

BYELAWS

A. MEMBERSHIP

1. There shall be three classes of membership of the Association to be described as Team member, Associate member and Executive member (Trustee).
2. Membership is open to all UK Hospices and the fee is based on the overall income of the hospice, according to figures reported to the Charity Commission.
 - Under £5m income £100
 - £5m to £10m income £200
 - Over £10m £400

One person from each hospice must complete the [Joining Form](#) online as the Hospice representative and will be responsible for ensuring the annual fee is paid. All other staff must complete the [Joining Form](#) as Team Members in order to qualify for member benefits and access the Members area of the website.

3. Membership shall be paid by annual subscription in such amounts as the Council of Management of the Association (hereafter referred to as the National Executive Committee – NEC), shall from time to time declare.
4. Membership shall lapse in the event that the annual subscription is outstanding for more than 28 days after the renewal date.
5. Each named member shall have one vote in any meetings, regional or otherwise, called for the expression of the views of the membership or for the purpose of electing regional representatives.
6. The NEC shall, at their discretion, appoint Associate members who can be co-opted onto the NEC. Associate members will not be expected to pay an annual subscription.
7. Members must agree to adhere to the HIGN Code of Conduct
8. At the discretion of the NEC, members can be required to resign or their membership can be refused.

B. CONDUCT TRUSTEE STRUCTURE

1. The Membership shall be represented according to regions, which will, from time to time, be approved by the NEC. The regions shall be:
 - South West England, South Wales and the Channel Islands
 - Midlands
 - Essex and East Anglia
 - London and South East England
 - North East England

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- North West England, North Wales and Isle of Man
 - Scotland and Northern Ireland
2. Each region will be represented by at least one Executive member.
 3. The NEC shall appoint from their number, the following officers who shall hold such office for a period of three years:
 - a. Chairman
 - b. Vice Chairman
 - c. Secretary
 - d. Treasurer
 4. An Executive member who has held such a post for three years must resign but can put themselves forward for re-election for a further three years.
 5. The NEC shall, in its absolute discretion, have power to co-opt from the region represented by an office holder, as set out above, persons to act as a co-opted representative should this be deemed necessary.
 6. The regional representatives shall be responsible for the dissemination of information to the members in their regions.

C. CONDUCT CONSTITUTIONAL MATTERS

1. Members shall address all matters of concern through their regional representatives, who will lay the matters before the NEC at its next meeting. Their decision, after due consideration, shall be final.
2. From time to time, at the discretion of the NEC, a meeting may be called of the members of the Association for the purpose of seeking their views on policy matters, communication and, in particular, the rearrangement of the regional boundaries, the number of regional representatives in each region and the means generally by which the Objects of the Association shall be advanced. This will be without conferring on the membership the right of veto over the duties of the NEC to act in the best interests of the association. Such meetings shall comprise of an open forum, chaired by the Chairman of the NEC.