

## **CONSTITUTION OF THE LOCUM DOCTORS' ASSOCIATION**

1. The name of the Association is "Locum Doctors' Association". This association has become a trade Union on 13 February 2002.
2. Currently the Association's address will be that of the Chairperson or another officer of the association.
3. The Association has been established for the following objectives in respect of all categories of doctors and dentists:-
  - 3.1. To promote education and training.
  - 3.2. To promote the career progress of locum doctors and locum dentists .
  - 3.3. To represent the interests of locum doctors and dentists.
  - 3.4. To promote relevant research.
  - 3.5. To negotiate on behalf of all doctors and dentists, and particularly locum doctors and locum dentists.

### **4. Membership:-**

Membership of the Association is open to all categories of doctors and dentists:-

- 4.1. Doctors and dentists undertaking locum work in hospitals, whether in the National Health Service, private sector, or through Locum agencies.
- 4.2. Doctors and dentists working Temporary contracts either in the NHS, academic or private sector.
- 4.3. Doctors and dentists working short-term contracts in any sector.
- 4.4. Unemployed doctors and dentists.

4.5. Doctors and dentists restricted from working for any reason. This includes victimised doctors and dentists.

4.6. Doctors and dentists engaging in locum work in addition to substantive contracts, where the Association would represent their "locum" interests.

Locum work does not have to be continuous or frequent.

4.7. Doctors and dentists in substantive employment anywhere.

4.8. Doctors in atypical careers.

5. All members shall on payment of an annual subscription be ordinary voting members of the Association.

6. Any member leaving their subscription in arrears shall be a member - in-arrears until such time that the subscription is paid in full or the member resigns.

7. It is the responsibility of members to inform the Association of any change of address.

8. From 1st July 2002 LDA shall admit life members. A doctor can become a life member by making a one-off fixed payment the amount of which shall be determined by the association.

## **9. Meetings:-**

9.1. The Association shall meet minimum twice a year, and as often as necessary.

9.2. Meetings shall ideally be held in different parts of the country.

9.3. There shall be an Annual General Meeting which may be one of the minimum two meetings.

9.4. All meetings shall be General meetings, open to all members.

9.5. Members shall receive notice of the Annual General Meeting at least fourteen days beforehand.

9.6. There is no notice period for other meetings as emergency meetings may need to be called but as far as possible reasonable notice of meetings should be given.

9.7. The quorum for any meeting including the AGM shall be four members. Meetings and agenda business shall not be defeated for want of attendance unless inquorate.

9.8. Meetings including the AGM may also be virtual or online meetings.

#### **10. Proceedings at General meetings:-**

10.1. The Chairperson shall preside over all meetings. If he or she is not present, the Secretary or Deputy Secretary shall preside.

10.2. All members are entitled to speak and express views and problems.

10.3. At the meetings, motions shall be discussed, resolutions passed, information and reports supplied, problems and plans for action discussed. There shall be no rigid formality of procedure.

10.4. As the Association has been formally established in June. The Annual General meeting should be held every year in the month of June.

#### **11. Voting at meetings:-**

11.1. Every member shall have one vote.

11.2. Voting shall be by a show of hands.

11.3. In the event of equal votes for and against any motion or issue, the Chairperson shall have a casting vote.

11.4. Each and every member including the officers shall vote in the elections for minor posts and working groups in meetings. Election voting will be by written slips.

11.6. In all matters a simple majority vote will carry.

11.7. In serious issues like legal or industrial action, a ballot of the whole membership will be required, and a minimum two-thirds majority of votes will be needed in support of any such action.

## **12. Elections:-**

12.1. Elections for all the executive officers shall be held every three years.

12.2. Elections will normally be held before the AGM.

12.3. Nomination forms will be posted to all members eligible to stand and vote. For practical reasons, overseas based members are not eligible to take part in the elections unless present in the UK at the time of office or voting as appropriate.

12.4. 1st April shall be a cut-off date. Doctors joining LDA after this date in the election year shall not be eligible to stand or vote in that election. 2002 timetable shall be separately drawn.

12.5. Nomination papers signed and proposed with an election address shall be returned within two weeks from the date of posting to members.

12.6. Ballot papers shall be posted two weeks after the nominations have been received, with stamped addressed return envelopes and shall be required to return in two weeks time by a given date to an independent scrutineer (return officer) appointed by LDA.

12.7. The independent scrutineer (return officer) shall declare their result within one week of the election ballot.

12.8. The newly elected executive shall take office at the AGM.

12.9. Elections for other posts and representatives shall not be conducted by this procedure but will be held at the AGM or general meetings by a show of hands or secret ballot as appropriate.

12.10. If an officer is elected unopposed there shall be no ballot for that post.

12.11. If no nominations are received for any post by the closing date, then officers for those posts shall be appointed by the executive without election to serve until the next election.

12.13. Candidates winning an election, then standing down unreasonably will be required to reimburse the cost of conducting an election if they were elected by postal ballot.

12.14. All officers are eligible for re-election. There is no maximum term.

12.15. An officer may contest for only one post at a time.

12.16. Voting will be by simple majority.

12.17. In the event of unforeseen circumstances, the elections will be conducted electronically.

### **13. Officers of the Association:-**

13: 13.1A.

The executive officers will be:

- i. Chairperson
- ii. Honorary secretary
- iii. Honorary treasurer
- iv. Deputy secretary
- v. Recruitment and membership secretary
- vi. Data officer
- vii. Liaison officer.
- viii. Inhouse research officer
- ix. Head of Dental division.
- x. IT support officer

13.1B

- i. The chair or any other officer will hold the post of Data officer and be the Data controller for GDPA.
- ii. The webmaster will be appointed not elected.

13.2A. Working groups and committees may be constituted as necessary.

13.2B. Panels will be set up for legal, political, media (with medical and non-medical press members), tax and finance and a doctors' advisory support panel.

13.2C. External advisers will be invited to sit on these panels. Panel chairs will be LDA officers.

13.2D. The functions of the panels will be flexible and at the discretion of the panel members.

13.2E. The panel members will be appointed by the executive officers. Any dissent will be decided by a vote.

13.3. The Chairperson shall be responsible for chairing all meetings; and also conducting business and negotiations on behalf of the Association along with the Secretaries.

13.4. The Treasurer shall be responsible for all the financial accounts of the Association.

13.5. For smooth running the duties of the officers may blend flexibly within reasonable limits.

13.6. The roles of each of the officers in clause 13.1A from iv to x shall be agreed by all the officers jointly and may be shared.

#### **14. Finances and Accounts:-**

14.1. The Association shall have a bank account under its name.

14.2. All funds, cheques etc will be deposited in this account.

14.3. The account shall be operated by at least two signatures. These will be of any two of the four office-bearers for efficiency.

14.4. All expenses incurred by the officers for the work of the Association must be reimbursed from the above account.

14.5. Receipts must be provided for every item.

14.6. Accounts of the Association must be presented by the treasurer at every Annual General Meeting.

14.7. An auditor or auditors will be appointed at the AGM, and will serve the association for that accounting year i.e. from April of that AGM year to the following April. Reappointment of the same or different auditors will take place at each successive AGM.

14.8. For the accounting period of 13 February 2002 to 5 April 2003 , auditors will be appointed at the 2003 AGM who will also be responsible for the audit of the 2003-2004 annual return.

14.9. The auditor/s shall prepare a report on the annual accounts and include this in the annual return.

14.10. Where the auditor/auditors are found not to be carrying out their duties properly, they shall be removed (i) either preferably by a resolution at the next AGM, or a general meeting, if feasible, or exceptionally (ii) unanimously by the executive officers where urgency dictates the appointment of a new auditor/s to take over undone work, and where it would not be practicable to postpone this until the next general meeting or AGM.

14.11. Annual return with the auditors' report shall be sent to the Certification Office of Trade Unions in accordance with the law.

## **15. Subscriptions:-**

15.1. The subscription of ordinary members shall be payable in advance on the first day of January to the Association.

15.2. The Association may review the subscription every year and increase it in line with inflation and expenses.

15.3. The subscription will be waived for unemployed doctors.

**16. Amendments, additions and alterations to the Constitution:-**

16.1. The Association has the right to add, amend and alter any part of this constitution at any General meeting, by a vote of two-thirds majority of those present and voting.

**Passed at the First General Meeting of the Association on 21st June 1997.**

**Amended in accordance with TULRA 1992 on 29th June 2002.**

**Amended in accordance with TULRA 1992 on 28th June 2003**

**Amended in accordance with TULRA 1992 on 12<sup>th</sup> July 2019.**

**Amended in accordance with TULRA 1992 on 12<sup>th</sup> December 2020.**

**Amended in accordance with TULRA 1992 on 28 December 2021.**