemed by the NPC to hold equivalent qualifications
  - v. Pre-registration pharmacists
- 8 All members of the GHP Section are members of Unite-Amicus. Any qualification attached to Unite-Amicus membership shall apply to members of the GHP Section.
- 9 Full membership of the GHP Section is granted to pharmacists and pre-registration pharmacists who:
  - i. Are employed in the role of a pharmacist by a Health Authority, Health Board, Trust or body with equivalent powers and functions within the National Health Service within the United Kingdom
  - ii. Are employed by a Special Health Authority, NHS Agency or equivalent body, where the principal reason for employment is as a pharmacist
  - iii. Are employed by public bodies whose business is health, including the Prison Service, or by the Armed Services in the role as a pharmacist
  - iv. Are employed by Private Hospitals and other private or independent health or social care providers in the role as a pharmacist
  - v. Are otherwise employed as a pharmacist in a role deemed by the NPC to be equivalent to any of the above
  - vi. Are undergoing a period of practical training as a pre-registration pharmacist in accordance with the regulations of RPSGB or PSNI
- 10 Members who are employed for over 20 hours a week in the roles under rule 9 shall be deemed as full members of Unite-Amicus and the GHP Section.
- 11 Members who are employed for 20 hours or under a week in the roles under rule 9 shall be deemed as part time members of Unite-Amicus, but shall be considered as holding full membership of the GHP Section.
- 12 In accordance with the Unite-Amicus rulebook, full membership of the GHP is conditional upon paying the relevant Unite-Amicus subscription, ensuring that the payments are no more than thirteen weeks in arrears.
- 13 Members who have ceased employment according to the definition of a retired member in the Unite-Amicus rulebook may apply for the status of retired member of the GHP Section. Membership as a retired member of the GHP Section shall only remain current if membership of Unite-Amicus is also maintained.

## **HONORARY MEMBERSHIP**

- 14 The NPC may elect Honorary Members and Honorary Vice-Presidents of the GHP section, using criteria agreed by the NPC. Individuals conferred with the title of Honorary Vice-President of the GHP section will be regarded as Honorary Members for the purposes of these byelaws.
- 15 The NPC may recommend to Unite-Amicus NEC the name of any member or former member of the GHP Section, to be granted Honorary Membership of the union, in accordance with the guidance under Amicus rule 4(g). The member/former member should, in the opinion of the NPC, have provided outstanding service to the GHP Section.
- 16 Nomination for Honorary Membership must include a full CV, plus supporting evidence as to why the person should be considered, and should be presented at one NPC meeting, and then voted on at the following meeting. If the vote is positive the nomination will be forwarded to the Unite-Amicus NEC with a recommendation for endorsement. The NEC may require further evidence before coming to a decision, which evidence should be provided by the NPC.
- 17 Honorary Vice Presidents will first be nominated as an honorary member (if not already an honorary member) as above. An honorary member can then be nominated as an Honorary Vice President. Nomination for Honorary Vice President must include a full CV, plus supporting evidence as to why the person should be considered, and should be presented at one NPC meeting, and then voted on at the following meeting.
- 18 Honorary Members of the GHP Section as of 1<sup>st</sup> April 2004 shall be recognised as Honorary Members of Unite-Amicus. There will normally be up to 4 Honorary Vice-Presidents and up to 50 Honorary Members.
- 19 International members of the GHP as of 1<sup>st</sup> April 2004 shall hold the status of Honorary Members of the GHP Section, unless otherwise eligible for membership of Unite-Amicus by other means.

## **MEMBERSHIP RIGHTS & ENTITLEMENTS**

- 20 Full members of the GHP Section shall be eligible for all benefits available to Unite-Amicus members. They are also eligible to partake in activities within the union as laid out in the rulebook, including participating in Unite-Amicus ballots.
- 21 Full members of the GHP Section may:
  - i. Attend all members' meetings of the GHP
  - ii. Have voting rights within these meetings
  - iii. Have voting rights in NPC Elections and any postal ballot that may be called from time to time
  - iv. Hold office at all levels of the GHP
- 22 Retired members of the GHP Section:

- i. Are entitled to the rights of full members, subject to the restrictions as laid out for retired members in the Unite-Amicus rulebook
  - ii. Shall not be eligible to hold office at national level
  - iii. Shall not hold voting rights for ballots relating to terms and conditions
- 23 Honorary members of the GHP Section:
- i. May attend members' meetings of the GHP Section or any of its constituent groups, and shall be permitted to speak with the permission of the Chair (President) of the Meeting
  - ii. Shall not be able to hold office at any level of the GHP
  - iii. Shall not be permitted to act as a delegate on behalf of the GHP or any of its constituent groups
  - iv. Shall have voting rights at any meeting of the GHP Section, but shall not have voting rights for NPC elections, postal ballots or votes on terms and conditions issues.
  - v. Shall not be entitled to claim expenses or accommodation pursuant to attendance at any GHP Section or Unite-Amicus meeting
  - vi. Shall not be entitled to any benefits from Unite-Amicus

## **GOVERNANCE**

- 24 The business of the GHP Section at national level shall be conducted by a NPC elected from the full members in accordance with byelaws 26 to 40. The NPC shall meet no less than four times a year, at a properly notified meeting, with the quorum consisting of ten elected members, of whom one must be the Chair/President or Vice Chair/Vice President.
- 25 The NPC shall conduct business in accordance with the GHP Standing Orders, which shall form an annex to these byelaws (to be attached)

## **NATIONAL PROFESSIONAL COMMITTEE MEMBERSHIP & CONDUCT OF ELECTIONS**

- 26 There shall be twelve elected Regional Members of the NPC, as according to Schedule 1 of these byelaws. The Regional Members for Scotland, Wales and Northern Ireland will serve as the National Secretaries for their respective countries. There shall also be two Practice members of NPC, elected from GHP members from specific areas of Practice (in accordance with Schedule 2 of these byelaws).
- 27 There shall be six Officer members of the NPC, elected in accordance with Schedule 2 of these byelaws.
- 28 The NPC shall also include the Professional Secretary who shall be appointed by the Unite-Amicus Health Sector as a permanent member of the NPC. The GHP Administrator is appointed by Unite-Amicus Health Section to provide administrative support to the GHP Section. This person may attend NPC Meetings.
- 29 The Head of Health, Unite-Amicus health sector, and the Unite-Amicus full time officer with national responsibility for Healthcare Scientists shall be ex-

- officio members of the NPC
- 30 The term for all NPC Members shall be a maximum of two years. All Regional and Practice members shall be deemed to complete their term of office at the end of a two-year session. Members of the NPC retiring at the end of a serving term shall be eligible for re-election.
  - 31 In the event of a vacancy occurring, the NPC may co-opt a full member of the GHP to fill the seat, subject to the restrictions laid out in Schedule 2.
  - 32 Any full member of the GHP may nominate a full member for election as a Regional Member of the NPC, provided that the nominator and nominee are resident or work within that Region. The official mailing address held by the Membership Department of Unite-Amicus shall determine residence for this purpose.
  - 33 Nomination forms will be issued by the GHP administrator in accordance with the timetable set by the health sector administration for the health sector elections (normally in line with schedule 3 arrangements).
  - 34 Both nominator and nominee must certify that they are full members of the GHP section. The nominee must indicate that he, or she, is willing to serve, and that he, or she, will abide by the stated objectives of GHP.
  - 35 If only one candidate is nominated for a seat that shall fall vacant at the end of the two-year term, there shall be no ballot, and that candidate shall be declared elected.
  - 36 For competitive election for a Regional Member's seat, all the members resident within that Region shall be balloted.
  - 37 Voting shall be conducted by the procedure known as the first past the post.
  - 38 The ballot paper must be returned to the address indicated on the ballot form by the deadline indicated on the form. The sealed envelope containing the completed ballot paper must bear the member's membership number, signature on the reverse, plus the name of the member's Amicus region.
  - 39 The ballot shall be counted under the supervision of an Independent Scrutineer appointed by the Unite-Amicus Health Sector for that purpose. The Independent Scrutineer shall act as the Returning Officer for the ballot, and shall report the result to the administrator.
  - 40 The formal declaration of the election result shall be made on the GHP website within two weeks of the close of the ballot and in the next newsletter. This information will be given out at the next General Meeting.

## ***NATIONAL PROFESSIONAL COMMITTEE OPERATION***

- 41 The NPC shall elect from within its number a Chair/President, Vice Chair/President, and also confirm the position of Immediate Past President, in accordance with Schedules 2 and 3 of the byelaws.

- 42 The NPC shall elect the Chairs of Education & Development, Practice and Terms & Conditions in accordance with Schedules 2 & 3 of the byelaws.
- 43 The Vice Chair/ Vice-president shall hold responsibility for Organisation matters.
- 44 The NPC shall elect other position holders as required, although the officers listed in byelaws 41 and 42 shall not be expected to hold additional responsibilities.
- 45 All members of the NPC shall serve a term of two years.
- 46 In the event of an officer tendering resignation, or unable to continue office for whatever cause, the NPC may immediately re-appoint from its members a suitable replacement officer. If the replacement person is a Regional Member, steps must be taken to co-opt a replacement to cover the Region.
- 47 The NPC may at any stage remove from office an officer by a resolution of the majority of members of the NPC as present, and following a formal vote.
- 48 A NPC member who is unable to attend an advertised meeting of the NPC shall tender an apology of absence to the professional secretary or Chair/President, which must normally be received by the day preceding the date of advertised meeting. If no apology is provided, the member shall be deemed to be absent.
- 49 An NPC member who is absent from three consecutive NPC meetings, without providing a satisfactory explanation to the NPC shall be deemed to have resigned his, or her, membership of the NPC.
- 50 If a casual vacancy occurs during the term of office the NPC may take the decision to co-opt. If the seat is a Regional Member seat, the member co-opted must come from that Region. Normally the Chair/President shall consult with the Group Secretaries within that Region before the person is introduced to the NPC.
- 51 The NPC shall appoint from its members an Executive Committee, which shall be empowered to act at any time on behalf of the NPC. As necessary, where a rapid response is required, the Chair shall be empowered to act at any time on behalf of the NPC
- 52 The NPC may from time to time appoint such other committees, as it deems desirable and shall have the powers to modify or dissolve any committee.
- 53 The NPC may co-opt representatives from partner organisations to serve on any committee, except the Executive Committee and any committee dealing with internal organisation, finances and terms & conditions.
- 54 The Chair/ President, Vice Chair/Vice President, and Professional Secretary shall be deemed as 'ex officio' members of all committees.
- 55 Members of the NPC may receive reimbursement of expenses necessarily incurred in attending meetings, in accordance with the rules and standing

financial instructions as prescribed by Unite-Amicus.

- 56 The NPC can receive Motions from GHP Groups, provided that the Motion was formulated, adopted and minuted at an advertised and quorate meeting of the Group. Any motion formulated to affect Unite-Amicus policy shall be taken through the Unite-Amicus route as in the Unite-Amicus rule book, not via the NPC
- 57 Motions will be accepted by the NPC according to standing orders (to be attached)
- 58 Motions to the NPC will be posted on the website with a record of actions taken.
- 59 There will be a report at the General Meeting on motions received in the previous 12 months given by the Vice Chair/President.
- 60 A general meeting of GHP, will take place each year at the Annual National Conference (ANC) if no such meeting has taken place since the previous ANC. A notice of the meeting will be posted on the web site and sent to members before the meeting.
- 61 An Extraordinary General Meeting may be convened at the request of:
- The Chair/President
  - The NPC
  - A petition signed by no less than fifty full members

The agenda shall be sent to each full member not less than fourteen calendar days before the date of the meeting.

## **MEMBERSHIP GROUPS**

- 57 The NPC shall authorise the formation of membership groups within a single Unite-Amicus regional boundary on petition from the membership. The minimum number of full members required for the formation of a Group is TEN.
- 58 Groups shall conduct business as according to the model standing orders (to be attached). Groups must have a written constitution. A copy of the constitution must be lodged with the GHP Vice Chair/Vice President. The Group must have a Committee, with named members for Chairman, Secretary and Treasurer.
- 59 For GHP groups founded on a geographical basis, the Regional Member for that Region shall endeavour to attend GHP Group meetings to represent the NPC if possible. The Regional Member is expected to provide a report to each NPC meeting of matters of interest from the Region.
- 60 For GHP Special Interest Groups (SIGs), a member of the NPC will be assigned as a member of the SIG steering committee. This NPC member shall represent the NPC at the SIG committee, and shall be expected to provide a report to the NPC on matters of interest from the SIG.

- 61 Each Group may have one bank account, with funds used for the purposes of activity in line with the GHP objectives. The account shall be run in accordance with the Standing Financial Instructions (to be attached).
- 62 The Group Account must be audited on an annual basis, and the statement of account must be provided to the NPC Treasurer.
- 63 The NPC has the right to dissolve or suspend a Group in the event of non-activity. This decision should only occur after consultation with relevant members has taken place, led by either the Regional Member or the NPC nominee. A period of three months shall elapse between the formal notice to suspend, and the suspension taking effect.
- 64 If the group is dissolved, or suspended, any funds remaining shall be paid to the GHP Development & Research Fund in trust (see paragraph 74 below). In the event of the group being restarted, application for restoration of the funds will normally be granted, provided that the Chair/President and Treasurer are satisfied that the group has adequate financial governance arrangements in place.

## ***REPORTS TO THE MEMBERSHIP***

- 65 The NPC shall produce a written annual report, which shall be presented to the membership normally at the General Meeting, and shall also be published on the web site
- 66 The report shall comprise:
- i. Membership of the NPC
  - ii. Identification of Office bearers
  - iii. Reports from Office Bearers
  - iv. Financial statement
  - iv. NPC attendance report
- 67 A brief summary of NPC meetings shall be published on the web site
- 68 The summary of NPC meetings shall also be archived onto the GHP website, in an area accessible to GHP members.
- 69 Regional members shall be expected to provide reports to constituent GHP groups on matters of interest from the NPC.

## ***GHP WEB SITE***

- 70 The GHP shall have a web site, which shall be available to the public.
- 71 The NPC shall appoint a webmaster, who shall take overall responsibility for the general upkeep of the site, and shall set access permissions for members to access certain pages, and also contribute material.
- 72 The NPC may designate that certain pages of the web site shall be available to groups of individuals as necessary.

- 73 The content must be in keeping with the objectives of the GHP Section, and shall also be compatible with any Unite-Amicus policies on web page content.
- 74 The GHP Section shall not deem any links to or from the web site as endorsement.

### ***GHP SECTION FUND***

- 75 The NPC shall maintain a Development & Research (D & R) Fund, with the sole purpose that the fund shall be used in furtherance of the objectives of The GHP Section.
- 76 Governance of the fund shall be strictly in line with the Standing Financial Instructions (to be attached)
- 77 The NPC shall appoint two auditors from within the NPC, who are not otherwise involved in the handling of GHP funds. The auditors also must not hold the role of NPC nominees to a Special Interest Group.
- 78 A report of financial transactions, and the content of the D & R Fund shall be made in the Annual Report.

### ***MISCELLANEOUS PROVISIONS***

- 82 There shall be no smoking at any meeting of the GHP Section.
- 83 Mobile phones and other communication devices shall be switched off for the duration of GHP meetings, or if this is not possible, set to 'silent mode'.
- 84 Members of the GHP Section shall be subject to the rules of discipline as laid out within the Amicus rulebook. The NPC can recommend to Unite-Amicus NEC that action be taken against a member who wilfully breaches the rules as set out. This includes withholding of subscriptions.

### ***AMENDMENTS TO THESE BYELAWS***

- 85 These byelaws shall be amended following a review by the NPC and following consultation with members and presentation at the general meeting.
- 86 These byelaws shall be reviewed following adoption of a new Unite rulebook, or significant amendment to the existing rulebook.

Date approved: by ballot result collated 7<sup>th</sup> December 2007

**SCHEDULE 1 TO THE GHP BYELAWS: GHP REGIONS**

<b>REGION</b>	<b>AREA COVERED</b>	<b>GROUP</b>
Northern Ireland	Northern Ireland	Northern Ireland
Scotland	Scotland	Glasgow & West Scotland, North Scotland, Edinburgh & South-East Scotland
North East	Northumberland, Tyne and Wear	Border
Yorkshire	Yorkshire and Humberside	Yorkshire, South Yorkshire
North West	Liverpool, Manchester, Cumbria	Manchester, Liverpool
Wales	Wales	N. Wales, S. Wales
East Midlands	East Midlands	East Midlands
West Midlands	West Midlands	West Midlands
Eastern	Norfolk, Suffolk, Cambridgeshire, Bedfordshire, Hertfordshire, Essex	East Anglia, Essex
South West	Bristol, West Country	Bristol, West Country
South East	Hampshire, Kent, Surrey Sussex, Berkshire, Buckinghamshire, Oxfordshire	Kent, Surrey, Sussex, Thames Valley, Wessex
London	London	London

## **SCHEDULE 2: NATIONAL PROFESSIONAL COMMITTEE STRUCTURE**

- 1 The National Professional Committee will have twelve members who are directly elected from members resident, or working within each of the twelve Amicus regions.

Regional members of the NPC shall be expected to represent the interests of members within their region, as well as to inform them of relevant matters. Where possible, the member should either be a member of, or have direct contact with their local Unite-Amicus health service branch and regional Health Sector Committee.

The term of office will be for two years. A retiring member may stand for re-election, provided that the person will remain a full member of Unite-Amicus for the expected term of office. The election process shall follow the usual sequence of:

- Open call for nominations
- Nominations received
- Regional Ballot
- Declaration of election result
- Taking of seat

- 2 Three members will have specific duties with regard to NPC operation

These three posts will be Chair/President, Vice Chair/Vice-President and Immediate Past Chair/Immediate Past President. It would be expected that a member of the NPC would move through these three posts in order. Each term of office would be for two years, and the aim is to spread the load on all three officers.

### Chair/President

- To chair meetings of the NPC and all meetings of the GHP national body
- To represent GHP within and outside Unite-Amicus
- To sit on the National Professional Committee Co-ordinating Group (NPCCG) (The meeting of the Chairs of all the professional groups within the health sector of Unite-Amicus)
- To lead delegations when meeting with Health Departments and RPSGB

### Vice Chair/President

- To deputise for the Chair/President where applicable
- To be responsible for internal organisation of the NPC
- To work with the Professional Secretary to ensure best value for the financial support required to run GHP as a professional group within Unite-Amicus
- To attend such meetings with the Chair/President as required

### Immediate Past Chair/Immediate Past President

- To act as advisor to his or her successor
- To take responsibility for completion of any items of work initiated within the term of office as Chair/President
- To attend such meetings with the Chair/President as required.
- To chair the International Committee

3 Three members will sit as chairs of GHP NPC sub-committees

The three sub-committees are:

- Education & Development
- Practice
- Terms & Conditions

The composition of the three committees will be:

- Committee Chair
- Chair/President (ex officio)
- Vice Chair/Vice President (ex officio)
- Professional Secretary (ex officio)
- NPC members with specialist knowledge or interest
- Invitees from Partner Organisations (not for Terms & Conditions)

Invitees should be members of Unite-Amicus unless not practical.

4 Two members will represent major areas of practice

The two areas that currently require a permanent seat at the NPC are:

- Primary Care and Public Health
- Mental Health

The presence of these two representatives would not preclude other representatives from these specialities being present in another capacity. The primary care representative will be elected by members working in a primary care organisation. For mental health, the representative will be selected from GHP members belonging to recognised representative associations. These two members may serve on both Practice and Education & Development sub-committees.

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To add:

- Annex 1: Standing Orders
- Annex 2: Standing Financial Instructions
- Annex 3: Model Standing Orders for Groups

### **SCHEDULE 3: EXPECTED ELECTION PROCESS**

The term of office shall be deemed to start on 1<sup>st</sup> January.

Previous **September**, National Professional Committee meets, and notice is given at the meeting that the November NPC will be used for election of officers.

**November** NPC meets:

- 1 Confirms appointment of next Chair/President
- 2 Elects next Vice Chair/Vice President
- 3 Confirms appointment of Immediate Past Chair/Immediate Past President
- 4 Elects Chair of Education & Development Committee
- 5 Elects Chair of Practice Committee
- 6 Elects Chair of Terms & Conditions Committee

The NPC is then immediately dissolved with the six officers named forming the Executive, who will continue GHP processes until the next NPC meets.

The incoming Vice Chair/Vice President, in role of Organisation Secretary, shall make arrangements to set the election process in hand. This will consist of:

- Election of twelve Regional members
- Election of two members representing major areas of practice

After the closing date of ballot, the Scrutinising Official shall convey the results to the new Chair/President and Vice Chair/Vice President. The Vice Chair/Vice President shall contact the newly elected members in order to convene the new NPC.

In **February**, the NPC shall meet. The first business will be to, confirm the election of the six officer posts and elect the subsidiary posts. The incoming NPC has the right under these bye-laws to withhold confirmation of the officer positions and re-elect to any of the posts in line with these byelaws. If this process creates any vacancies within the regional members this shall be filled by co-option. The Vice Chair/Vice President and Professional Secretary shall arrange to publicise the new NPC membership.