



South East Clinical Effectiveness Network (SECEN)

Constitution

Adopted: 25/03/2011

Reviewed: 16/07/2015

1. Name

1.1 The name of the organisation is the South East Clinical Effectiveness Network.

2. Definitions

2.1 The terms 'SECEN' and 'the network' refer to the South East Clinical Effectiveness Network.

3. Administration

3.1 Subject to the matters set out below SECEN and its property shall be administered and managed in accordance with this constitution by the membership of the network (see clause 5).

4. Purpose

4.1 The purpose of SECEN is to bring together persons working in the fields of clinical audit, clinical effectiveness, clinical governance and quality improvement in order to share good practice, provide peer support and to influence/contribute to national policy making.

5. Membership

5.1 Membership of the South East Clinical Effectiveness Network shall be open to all persons that have an interest in health or social care improvement activities such as clinical audit, clinical effectiveness, clinical governance and /or quality improvement.

5.2 Each Member will agree to share their name, address, telephone number and email address with other members, in pursuance of the network's purpose (see clause 4).



- 5.3 The Membership may by unanimous vote at a SECEN Meeting and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Membership, before a final decision is made. All reasons and discussions, together with decisions regarding the termination of membership must be recorded in the minutes of the relevant meeting.

6 Management

- 6.1 The membership will appoint two members to act as honorary Officers / signatories (treasurer and vice-treasurer) who will be charged with ensuring that a chair is appointed, managing external SECEN relationships, (i.e. with the National Quality Improvement and Clinical Audit Network [NQICAN], the National Advisory Group on Clinical Audit [NAGCAE] and the Healthcare Quality Improvement Partnership [HQIP]) and the management of SECEN finances.
- 6.2 The membership shall appoint a chair (and vice-chair) for a period of no more than two years who will be responsible for organising the meeting agenda, arranging and booking a meeting venue, catering and the production of the meeting notes.
- 6.3 All officer appointments (6.1 & 6.2) will be reviewed every two years or earlier if required.
- 6.4 The costs of venue hire, catering and speaker fees for all SECEN meetings, when required, will be agreed and paid for out of SECEN funds* by the honorary officers. If there are insufficient funds, this will be communicated to the meeting chair and alternative arrangements will be agreed between the meeting chair and the honorary officers.
(* HQIP funding may also be sought / granted.)
- 6.5 The membership will appoint members, apart from the role of chair for each SECEN Meeting and honorary officers, to implement specific actions, as agreed and recorded in SECEN meeting notes.

7 Personal interests of SECEN members



7.1 No member shall acquire any interest in property belonging to the South East Clinical Effectiveness Network or to receive remuneration or be interested (otherwise than as a member of the network) in any contract entered into by SECEN.

8. Meetings and proceedings

8.1 The Membership shall hold at least three ordinary meetings each year.

8.2 A chair will be appointed for a period not exceeding two years. If the appointed chair is absent the members present shall choose one of their number to chair the meeting before any other business is transacted.

8.3 Every matter shall be determined by a majority of votes of the members present and voting on the question, but in the case of equality of votes, the chair of the meeting shall have a second or casting vote.

8.4 The chair shall arrange for notes of each meeting to be taken and recorded and will make these and copies of any presentations available to all members. Permission will be sought for sharing of presentations from all contributors

8.5 The Membership may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

8.6 The Membership may appoint one or more sub-committees consisting of three or more members for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the network would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Membership.

9. Receipts and expenditure

9.1 The funds of the South East Clinical Effectiveness Network shall be paid into an account operated by the honorary officers (see clause 6) in the name of South East Clinical Effectiveness Network at such bank as the membership shall from time to time decide.



- 9.2 All cheques drawn on the account must be signed by both of the honorary officers / signatories (see 6.1).
- 9.3 The funds belonging to the South East Clinical Effectiveness Network shall be applied only in furthering the objectives (see Clause 4).
- 9.4 The South East Clinical Effectiveness Network's financial year will run from April 1st to 31st March.
- 9.5 A statement of account will be presented at each meeting (see clause 8) of the membership by the honorary officers.

10. Special general meetings

- 10.1 The membership may call a special general meeting of the South East Clinical Effectiveness Network at any time. A request for a special general meeting must be made in writing, stating the business to be considered and authorised/supported by at least five members. The request shall be sent to the members acting as honorary officers (see clause 6), who shall call such a meeting giving twenty-one days notice of the meeting. The notice must state the business to be discussed. The honorary officers will chair the special general meeting.

11. Procedures at special general meetings

- 11.1 The chair / vice-chair shall arrange for a full record of proceedings to be taken at every special general meeting of the network.
- 11.2 There shall be a quorum when at least eight members of the South East Clinical Effectiveness Network are present at any special general meeting.



12. Alterations to the constitution

12.1 The constitution may be altered by a resolution passed by no less than two thirds of the members present (minimum eight members) and voting at a meeting.

13. Dissolution

13.1 If the membership decides that it is necessary or advisable to dissolve the South East Clinical Effectiveness Network, a proposal for dissolution must be discussed by the members at one of the three times yearly network meetings (see clause 8.1) or a special general meeting must be called (see clause 10.1). A notice of dissolution must be sent to the membership by the honorary officers at least 21 days before the proposal for dissolution is discussed at either a quarterly or special meeting.

13.2 If the proposal for dissolution is confirmed by a two thirds majority of those present (minimum of eight members) and voting, the honorary officers shall have the power to realise any assets held by or on behalf of the South East Clinical Effectiveness Network.

13.3 Any assets remaining after the satisfaction of any proper debt and liabilities shall be given or transferred to such other institution or institutions having objectives similar to the objectives of the South East Clinical Effectiveness Network.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document:

Signed