

Constitution of the British Pharmaceutical Nutrition Group

1. Title

- 1.1 The title of the group shall be the British Pharmaceutical Nutrition Group. The group title replaced its former title National Total Parenteral Nutrition Group with effect from the AGM July 1997.

2. Purpose of the Group

- 2.1 The aims of the group are:-
- To promote the role of pharmaceutical expertise and experience in the area of clinical nutrition
 - To advise on the safe and effective preparation and administration of parenteral nutrition
 - To deliver and promote education and research initiatives
 - To encourage debate into pharmaceutical aspects of nutrition support
 - To represent pharmacy on national groups relating to nutrition support

3. Membership

- 3.1 Membership shall be open to any person or corporate body with a pharmaceutical interest in clinical nutrition support or aseptic technical services.
- 3.2 Only paid up members who are registered with the group shall be eligible to vote in elections and on resolutions concerning the business of the group.
- 3.3 Subscriptions are due annually. Continuation of membership is dependent upon payment within two (2) calendar months of the due date, thereafter membership is lapsed.
- 3.4 Membership shall be classified as individual or corporate. Each member from either classification will have one vote only in elections and resolutions.
- 3.5 Individual membership of the BPNG automatically gives the option of free membership of the British Association for Parenteral and Enteral Nutrition (BAPEN).

4. Administration

- 4.1 The Group shall be administered by an executive committee that is elected by the membership, to conduct the business and affairs of the group.
- 4.2 A steering panel comprising of up to 30 persons with a specialist and expert interest in clinical nutrition will advise the executive committee.

- 4.3 The steering panel shall comprise all executive committee members, one representative each of corporate members, and representatives from academia and hospital pharmacy.
- 4.4 The exact composition of the steering panel is by nomination only and will be approved by the executive committee.
- 4.5 Nominations will be sought periodically from the membership to ensure the steering panel reflects current practices.

5. Group Executive Committee

- 5.1 The executive committee shall consist of up to thirteen (13) elected members, elected by ballot of the membership.
- 5.2 The executive committee will consist of:-
- **Chair** – with casting vote
 - **Vice Chair**
 - **Secretary**
 - **Treasurer**
 - **Education Officer**
 - **Communications Officer**
 - **Research and Publications Officer**
 - **Co-ordinating Officers (max. 4)**
 - **Professional Development Officer - Adult practice**
 - **Professional Development Officer - Paediatric practice**
- 5.3 A quorum shall consist of not less than five (5) elected members, of which at least two (2) shall be the Chairperson, Vice Chairperson, Secretary and Treasurer.
- 5.4 The executive committee shall have power to co-opt such other members as they feel necessary to conduct the business of the group.
- 5.5 The number of co-opted members shall be no more than three (3) at any one time.

6. Finances

- 6.1 Accounts
- 6.1.1 The monies of the group shall be held in the name of the **British Pharmaceutical Nutrition Group (BPNG)** at a Bank or Building Society nominated by the Treasurer and approved by the elected members of the executive committee.
- 6.1.2 There shall be separate accounts for the **general account fund** and the **conference account fund**. Further accounts may be opened as necessary for specific purposes.
- 6.1.3 The accounts of the conference fund or a specific purpose fund shall be finalised as soon as possible after the key event or purpose and presented to the executive committee and at the AGM.
- 6.1.4 The treasurer shall be responsible for preparing and presenting any accounts.
- 6.1.5 Payments from the accounts shall be made only in accordance with the decisions of the executive committee and shall be signed by two members of the elected executive committee, one of which must be the Treasurer. Online banking may be used as needed; authorisation of payments must be by the elected executive committee and including the Treasurer.

- 6.1.6 The Treasurer shall keep records of all payments and receipts and shall ensure that no account is allowed to be overdrawn.
- 6.2 **Budget and Presentation of Accounts**
- 6.2.1 The Treasurer shall prepare the annual budget for the year.
- 6.2.2 The financial year of the group shall end on the 30th June of each year.
- 6.2.3 The annual account shall show the income, expenditure and budget for that year.
- 6.2.4 If the annual accounts have not been concluded by the AGM then the Auditors Report shall be presented with the final accounts at an executive committee meeting or steering panel meeting, which shall be open to individual members, no later than two (2) months following the AGM.

7. Accountability

- 7.1 The executive committee shall be accountable to its membership
- 7.2 An annual report will be presented to the BPNG membership at the AGM by each of the executive committee officers
- 7.3 The accounts of the group shall be presented to the membership at the AGM

8. Professional Representation

- 8.1 The group will be represented by two (2) committee members on the executive committee of the British Association for Parenteral and Enteral Nutrition (BAPEN).
- 8.2 The two representatives shall be the Chairperson and another executive committee member, nominated by the executive committee.
- 8.3 The executive committee shall nominate representatives of the group to various ad hoc working parties wheresoever originating.
- 8.4 All nominated representatives of the BPNG (representing BPNG on link organisations, committee and working parties) shall report to the executive committee.

9. Election of Officers (Face to Face Elections)

The procedure for the election of officers shall be as follows:-

- 9.1 Members of the group shall be invited to nominate candidates for election to the executive committee by notice published in a group communication no later than 3 months prior to the date of an election in an election year. Notification will also be posted on the BPNG website.
- 9.2 Nominations require to be submitted to the Secretary not less than 42 days prior to the election date.
- 9.3 Nominations must be submitted with two (2) supporting individual members' names countersigning a nomination form as a proposer and seconder.
- 9.4 A list of candidates together with voting papers and a statement of particulars and policy by each candidate amounting to no more than 200 words shall be sent to each registered member of the Group not later than 21 days prior to the date of election, and posted on the BPNG website.
- 9.5 A member eligible to vote shall be entitled to one vote in the election for each post.
- 9.6 Voting papers shall be returned to the appointed returning officer not later than 12 noon on the day of election.

- 9.7 The votes shall be opened and counted by the Secretary under the supervision of the chairperson and an executive committee member of the group.
- 9.8 Results shall be announced at an AGM within 21 days of an election date.
- 9.9 Due date of an officer to undertake their post is at the close of the AGM.
- 9.10 Elections may be planned to take place on the same day as the AGM.

10. Election of Officers (Virtual Elections)

In the event that a face to face meeting for is not possible, the procedure for the election of officers shall be as follows:-

- 10.1 Members of the group shall be invited to nominate candidates for election to the executive committee by notice published in a group communication no later than 3 months prior to the date of an election in an election year.
- 10.2 Nominations are required to be submitted vial email to the Secretary not less than 42 days prior to the election date.
- 10.3 Nominations must be submitted with two (2) supporting individual members names documented in a nomination form as a proposer and seconder. The secretary will contact the two members in order to confirm their support of the nomination.
- 10.4 A list of candidates together with a statement of particulars and policy by each candidate amounting to no more than 200 words shall be sent to each registered member of the Group not later than 21 days prior to the date of election.
- 10.5 A member eligible to vote shall be entitled to one vote in the election for each post.
- 10.6 Voting shall take place as a show of hands using the “hands up” function of the chosen virtual meeting platform on the day of election.
- 10.7 The votes shall be counted by the Secretary, Chair and another nominated executive committee member of the group.
- 10.8 Results shall be announced at an AGM within 21 days of an election date.
- 10.9 Due date of an officer to undertake their post is at the close of the AGM.
- 10.10 Elections may be planned to take place on the same day as the AGM.

11. Period of Service of Elected Officers

- 11.1 The period of service of the eight elected members of the executive committee shall be two years.
- 11.2 The retiring members are eligible for successive re-election if duly nominated for a further term of office.
- 11.3 Retiring executive committee members are eligible to be nominated on the committee in another capacity at each election.

12. Casual Vacancy in the Elected Membership

- 12.1 In the event of a vacancy in the elected membership of the executive committee, the executive committee can co-opt a member to the executive committee to hold office until the expiration of the period for which the member he/she replaced was elected to serve.
- 12.2 The executive committee is empowered to determine and redefine the role of its officers if it decides that a vacancy does not require replacing before an election is due.

13. Annual General Meeting

- 13.1 An **annual general meeting** (AGM) of the group shall normally be held in July at such time and place as the executive shall determine and recommend.
- 13.2 Notice of an AGM must be given a minimum of 21 days prior to the date of the AGM.
- 13.3 The content and conduct of the AGM shall be determined by the executive committee notwithstanding the right of a member of the group to submit a resolution for presentation to the Annual General Meeting.
- 13.4 Individual member resolutions must be submitted in writing and received by the Secretary of the group not less than 42 days before the meeting.

14. Alteration to the Constitution and Rules

- 14.1 No alteration to the constitution and rules shall be made without prior consultation with the executive committee.
- 14.2 Any Alteration must be submitted in writing and received by the secretary of the group not less than 42 days before the Annual General Meeting.
- 14.3 Alteration to the constitution and rules requires notification to the membership not less than 21 days before the Annual General Meeting. The proposed changes will be shared with the membership, and posted on the BPNG website.
- 14.4 Alteration to the constitution and rules requires approval by a majority of 66% of the votes cast either by a show of hands during attendance at the Annual General Meeting, use of the “hands up” function on the virtual meeting platform, or by postal proxy means.