

WOMEN SANITARY INSPECTORS' and HEALTH VISITORS' ASSOCIATION.

(Registered as a Trade Union).

No. T 1730.

RULES.

I.—Name.

The name of this Association shall be "The Women Sanitary Inspectors' and Health Visitors' Association. (Registered as a Trade Union)."

II.—Registered Office.

The Registered Office and place of meeting for the business of the Society shall be at 1, Upper Montague Place, London, W.C. 1. Notice of any change of address shall be sent to the Registrar in manner and form prescribed by the Secretary of State's Regulations.

III.—Objects.

- (1). To safeguard the interests and improve the status of Women Sanitary Inspectors and Health Visitors.
- (2). To promote the interchange of such knowledge of Sanitary and Social Science as is likely to be of assistance to them and others.
- (3). All members and associates shall be entitled to the benefits of the objects of the Association.

IV.—Conditions of Membership.

The Association shall consist of—

- (I). Members.
- (II). Associates.

I.—MEMBERS.

A person shall be eligible for election as a member who either is or has been duly appointed by a Local Authority as

- (a). A Woman Sanitary Inspector.
- (b). A Health Visitor.
- (c). A Superintendent of a Maternity and Child Welfare Centre.
- (d). A Tuberculosis Visitor.

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II.—ASSOCIATES.

A person shall be eligible for election as an associate who

(1) holds the certificates of the Sanitary Inspectors' Examination Board, or Inspector of Nuisances of the Royal Sanitary Institute.

Or (2) holds the Hygiene Diploma of Bedford College, the Diploma of the Social Science Department of King's College, the Health Visitors' Diploma of the Battersea Polytechnic, the Health Visitors' Diploma of the National Health Society, the Health Visitors' Certificate of the Royal Sanitary Institute, or other certificate approved by the Women Sanitary Inspectors' and Health Visitors' Association, or

(3) is professionally engaged as a Health Visitor, Superintendent of a Maternity and Child Welfare Centre, or as a Tuberculosis Visitor, though not appointed directly by a Local Authority.

Associates shall have the right to vote at all meetings other than General Meetings of the Association, and to take part in a ballot vote on a question not affecting the constitution or policy of the Association.

The election of members and associates shall be made by the Executive Committee, the names of members and associates so elected to be submitted to the next General Meeting after such election. The names of members and associates attached to a Centre shall also be announced to the next meeting of the Centre after such election.

Application for membership shall be made on a prescribed form, approved by the Executive Committee, to be obtained from the General Secretary. A copy of the rules shall accompany each application form sent out. Each candidate for election must enclose the subscription for the current year when returning the application form, the amount of the subscription being returnable in the case of the candidate not being elected.

Every member and associate shall continue as such until her written resignation has been accepted by the Executive Committee, but the liability of such members in respect of the current subscription shall remain in full force, provided that, at the Annual General Meeting, the Association may, by resolution of which due notice has been given, remove the name of any member or associate whose subscription remains unpaid for at least two years.

V.—Subscriptions.

Annual Subscriptions payable in advance on 1st January shall be—

- 1. Presidents and Vice-Presidents £1 1 0
- 2. Members and Associates—

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- (a) Members and Associates attached to the **London Centre.**
 - (i) living within a radius of fifteen miles of Charing Cross 1 1 0
 - (ii) living within a radius of more than fifteen and less than twenty miles from Charing Cross 0 15 0
- (b) Members and Associates attached to **Provincial Centres** and Groups 0 15 0
- (c) Members and Associates who are **ex-Public Health Officials** shall be required to pay an annual subscription of Ten Shillings only, or they may become Life Members by the payment of Five Guineas.

VI.—Management.

1. The business of the Association shall be conducted by an Executive Committee consisting of a Chairman, an Hon. General Secretary, an Hon. Treasurer, and representatives of the Centres and Groups in proportion to the membership, all of whom shall be elected at the Annual General Meeting, representatives of Centres having previously been nominated at a meeting of the members attached to that Centre. An Assistant Secretary may be appointed from the members of the Executive Committee of the Association.

Members of the Executive Committee shall retire annually, but shall be eligible for re-election, provided that no member shall be eligible for re-election as a representative of the same Group or Centre for more than two consecutive years.

The Hon Secretaries of Sub-Committees shall be ex-officio members of the Executive Committee.

2. Any officer of the Association may be removed by a resolution taken at the Annual General Meeting, or at a Special General Meeting.

3. The members shall, at the Annual General Meeting, elect a President and Vice-Presidents, who shall have been nominated by the Executive Committee.

4. The Executive Committee shall have power to pay an honorarium annually to the Hon. General Secretary and to pay for such additional clerical assistance as they shall deem necessary.

VII.—Meetings.

1. The Annual General Meeting shall be held in the month of March in each year, unless otherwise determined by the Executive Committee.

Fourteen days notice of the Annual General Meeting shall be given by the Hon. General Secretary, and the meeting shall be held at such time and place as may be appointed by the Executive Committee. All resolutions put at a General Meeting shall be carried by a majority of members present and voting, provided that a postal ballot may be demanded by resolution carried at a General Meeting, or on the written demand of not less than six members of the Association, which shall have been received prior to the date of the said General Meeting.

2. A Special General Meeting shall be held, when considered necessary by the Executive Committee, or on the written demand of two or more Centres. Fourteen days notice of a Special General Meeting shall be given by the Hon. General Secretary.

3. The Executive Committee shall have power to pay the travelling expenses of one or more delegates from each Centre, to and from the place of the Annual General Meeting, or of a Special General Meeting, from the funds of the Association.

4. The quorum at a General Meeting shall consist of twenty members.

VIII.—Powers and Duties of Officers.

1. The President shall assist the Association by counsel and otherwise, and preside at Annual or Special General Meetings.

2. Vice-Presidents shall assist the Association by counsel and otherwise. In the absence or disability of the President, a Vice-President may perform the duties of the President.

3. The Chairman shall preside at the meetings of the Executive Committee, and in the absence of the President or Vice-Presidents shall preside at a General Meeting.

4. The Hon. General Secretary shall carry on the general business and correspondence of the Association, and prepare all returns and other documents required by the rules, and by Section 16 of the Trade Union Act, 1871, and duly forward them to the Registrar.

5. The Hon. Treasurer shall take charge of the funds of the Association which are not invested, and shall apply for and receive all subscriptions to the Association. She shall prepare a monthly financial statement, which shall be submitted to the Executive Committee, and shall prepare the annual balance sheet which shall be submitted to the Annual General Meeting.

IX.—Trustees Investment.

1. Two Trustees shall be elected by the members at the Annual General Meeting, and shall continue in office during the pleasure of the Association. In the case of a vacancy occurring another Trustee shall be elected by the Executive Committee, subject to confirmation at the next Annual General Meeting.

2. The Trustees shall have vested in them all real and personal estate whatever belonging to the Association, and upon the death, resignation, or removal of any such Trustee, the real and personal estate so vested in them shall vest in the succeeding Trustee or Trustees of the Association without any conveyance or assignment being necessary.

3. The Trustees shall from time to time, as required by the Executive Committee, and upon the authority of a resolution of the Executive Committee (which shall be a complete discharge from all liability on the part of the Trustees) invest, re-invest, or vary the investment of the funds of the Association in such securities as may be deemed desirable.

X.—Executive Committee.

1. The Executive Committee shall meet once in three months and at such other times as may be deemed desirable.

2. At the meetings of the Executive Committee, one-third of the members shall form a quorum.

3. At least three clear days' notice in writing shall be given of all ordinary meetings of the Executive Committee.

4. At the first meeting of the Executive Committee, which shall be held within one calendar month after the Annual General Meeting, the Executive Committee shall appoint Sub-Committees, which shall conduct such part of the business of the Association as shall be referred to them and shall have power to add to their number.

XI.—Groups and Centres.

1. The Executive Committee shall divide the Association into Groups.

2. A Group shall comprise members not belonging to a centre working or living in a given area, the boundaries of each area being defined from time to time by the Executive Committee.

3. Members comprised in groups shall pay their subscriptions through the Central Office.

4. (1) A Centre shall comprise not less than 20 members working or living in the same area.

(2) The formation of a Centre may be sanctioned by the Executive Committee on written application being made on behalf of not less than 20 such members, this application being made in accordance with a resolution passed at a meeting of the said members.

5. Each Centre shall elect its own Chairman, Hon. Secretary and Committee, shall nominate a representative, or representatives, to serve on the Executive Committee, and conduct its business according to the rules of the Association.

6. The Committee of a Centre may appoint Sub-Committees, which shall conduct such part of the business of the Centre as as shall be referred to them.

7. The Hon. Secretary of a Centre shall receive the subscriptions of the members of the Centre, and shall forward them to the Hon. Treasurer of the Association not later than November 30th in each year. The Hon. Treasurer of the Association shall return to the Hon. Secretary of the Centre a sum to be determined by the Executive Committee, which sum shall in no case be less than two shillings and sixpence per head per annum.

8. Each Centre shall have power to rent any office or other place deemed necessary for the conduct of its business.

9. Each Centre shall hold an annual meeting, of which due notice shall be given to the members. The officers of the centre shall be elected at the Annual Meeting and a nominee for election to the Executive Committee.

10. The expenses of management and the travelling expenses of the representative of the Centre to and from the place of meeting of the Executive Committee shall be paid from the funds of the Centre. In the event of the representative of the Centre being unable to be present, at a meeting of the Executive Committee, the Centre may appoint a proxy, who need not be a member of the Centre, but must be a member of the Association. The member so appointed shall have power to vote at all meetings of the Executive Committee at which the representative of the Centre is unable to be present, and to serve on Sub-Committees.

11. Each centre shall have the right to submit resolutions to the Executive Committee of the Association.

XII.—Audit.

The members shall at the Annual General Meeting of the Association elect two Auditors of the accounts of the Association, whose duty it shall be to check all receipts and payments, and to see that balances are properly made out, to audit all the accounts of the Association at least once in every year, and to present a report before the Annual Business Meeting. The accounts of the Association shall be made up to the end of every financial year ending on the 31st December.

The Executive Committee shall at least once in every year submit the accounts, together with a general statement of same, all necessary vouchers up to 31st December then last, for audit to the

Auditor so elected, who shall have free access to all books, papers, documents, etc., necessary for audit.

XIII.—Inspection.

Every member and other persons interested in the funds of the Association may inspect the books and names of the members of the Association at the Registered Office or wherever the same are kept, at all reasonable times, and it shall be the duty of the Hon. General Secretary (and in the case of the books of a Centre, of the Hon. Secretary of the Centre) to produce the same accordingly.

XIV.—Alteration of Rules.

No new rule shall be made nor any of the rules herein contained or hereinafter to be made shall be altered or rescinded unless with the consent of two-thirds of the votes cast at an Annual or Special General Meeting.

XV.—Dissolution.

The Association may be dissolved by the ballot vote of five-sixths of the members.

XVI.

There shall be no fines or forfeitures.

JANUARY, 1921.

Articles relating to all books papers
documents, the necessary for public

XIII. Inspection.

Every member and other persons interested in the books of the
Association may inspect the books and papers of the Association
at the Association Office or wherever the same are kept at all reasonable times and in full of the day of the year.
In case of the books of the Association of the County to produce the same accordingly.

XIV. Alteration of Rules.

The new rules shall be made by the Association and shall be
of the same force as the old rules and shall be subject to the same
provisions of two-thirds of the votes cast in an Annual or Special
General Meeting.

XV. Dissolution.

The Association may be dissolved by the ballot vote of two-thirds of the members.

XVI.

There shall be no fines or penalties.

JANUARY 1921