

1. **Membership Criteria**

All applicants for membership of a Branch must have attended at least one Network meeting before submitting their application.

2. **National Council**

2.1 The specific responsibilities of National Council are:

2.1.1 to produce the Directory;

2.1.2 to produce the e-newsletter in co-operation with the Branches;

2.1.3 to approve the logo, stationery, application forms and other material used by the Branches;

2.1.4 to act as an appeal body in the event of disputes relating to a Committee;

2.1.5 to approve Network sponsorship and advertising policy;

2.1.6 to promote the organisation of national events and encourage inter-branch activities.

2.2 The Chairperson of National Council shall be elected for one financial year. The Chairperson shall be eligible for re-election.

2.3 The Chairperson Elect of National Council shall be appointed for one financial year. The Chairperson Elect shall be eligible for re-appointment if the then Chairperson is re-appointed for a further period of one year.

2.4 The Branch representatives to National Council shall be appointed by their Committee and at least one of the representatives from each Branch shall be a serving member of the Committee of that Branch and, ideally, should be the Chairperson of such Committee. Each Branch representative at National Council must have a mandate from their Branch to vote on its behalf during the meeting.

2.5 National Council shall be entitled to appoint and if appropriate determine the remuneration of an editor or co-ordinator of the e-newsletter, a treasurer and an administrator, who need not be a Network member.

2.6 National Council meetings shall take place not less than three times in each year.

3. **Branches**

3.1 Each Branch shall use letterheadings, application forms for membership, and all other stationery in the format approved by National Council.

3.2 Members of Network are welcome to attend any meeting of any Branch, subject to the availability of places. A guest fee may be payable at Branches other than the member's own Branch if such member attends a third or subsequent meeting of another Branch in any one year. Priority at meetings of a Branch will be given first to members of that Branch, then to other members of Network and then to guests.

- 3.3 Each Branch Committee shall include a Chairperson, treasurer and secretary, and not less than 2 and not more than 15 other members. Election to the Committee of each Branch shall be for 2 years. Those retiring shall be eligible for re-election.
- 3.4 A template agenda for the Branch AGM is attached to these Rules.
- 3.5 Branch annual subscriptions shall be due and payable on the first day of every financial year and the Branch portion of subscriptions due from National Council shall be payable on or before the end of the first month in each financial year for the number of members of the Branch at that date and thereafter quarterly for members joining or paying after that date.
- 3.6 When the Steering Committee of a proposed new Branch is set up National Council shall provide the sum of £100 to assist the new Branch to become established.
4. **Financial Matters**
- 4.1 Network's financial year shall end on 31 January in each year.
- 4.2 At the National Council meeting nearest to the end of each financial year the budget for National Council for the succeeding financial year shall be set.
5. **Member Support**
- 5.1 Each member of Network agrees to give up to five minutes of free advice in her area of expertise to any other member of Network. As such advice is free, each member agrees that the advising member will have no liability for that advice (except as cannot be excluded by law).
- 5.2 No member shall actively solicit work from another member except through designated means or sections of meetings approved by her Branch Committee.

NOTICE OF AGM

The Annual General Meeting of Network [] will be held at []
] on [] 200_ at []pm

1. Apologies for Absence
2. Minutes of last AGM
3. Chairperson's Report
4. Treasurer's Report
5. Approval of Accounts for the financial year ended []
6. Election of Officers and other Committee Members:
[Chairperson][Treasurer] - proposed []
Committee Members - proposed []
- proposed []
7. [Other proposed business]