

Constitution – ESTD-UK

amended at EGM on 14th October 2023

1. THE ASSOCIATION'S NAME

The Association's name is the United Kingdom Network of Members of the European Society for Trauma and Dissociation (ESTD-UK). It is a not-for-profit organisation. Its address for business purposes will be the home address of the Treasurer, currently 9 Glenlockhart Valley, Edinburgh, EH14 1DE

2. THE ASSOCIATION'S PURPOSES ARE:-

- (1) To work with and support the European Society for Trauma and Dissociation (ESTD) aims - <https://www.estd.org>
- (2) To encourage UK members of the ESTD to be active members of the UK network
- (3) To facilitate mutual support and information sharing
- (4) To advance the education and to promote better understanding and acceptance of complex trauma and dissociation in the statutory, voluntary and public sectors and the wider public
- (5) To work collaboratively with other like-minded UK organisations
- (6) To work in partnership with experts by experience

3. MEMBERSHIP

- (1) Any member of the European Society for Trauma and Dissociation (ESTD) who is resident in the British Isles will automatically be invited to be a member of the Association.
- (2) Any former member of ESTD from the British Isles who has ceased to be an ESTD member due to retirement or career change may request membership of the Association. The prospective member must have previously been a member of ESTD for at least six years. Their acceptance into membership is solely at the discretion of the Steering Committee.
- (3) ESTD members not resident in the British Isles may request membership of the Association. Their acceptance into membership is solely at the discretion of the Steering Committee. It will usually only be granted if the applicant's country of residence has too few ESTD members to sustain a similar national association of its own.
- (4) A person can be removed from membership of the Association if the Steering Committee believe it is in the best interests of the Association. The person will have a right of appeal to the Steering Committee before the decision to exclude is finalised.
- (5) The Association has an option to require members to pay reasonable membership fees to the Association. If this option is taken the membership fee will be set as low as possible.

4. STEERING COMMITTEE

- (1) The Association shall be managed by a Steering Committee consisting of a minimum of 3 and a maximum of 9 members.
- (2) Members of the Association who hold the following positions will have a co-opted place on the Steering Committee:-

Constitution – ESTD-UK

- ESTD Board Member from UK
 - UK Country Representative for ESTD who will also act as Membership Secretary
 - An expert-by-experience nominated by the Steering Committee
- (3) Remaining places on the Steering Committee will be filled by election
- (4) Any member of the Association may stand for election to the Steering Committee
- (5) Each member of the steering committee will be required to take on at least one of the above or following roles which are required for the successful running of the Association:-
- Training & Developments Co-ordinator
 - Information Technology & Website Maintenance
 - Communication and Marketing
 - Treasurer
 - Chairperson
 - Secretary
- (6) The first members of the Steering Committee will hold office for a minimum of two years from the date of the inaugural Annual General Meeting (AGM).
- (7) Immediately prior to the third, fourth and fifth AGMs respectively a maximum of one third of the first elected members of the Steering Committee will retire on a rota to be decided by the Steering Committee. Members of the Steering Committee retiring under this clause may not stand for re-election for at least one year.
- (8) The standard term of office for those elected onto the Steering Committee at the third and subsequent AGMs will be three years from the member's last election onto the Steering Committee. Elected members of the Steering Committee must retire immediately prior to the AGM which marks the end of their 3 year term but can stand for re-election.
- (9) Co-opted Steering Committee members will remain on the Committee for as long as they hold their qualifying position. If they retire from or otherwise leave their qualifying position they will be required to retire from the Steering Committee. Their successor to the qualifying position will immediately be co-opted in their stead.
- (10) Between AGMs the Steering Committee may appoint other members onto the committee but only to fill a vacancy and only if the maximum of 8 Committee members in total is not exceeded. Steering Committee members appointed under this clause will retire immediately prior to the AGM following their appointment but may stand for election.

5. STEERING COMMITTEE MEETINGS

- (1) There must be least 3 meetings of the Steering Committee each year. At their first meeting after each AGM they will elect from their number a chair, treasurer, and secretary and appoint to the other positions as listed in clause 4(5). The Committee will act by majority decision.
- (2) At least 3 Committee Members must be present for the meeting to be quorate. Minutes shall be kept for every meeting.
- (3) Committee Members must declare a conflict of interest and leave the meeting while this matter is being discussed or decided.

Constitution – ESTD-UK

- (4) The Committee Members may make reasonable additional rules to help run the Association
These rules must not conflict with this constitution or the law.

6. CARRYING OUT THE PURPOSES

In order to carry out the purposes, the Steering Committee has the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the association
- (3) co-operate with and support other organisations, including charities with similar purposes
- (4) do anything which is lawful and necessary to achieve their purposes

7. MONEY AND PROPERTY

- (1) All money must be used for the Association's purposes
- (2) Steering Committee members cannot receive any money from the Association, except to refund reasonable out of pocket expenses
- (3) The Steering Committee must keep accounts. The most recent annual accounts will be made available on the Association's website
- (4) Money must be held in the Association's banking accounts

8. ANNUAL GENERAL MEETING – AGM

- (1) An Annual General Meeting (AGM) must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes of the AGM will be kept.
- (2) There must be at least 5 members present at the AGM.
- (3) AGMs' may be held virtually
- (4) Every member of the Association has one vote which may be submitted by email if the member is unable to attend the AGM.
- (5) The Steering Committee shall present the annual report and accounts; elections to the Steering Committee will be held; and any proposed changes to the constitution or other significant proposals will be voted on.

Constitution – ESTD-UK

9. EXTRA-ORDINARY GENERAL MEETINGS – EGM

- (1) Decisions to make changes to the constitution or to wind-up the Association must be taken at either an AGM or EGM. Such decisions require a majority of two thirds of those present and voting at the EGM.
- (2) An EGM can be called by the Steering Committee alone. An EGM must also be called if a written request from a majority of members is received by the Steering Committee. The request must include the purpose of the EGM and specify any proposals to be made.
- (3) An EGM may also be called by the Steering Committee to consult the membership
- (4) All members must be given 14 days' notice and told the reason for the EGM. Minutes must be kept

10. WINDING UP THE ASSOCIATION

All money or property remaining after payment of debts must be donated to a not-for-profit organisation with similar purposes to ESTD-UK.


11. SETTING UP THE ASSOCIATION

This constitution was adopted on 17th May 2021 by the people whose signatures appear below. They are the first members of the Association and will form the Steering Committee until the inaugural AGM, which must be held within two years.

Signed

Print name

Address



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