

# **National Association for Palliative Care Educators NAPCE Constitution Summary**

Unincorporated Association – constitution adopted 16<sup>th</sup> January 2004

Registered as a Charity on 17<sup>th</sup> August 2004

Registered Charity No: 1105508

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Name changed 12<sup>th</sup> February 2007 from Palliative Care Educators' Interest group (PCEIG) to National Association for Palliative Care Educators (NAPCE).

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## **Objectives:**

To advance the education and research in palliative care and in particular to promote increased knowledge of this subject among those individuals who work with those with cancer, life limiting illnesses and their families.

Objectives achieved through regular meetings of the membership, an AGM and a conference held every 2 years in addition to any studies or research the group or individuals undertake.

## **The Membership**

Individuals who have a substantial role in the delivery of or active research in Palliative Care Education.

The Executive Committee have the right to approve or reject applications for membership

- **Members** pay membership dues and have the right to vote on Group business and are eligible for election to office in the Group

## **Annual General Meeting (AGM)**

- Held once a year
- 21 clear days' notice shall be given in writing by the Secretary to each member (by letter or e-mail).
- The quorum at a meeting of the Group (AGM or EGM, etc) is one-third of the total full membership of the Group or 4 Full members which ever is lower.

## **Executive Committee and Officers**

- The Group is administered and managed in accordance with its constitution by the members of the Executive Committee.
- The minimum numbers required for a complete executive committee is 7.
- Each member, except co-opted members, holds one vote.
- A quorum = 4 Executive Committee members one of whom should be the Chair, Vice Chair (Chair Elect), Secretary or Treasurer.

The executive committee is made up of:

### **1. 5 Elected Officers**

Chairperson

Deputy Chairperson (Chair Elect)

Secretary

Treasurer

Membership Secretary/Public Relations Officer

- Officers are drawn from within the full membership of the Group and elected at the Annual General Meeting by the full members of the Group.
- Each officer may serve for a period of 3 years.
- Officers can be re-elected to serve for a second term. But must then stand down from office and from the executive committee for a minimum of 3 years before seeking re-election.

### **2. Additional Elected Committee Members**

- In addition to the officers 2-5 full members can be elected as additional representatives to serve on the Executive Committee, they may service for 3 years.

### **3. Co-opted Committee Members**

- 2 further members, normally full members, can be co-opted.
- They only serve until the conclusion of the next Annual General Meeting
- Co-opted members are not entitled to vote at meetings of the Executive Committee.

The Committee appoint a conference organiser and can appoint special or standing committees e.g. conference committee, as and when necessary.

## **Nomination for Executive Committee**

- Nominations for Executive Committee Officers or members of the Executive Committee must be made in writing and must be in the hands of the Secretary at least 7 days before the Annual General Meeting.