

## **CONSTITUTION**

### **3 November 2009**

The Association shall be called The Association of UK University Hospitals, referred hereafter as 'the Association'.

The Association is an unincorporated association with the possibility of becoming a charitable Trust or a company limited by guarantee at some point in the future.

#### **Purpose**

The Association shall be the key representative body for university hospitals, with major teaching and research interests, across the UK and internationally. It will actively promote the policy interests of the membership. The Association's purpose shall reflect and enhance understanding of the issues surrounding the unique tripartite mission of research, teaching and clinical service undertaken by the university hospitals. The Association's structures shall reflect this mission.

The Association will seek to place members on national policy fora to try to influence Governmental policy before it reaches the consultation stage.

The Association will act as a source of information and advice for members and others on the key issues concerning university hospitals across the UK.

The Association will provide a forum for members to share experience or concerns about key issues affecting the membership. It will discuss areas of mutual interest to the university hospitals and provide a safe and collegiate environment to meet with a peer group who are in similar high pressure and complex job roles.

The purpose and objectives of the Association will be advanced through discussion amongst the membership and with other bodies, including: the Medical Schools Council, other representative bodies in higher education, Government and other parts of the National Health Service in all parts of the UK, relevant non-Governmental bodies, international organisations, and bodies in other countries that have similar interests.

The Association aims to be non-political and independent of any other organisation, though it may choose to undertake work or pursue issues jointly with others from time to time.

#### **Membership**

Membership of the Association is restricted to those hospitals, which can demonstrate:

- Heavy involvement in Research and Development

- Outside interest on site e.g. MRC
- A major academic presence on site e.g. a number of Professorial Chairs
- Commitment to undergraduate teaching

Any member of the Association may propose a Trust for membership to the Executive Board, which then makes the decision whether or not to invite the candidate Trust to join the Association on the basis of the above membership criteria.

The Association of UK University Hospitals (AUKUH) shall be an association of organisations represented by their Chief Executives and by the Chairs of the various functional groups which represent the key workstreams of Trusts. Although it is not normal practice to have deputies covering for CEOs who are unable to represent their Trusts, exceptional circumstances may be agreed with the Chairman of the Association. The membership of the Association lies with the individual Trust as an organisation not with an individual CEO. In the case of an acting Chief Executive, that person will be the Association representative until a substantive Chief Executive is appointed. The Convenor of the UK University Hospitals Chairs' Group and the Chairs of the Groups of University Hospital Finance Directors, Medical Directors, Nursing Directors and HR Directors shall sit on both the Executive Board and on the Association.

The Association may invite Observers to attend meetings as representatives of other bodies associated with the work of the Association, by the agreement of the whole Association.

## **Meetings**

The normal pattern of meetings of the Association, subject to review from time to time by the members, will be:

- Two one-day plenary meetings and one residential meeting each year, the one-day meetings will normally be held in London. The residential meeting will rotate between the four UK countries and will include a joint meeting with the Medical Schools Council.
- The Executive Board has the right to call occasional meetings of the Executive or the full Association on special issues where appropriate.
- The Association will aim to link with other relevant UK organisations, in particular the Medical Schools Council through a shared secretariat and annual joint meeting.
- The Association will aim to link with similar groups in other countries where it is felt that there are benefits in shared information, learning and influence
- The Association will aim to have the key relevant person to speak and lead discussion at meetings according to the issue, publication, etc

## **Steering**

### **a) Officers**

The officers of the Association, who must be full members of the Association, for the duration of their terms of office, shall be a) the Chairman and b) the Treasurer.

The Chairman and Treasurer shall be elected to serve for three years. Whilst there will be no formal bar to re-election, there would be an expectation that Officers would not generally serve for more than two terms. At the discretion of the Chairman, the immediate past-Chairman may be invited to continue on the Executive Board for a further year following the completion of his or her term of office.

## **b) The Executive Board**

The Association will be steered by the Executive Board consisting of the elected Chairman and Treasurer of the Association, six other elected members, the Convenor of the group of Chairs of UK University Hospitals, and the Chairs of the groups of Finance Directors, Nurse Directors, Medical Directors and HR Directors. The Executive Board should endeavour to include at least one member representing each of the following:

- The main London Teaching Hospitals;
- The main Teaching Hospitals in Scotland, Wales and Northern Ireland;
- The main Provincial Teaching Hospitals.

Members of the Board will be elected for three years. Two of the ordinary members will retire each year, so that there is continuity. Whilst there will be no formal bar to re-election, there would be an expectation that members would generally not serve for more than two terms.

The Executive Board may invite others to attend its meetings.

If an Officer or Member of the Executive Board ceases to be a serving Chief Executive, s/he may not continue serving as a Board member. Occasional vacancies will be filled by the Executive Committee who will co-opt an appropriate member of the Association onto the Executive Committee to complete the un-expired balance of the original term of office.

### **Elections**

All Officers and members of the Executive Board will be elected by ballot from among those members of the Association who are willing to serve and have been nominated and seconded formally by the Executive Board or members of the Association.

The Executive Director shall act as Returning Officer for all elections and will set the elections' process in train.

Elections shall be conducted on a simple majority vote basis. The candidate who receives an overall majority of the votes cast shall duly be elected. In the event of a tied vote a second ballot will be held, if this also is tied the election shall be declared null and void and the election process shall recommence with new nominations.

The winner of an election shall be informed by telephone by the Executive Director as soon as the results are known, and declared by email to all members as soon as possible after the completion of the election process.

### **Secretariat**

The Chairman, Executive Board and the full Association will be supported by a salaried Secretariat. The Secretariat will be jointly appointed with the Medical Schools Council (MSC), and an agreed time commitment to the Association shall be agreed with the MSC Chair. The Association's contribution to costs incurred by MSC, through the provision of secretariat support will be agreed between the MSC Chair and the Executive Board. The Executive Director and other staff will be appointed by MSC in consultation with the Association and Universities UK.

### **Funding**

Funding of the Association will be from annual contributions by the member hospitals and shall cover secretarial and administrative costs, all agreed central costs of annual business meetings, any specific research or publications that the Association may commission, the costs of representation at meetings of other bodies, and any other costs as agreed by the Executive Board or the full Association.

The annual contribution shall be determined by the Treasurer in consultation with the Executive Board and Executive Director, this shall then be agreed by the Association at a business meeting in the Spring.

The Association has the power to raise funds from other sources as it sees appropriate.

### **Changes**

These rules may be changed by a simple majority of the paid-up members of the Association at a general business meeting.

The constitution should be subject to a triennial review.