



UK RENAL PHARMACY GROUP

CONSTITUTION

- NAME:** The UK Renal Pharmacy Group (referred to hereinafter as the RPG)
- MISSION STATEMENT:** The UK Renal Pharmacy Group (RPG) aims to promote excellence in the provision of pharmaceutical services to renal patients and associated healthcare professionals.
To this end the RPG publishes and encourages the dissemination of relevant information amongst pharmacists, pharmacy technicians, students and associated healthcare professionals, working in partnership with pharmacy colleagues from other specialties.
The RPG also actively contributes to, and promotes, pharmaceutical research, audit and innovation in renal medicine and pharmacy practice.
The RPG is intended to be a non-profit making organisation. Any finances surplus to requirements will be used for future RPG activities to the benefit of the membership as a whole.

MEMBERSHIP:

FULL

Open to all pharmacists, pharmacy technicians and patients with an interest in renal medicine, excluding those working in the pharmaceutical industry.

CORPORATE

Open to corporate bodies who have expressed their willingness to support the objectives and activities of the RPG. Corporate members are not eligible to attend workshops or the AGM at the RPG conference.

Subscriptions for Full membership are due immediately on joining, and every April thereafter.

Sponsorship from Corporate members will be requested each autumn, to be paid by 31st January of the following year.

ORGANISATION

- ❖ The RPG shall have an Executive Board of at least eight members, comprising Chair, Deputy Chair, Secretary, Strategic Lead, BRS representative and the leader of each sub-group.
- ❖ The sub-groups shall comprise:-
 - (i) Education and Training

- (ii) Research and Development
- (iii) General Clinical
- (iv) Communications / Publications

- ❖ Each sub-group will work with, and be responsible to, the Executive Board to ensure that timely, accurate and relevant information and support is produced on behalf of the membership.
- ❖ The Executive Board shall be responsible for any information produced and disseminated by the RPG.
- ❖ The Chair should have been a member of the Executive Board for a period of at least two years before being appointed Chair.
- ❖ Members of the Executive Board shall complete 2 years tenure on the Board, before being succeeded by an elected replacement.
- ❖ If an Executive Board member retires during a period of office, the Executive Board may co-opt a new member until the next AGM.
- ❖ Each sub-group lead shall complete 3 years tenure before being succeeded by an elected replacement. The length of term of tenure of the sub-group members will be variable, but should be no less than 1 year.
- ❖ The Executive Board shall meet a minimum of 2, and a maximum of 4 times a year, and will use other methods of communication such as teleconferences and e-mail to discuss relevant matters. Meetings will not be quorate unless a minimum of 4 members are present. A deputy may be sent from each sub-group if the lead cannot attend.
- ❖ The RPG Secretariat shall be responsible for the administration of the financial affairs of the RPG.
- ❖ The accounts of the RPG shall be audited by an independent assessor annually. The RPG Secretariat shall submit an audited Statement of Accounts for approval at the AGM.
- ❖ Annual General Meetings will be held once each year, ideally at the RPG conference. To be quorate, a minimum of 5 members of the Executive Board must attend the AGM.
- ❖ Notice of the AGM will be given a minimum of one month before the RPG conference.
- ❖ At Executive Board and Annual General meetings, all decisions of the RPG will be made by simple majority.
- ❖ Motions concerning the constitution shall be circulated to the membership prior to the AGM, with votes to be cast in person at the AGM. For amendments to the constitution, the final vote must be by a majority of one-third of the votes.
- ❖ An Extra-Ordinary General Meeting can be called at any time by the Executive Board or on receipt of a written request from five members of the RPG. One month's notice of such a meeting will be given to the membership.