

CONSTITUTION OF THE BRITISH HYPERBARIC ASSOCIATION

Revised and Adopted at BHA AGM 7 November 2014

1. TITLE

- 1.1. The Association shall be known as the British Hyperbaric Association hereafter referred to as the BHA or the Association.

2. AIMS AND OBJECTIVES OF THE ASSOCIATION

- 2.1. The BHA is an Association that exists to promote progress, understanding, development and safe practice in Hyperbaric Medicine in the British Isles. Specific objectives are:

- 2.1.1. To further the use of hyperbaric treatments according to best practice;

- 2.1.2. To encourage and maintain high standards in the provision of hyperbaric oxygen therapy and therapeutic recompression;

- 2.1.3. To publish information that relates to the safe and effective provision of hyperbaric oxygen therapy in the British Isles;

- 2.1.4. To maintain records relating to the volume and efficacy of hyperbaric activity in the British Isles;

- 2.1.5. To engage with other professional bodies with relevant interests in hyperbaric medicine and therapy;

- 2.1.6. To provide a forum for discussion of hyperbaric therapy with particular consideration of:

- 2.1.6.1. Clinical Indications;

- 2.1.6.2. Therapeutic Standards;

- 2.1.6.3. Audit and Research;

- 2.1.6.4. Funding;

- 2.1.6.5. Management;

- 2.1.6.6. Issues specific to the British Isles;

CONSTITUTION OF THE BRITISH HYPERBARIC ASSOCIATION

2.1.7. To encourage best practice by peer-group review and dissemination of relevant medical advances.

2.1.8. To represent Hyperbaric medicine at national and international levels and provide a co-ordinated overview of hyperbaric activity in the British Isles.

2.1.9. To convene Scientific Meetings.

3. MEMBERSHIP

3.1. All members of the Association shall abide by the terms of the constitution and any additional rules agreed by the BHA. Failure to comply can result in suspension and/or expulsion from the Association according to the BHA disciplinary process.

3.2. A hyperbaric provider must register each separate geographic chamber facility.

3.3. The privileges of membership are conditional upon timely payment of annual fees.

3.3.1. Members are entitled to receive minutes of all meetings, receive financial reports and receive information on all Association scientific meetings.

3.4. Full Membership

3.4.1. Only a hyperbaric provider whose treating facility is based and operating in the British Isles may apply for full membership.

3.4.2. Full members are permitted to propose resolutions.

3.4.3. Full members have voting rights at general meetings.

3.4.4. Hyperbaric providers who have a financial interest in multiple facilities are only permitted one vote at general meetings.

3.4.5. There is an application process to become a full member. This is described in the Association's guidance for membership.

3.4.6. Full Members will have their chamber details published on

CONSTITUTION OF THE BRITISH HYPERBARIC ASSOCIATION

the BHA website and have access to any areas of the website which are for members only.

3.4.7. Full Member chambers will receive discounted rates for delegates at the scientific meetings. All staff from full member facilities are entitled to contribute to the Association and attend meetings.

3.4.8. Full members may advertise their membership of the BHA

3.5. Associate Membership

3.5.1. This shall be offered world wide.

3.5.2. Associate membership will be ratified by the committee

3.5.3. Associate members have no voting rights at general meetings.

3.5.4. Associate membership shall be open to individuals or organisations who have a professional interest in hyperbaric medicine and who wish to take part in the Association's proceedings.

3.5.5. Associate members will have access to any areas of the BHA website which are for members only.

3.5.6. Associate members will receive a discounted rate for the Annual Scientific Meeting.

3.5.7. Associate members must make their associate membership clear if they advertise their association with the BHA

3.6. Honorary associate membership may be awarded to an individual by the association for extraordinary services rendered to hyperbaric medicine.

3.7. The fees for full and associate membership shall be decided at general meetings either on proposal from the committee or amendments from the meeting.

3.8. It is the duty of any member to notify the BHA committee of any controlling interest in more than one chamber.

CONSTITUTION OF THE BRITISH HYPERBARIC ASSOCIATION

3.9. Individuals who are neither associated with a member facility, nor an associate member, may be invited to attend and contribute to meetings at the discretion of the Association.

4. COMMITTEE

4.1. The BHA committee shall consist of:

4.1.1. The following office bearers

4.1.1.1. Chairperson

4.1.1.2. Vice-Chairperson

4.1.1.3. Secretary (or Honorary Secretary as described in 4.10)

4.1.1.4. Treasurer

4.1.2. Three ordinary members: one ordinary member should agree to represent nursing staff; one ordinary member should agree to represent technical staff.

4.2. Where possible representation should come from all disciplines connected with Hyperbaric medicine.

4.3. The committee is re-elected each year at the AGM by means of simple majority

4.4. The committee has the power to co-opt members as deemed necessary.

4.5. The committee shall meet at least twice a year.

4.6. Committee meetings require at least 4 members, 2 of which should be office bearers to achieve quorum

4.7. Voting on committee business at a committee meeting shall be by a majority of the total committee members.

4.8. The chairperson shall have a casting vote where votes by those present and those by proxy produce a tied result.

4.9. A committee member may be voted off the committee by a unanimous vote of the remaining committee members

CONSTITUTION OF THE BRITISH HYPERBARIC ASSOCIATION

4.10. An Honorary Secretary is re-elected in the same way as committee members but does not have voting rights as a member.

5. RULES

5.1. Members and those applying for membership shall comply with all relevant national legislation and regulations. Members shall comply with the constitution and codes of practice, and any additional requirements, of the Association.

5.2. The Association may change the membership status of any member who is shown to be in breach of the rules above.

6. FINANCES

6.1. Bank accounts for the Association shall be opened as agreed by the committee.

6.2. Financial limits on issue of cheques should be set by the committee on a yearly basis. Cheques over the figure set by the committee require ratification in writing by a committee office bearer other than the Treasurer.

6.3. The financial year shall be deemed by the Treasurer, after which the accounts of the Association shall be audited by an independent auditor appointed at the AGM. A financial statement shall be prepared after the end of each financial year and presented at the AGM.

7. MEETINGS

7.1. Annual Scientific Meeting

7.1.1. The Annual Scientific Meeting of the Association shall take place at least once a year in the latter part of the year at which time the AGM should also take place.

7.1.2. The host facility shall give no less than three months notice of the meeting dates to members.

7.2. General Meetings

7.2.1. The Agenda of the general meeting shall be given no less

CONSTITUTION OF THE BRITISH HYPERBARIC ASSOCIATION

than 7 days prior to the meeting.

7.2.2. Notification of proposed changes to the constitution shall be given at least 28 days prior to the general meeting.

7.2.3. A quorum shall be no less than 50% of the membership.

7.2.4. Voting at meetings will be on the basis of one vote per full member, conditional upon payment of the annual subscription.

7.2.5. Voting at general meetings can be cast by being present, by giving a Proxy vote to another member, which must be verified by letter or e mail or by making the vote known to the chairperson by a verifiable method.

7.2.6. The chairperson shall have a casting vote where votes by those present and those by proxy produce a tied result (this is in addition to the chairperson's chamber vote).

7.2.7. Voting at meetings shall be by majority of votes cast, other than membership resolutions or constitutional changes.

7.2.8. Membership resolutions or constitutional changes shall require a two thirds majority of the full membership.

7.2.9. At the AGM the host chamber for the next two Annual Scientific Meetings will be confirmed.

7.3. Extraordinary General Meeting (EGM)

7.3.1. An EGM may be called by the Committee or by one third of the full members.

7.3.2. This may be held as a virtual meeting unless objected to by one third of the full members

7.3.3. The committee must notify members of the time, place and motions of the EGM not less than 28 days prior to the meeting.

7.3.4. Only motions notified on the agenda of the EGM may be discussed and voted on.

CONSTITUTION OF THE BRITISH HYPERBARIC ASSOCIATION

8. CHANGES TO CONSTITUTION

- 8.1. Members must be notified in writing of any proposed changes to the constitution at least 28 days prior to a general meeting.
- 8.2. Changes to the constitution may only be passed at a general meeting.
- 8.3. Only those changes mentioned in the notice shall be subject to voting at a general meeting.
- 8.4. Resolutions proposing constitutional change will be adopted if passed by 2/3 majority of the full membership.

9. CHANGES TO SUBSIDIARY DOCUMENTS

- 9.1. Changes can be made to the rules, guidelines, codes of practice etc adopted by the Association, other than the constitution, if:
 - 9.1.1. Members receive at least 28 days notice of any proposed changes
 - 9.1.2. Changes are passed by a majority of the full membership

10. DISSOLUTION

- 10.1. Dissolution of the Association can take place at a general meeting under the constitutional change rules in section 8
- 10.2. In the event of the dissolution of the Association, any remaining assets, after payment of any debts, shall be returned to the member chambers at rates considered proportionate by the final Committee.
- 10.3. Following dissolution, the name "British Hyperbaric Association" would become available for use by any other credible group.