

*The Independent Federation  
of  
Nursing in Scotland*



*Rule Book  
and  
Constitution*

## **1. INTERPRETATION OF TERMS**

- 1.1 In these Rules the following words and phrases shall have the meaning assigned to them in this Clause.

“IFON” means the Independent Federation of Nursing in Scotland.

“The Executive” means the Executive Committee of the Independent Federation of Nursing in Scotland.

“Member” means a Member of the Independent Federation of Nursing in Scotland.

“Branch” means any group of Members recognised by the Executive as a Branch.

## **2. THE HEADQUARTERS OF IFON**

- 2.1 The Headquarters of IFON (i.e. the principal office of IFON) shall be at Huntershill Village 102 Crowhill Road Bishopbriggs G64 1RP unless their Executive shall otherwise determine, always providing that the Executive shall be empowered to acquire such additional properties either by purchase or on a rental basis as may be required in the interests of the efficiency and effectiveness of IFON in promoting its objectives throughout Scotland.

## **3. MEMBERSHIP**

- 3.1 Membership is open to all staff who provide nursing care to clients in hospital, the community or industry, within the National Health Service and the Independent Sector.
- 3.2 Membership subscription shall be decided at the Annual General Meeting of IFON and shall be payable either annually or monthly.
- 3.3 Membership is open to all, irrespective of race, religion or cultural background provided that they fulfil the above criteria.

3.4 To enjoy the full range of benefits of IFON all members must be fully paid to date.

Membership will not commence until the first payment is made. Issues arising prior to membership being effected will not be covered retrospectively.

3.5 IFON is empowered to order the removal of the name of a Member from the Register of Members. In the exercise of these powers IFON shall follow the procedure laid down hereunder:

(i) Any person being a member of IFON whose subscription is in arrears of 90 days or more shall be given at least one warning prior to the removal of his or her name from the Register of Members. Proof that the warning has been dispatched to the Member at the address which appears on the Register of Members shall be sufficient that this requirement has been met.

(ii) Any member whose name the Executive proposes to remove from the Register on the grounds of having been guilty of conduct which brings IFON into disrepute shall have the right on giving notice within 21 days of being notified of such proposal to appear, in his/her defence before a Committee, of no less than 3 members to be appointed at the time, of the Executive and if the finding of that Committee shall be unfavourable a further right of Appeal to the Executive to IFON (Which shall be exercised within 21 days) and the decision of the Executive shall be final. In either or both instances, as the case may be, the person appealing shall have the right to be accompanied by a friend or by a Legal Adviser providing, in the latter instance, that two weeks advanced notice shall be given to the Secretary of IFON in which circumstances IFON shall reserve the right to have its own Legal Adviser present at the hearing.

(iii)

Any person being a former Member of IFON whose name has been removed from the Register shall have the right to reapply for membership of IFON. Provided that, irrespective of the reason for which the name of the former Member has been removed from the Register, a new application shall be submitted in every case and:

(a) Where a name has been removed from the Register because of arrears in subscription it shall only be required that the new application shall be accompanied by the current annual subscription.

(b) Where a name has been removed from the Register because of conduct which brings IFON into disrepute a Member of IFON the new application shall so state and shall be referred to a Committee of the Executive which shall be satisfied that the former Member has duly complied with any conditions laid down for re-admission as a member.

(c) No person, either paid or unpaid, working for IFON should be expected to tolerate any form of abuse, be it either verbal or physical, and any member engaging in this behaviour will be removed from membership.

3.6 In the event that the Committee shall not accept the application for re-admission the former Member shall have the right of Appeal to the Full Executive. The former Member shall have the right to appear in person before the Executive in which case the former Member may be accompanied by a friend or by a legal adviser. Two weeks notice of the intent to be accompanied by a legal adviser shall be given to the Secretary of IFON in which circumstances the Executive shall reserve the right to have its own legal adviser present at the hearing.

3.7 The Executive is empowered to exercise its discretion in admitting persons to Membership of IFON. In the event that the Executive exercises its discretion to reject an application for Membership the aggrieved person shall have the right of Appeal to the Executive. The procedures set out in 3.2 above in respect of the re-admission of a person whose name has been removed from the Register for

conduct which brings IFON into disrepute shall apply.

3.8 Any person being a Member of IFON shall have the right to have his/her name deleted from the Register at any time; this right can be exercised by notifying the Membership Secretary of IFON of his/her wishes to have his/her name deleted from the Register. In this event there shall be no rebate of any part of the subscription already paid.

3.9 Any person requesting that their name be deleted from the Register of IFON must contact their bank or building society to cancel their instruction in writing and they must also send a copy of the cancellation letter to IFON. It is not IFON's responsibility to recompense any over payment of subscription.

#### 4. THE EXECUTIVE

4.1 In exercising the power conferred upon it, the Executive, for the purposes of nominations and election to the Executive, shall accept nominations from any Member of IFON proposed to stand for election to the Executive prior to the Annual General Meeting.

4.2 The Executive of IFON shall be those elected to Office, namely the Chairman and Deputy Chairman; Secretary and Deputy Secretary; Treasurer and Deputy Treasurer; Membership Secretary and Deputy Membership Secretary; Public Relations and Press Officer and Deputy Public Relations and Press Officer. The General Secretary of IFON shall be ex-officio. The General Secretary of IFON shall be empowered to speak and act on behalf of IFON in accordance with agreed policy or in the absence of an agreed policy on the basis of interpreting the philosophy of IFON to any situation which may require an immediate statement in the name of IFON or immediate action on behalf of IFON.

#### 5. OFFICIALS OF IFON

5.1 The Officials of IFON shall be those Members elected to Office by Members of IFON and those persons elected as Stewards by Federation Members in their working situation.

5.2 The procedure for election of such officials, their term of office and duties shall be as laid down in the Constitution of IFON. The relevant provisions in the constitution may be amended from time to time by the Executive at the request of, or following consultations with, all Members of IFON.

5.3 Following election as Officials of IFON by Federation Members in the work situation those elected will have the opportunity to at least three training sessions to enable them to function as IFON Officials/Stewards.

5.4 Officials of IFON may be removed from office by resolution of the Members of IFON in their place of work by which or by whom they were elected. Officials may also be removed from office by decision of the Executive where they shall have been deemed to have exceeded their powers to the detriment of IFON or of Members of IFON or otherwise to have acted in a manner which brings IFON into disrepute. Any official of IFON removed from office, whether it be by resolution of the members in their place of work or by decision of the Executive shall have a right to appeal to the Executive. Any person exercising this right of Appeal shall be entitled to appear before the Executive in person when he or she may be accompanied by a friend or by a legal adviser, providing in the latter instance that two weeks advance notice shall be given to the Secretary of IFON in which circumstances the Executive shall reserve the right to have its own legal adviser present at the hearing. There shall be no right of appeal beyond the Executive other than that which may be provided by legislation or otherwise through the Courts of Law.

6. MEMBERS OF STAFF OF IFON

6.1 The Executive shall ensure that the staff of IFON is adequate in number and in quality to carry out the work of IFON within the constraints of available finance. Except for the appointment of the General Secretary of IFON, which shall be reserved to the Executive itself or to a Committee acting on its behalf empowered to make a recommendation to the Executive, the power of appointment of members of staff shall be by a Committee set up for the purpose or by the General Secretary of IFON or by a member or members of staff to whom the General Secretary shall delegate responsibility.

6.2 The Executive has the power to suspend or dismiss any member of the staff of IFON but the Executive may, in its discretion, delegate this power to a Committee or to the Secretary of IFON, or through the Secretary to such other member of staff of IFON as the Secretary may deem appropriate, always providing that the Executive shall have approved the procedure to be followed in respect of suspension and dismissal. This procedure shall be laid down in the "Disciplinary Procedure", which shall apply to all members of the staff of IFON and shall be determined by the Executive following consultation with the staff. It shall provide:

- (a) A right of appeal beyond the member of staff or the Committee empowered to take disciplinary action except that there shall be no right of appeal beyond the Executive other than that which may be provided by legislation.
- (b) A right for any person who is the subject of disciplinary action to be accompanied by a friend or representative at any disciplinary interview.

7. SPECIAL FUNDS

7.1 Any special funds which IFON shall hold or establish shall be administered by the Executive in accordance with the terms of reference of the Funds or in the absence of specific terms or reference in a manner which the Executive shall determine but the Executive shall have power to delegate responsibility for the allocation of such funds on an individual basis to the Chairman of the Executive acting on its behalf provided that the Secretary of the Executive or some other member of staff of IFON acting on behalf of the Secretary shall be party to any decision in respect of the allocation of such funds.

8. AFFILIATION OF OTHER BODIES TO IFON

8.1 The Executive may consider applications for affiliation to IFON from associations or organisations having objectives which are not in conflict with those of IFON and composed exclusively of persons engaged in the practice of nursing whether or not they hold professional qualifications but the Executive shall not accept any such organisation into affiliation without first consulting with the Members through the medium of the General Meeting for determination.

8.2 Where IFON accepts any organisation into affiliation the standing of Members of that affiliated body within IFON and the services and facilities, the rights and privileges which IFON undertakes to provide for the organisation as a corporate entity and for the individual members of the organisation shall be clearly stated and the affiliation fee shall be duly laid down.

9. AFFILIATION OF IFON TO OTHER BODIES.

9.1 IFON may determine following consultation with the Members that IFON shall affiliate to some other body where it is believed that such affiliation would further the objectives of IFON and will not endanger the integrity of IFON as a body and where the Executive is satisfied that the objectives of the body concerned would not result in conflict with the objectives of IFON. Such affiliation shall require confirmation by IFON at the General Meeting with a two thirds majority voting in favour on a poll vote. Advance notice shall have been given so that proxy votes may be cast and counted.

10. **POWER TO CALL INDUSTRIAL ACTION**

- 10.1 Power to call industrial action shall be dictated by relevant appropriate legislation at that time.

11. **ALTERATIONS, AMENDMENTS, OR ADDITIONS TO THE RULES**

- 11.1 The Executive may alter, amend, add to or repeal any or all of these Rules as it shall think fit, but it shall be the practice of the Executive where possible in exercising this power to consult with the Members in the first instance save only that any matter which in the opinion of the Executive should properly be the subject of approval or confirmation by IFON in General Meeting shall be so referred before any alterations to the Rule or Rules shall become effective.

12. **INTERPRETATION OF RULES**

- 12.1 Any questions as to the interpretation of these Rules shall be referred to the Executive who shall construe the Rules in the best interests of IFON and the promotion of the objectives of IFON and its Members.

# *The Constitution*

The Organisation shall be known as:

**“THE INDEPENDENT FEDERATION OF NURSING IN SCOTLAND”**,  
hereafter referred to as **IFON**.

The Organisation is established with one of the principle purposes being the regulation of relations between nurses and care assistants and their respective employer's associations.

**AIMS:** to promote the interests of members in the workplace  
to represent the views of members  
to support members  
to represent individual members in the workplace.

#### **MEMBERSHIP**

Membership is open to all staff who provide nursing care to clients in hospital, the community or industry, within the National Health Service and the independent sector.

#### **GOVERNANCE**

A Governing Body will be established. The members of the Governing Body will be elected to serve for a period of three years except where there are exceptional circumstances when these will be placed before an Annual General Meeting or an Extraordinary General Meeting. One third of the members elected to the Governing Body shall retire at the Annual General Meeting in each year in which an election takes place. The retiring members will be eligible for re-election for a further consecutive term.

The Governing Body will comprise the following office bearers:

Chairperson  
Deputy Chairperson  
Secretary  
Deputy Secretary  
Treasurer  
Deputy Treasurer  
Membership Secretary  
Deputy Membership Secretary  
Public Relations Officer  
Deputy Public Relations Officer  
Training and Development Officer

All members will be eligible for election to this body. Candidates for the above posts will require to be proposed by a person in membership of IFON and seconded by another person in membership of IFON.

The Candidate who receives the highest number of votes for each office will be elected to serve on the Governing Body in that capacity.

Any member of the Governing Body of IFON who fails to attend three consecutive meetings of the Governing Body will automatically be removed by default and the position filled in an ad hoc capacity until the position is ratified by the members of IFON in an Annual General Meeting or an Extraordinary General Meeting.

The Governing Body shall have discretion to decline to admit any person to membership.

#### **ANNUAL GENERAL MEETING**

The Independent Federation of Nursing in Scotland shall hold a business Meeting each year, thereafter referred to as the Annual General Meeting.

The Function of the Annual General Meeting will be to elect office bearers and to establish the policy of IFON.

Elected office bearers will be required to carry out the policy of IFON as determined at the Annual General Meeting of IFON or by any special system which IFON determine to guide the Governing Body.

The Governing Body will maintain a register of members of IFON. Members will be notified to the address on the Register of the Annual General Meeting. An agenda of matters to be discussed will also be circulated. Failure to receive such notification will not invalidate any decisions made at the Annual General Meeting.

#### **FEES**

The Annual fee shall be a sum fixed annually by the Governing Body of IFON

\* IFON cannot be held responsible for any overpayment of membership fees if caused by a member neglecting to cancel a Standing Order. IFON has no control over Standing Order payments, therefore it is the responsibility of the member to update and cancel these as required.

## ACCOUNTS

The Governing Body of IFON shall keep account of all monies received and disbursed. At the Annual General Meeting the balance sheet of IFON will be presented. IFON will appoint Auditors to inspect the books and accounts of IFON. No member of IFON shall be appointed to act as auditor. The appointed auditors will have access to the books and accounts and any other documentation which they deem necessary on demand.

## REPRESENTATION

IFON shall be organised in such a way that the functional units will replicate the management organisation and so by being coterminous with the management structure will provide a forum for discussion and negotiation with management at the most appropriate level.

### *The Independent Federation of Nursing in Scotland*

Hunterhill Village  
102 Crowhill Road  
Bishopbriggs  
GLASGOW G64 1RP  
Tel No. 0141 772 9222





**TRADE UNION AND LABOUR RELATIONS  
(CONSOLIDATION) ACT 1992**

Certificate under Section 2(5)

*I hereby certify that the name of*

**INDEPENDENT FEDERATION OF NURSING IN SCOTLAND**

*is entered in the list of trade unions.*

A handwritten signature in black ink, appearing to read 'J L J CRAIG', written over a dotted line.

30/11/95

J L J CRAIG, Ass. Certification Officer  
for Scotland

Date:

**Certification Officer for Trade Unions  
and Employers' Associations  
58 Frederick Street  
Edinburgh EH2 1LN**