



Introduction

A Constitution is required for an unincorporated association, to provide structure and rules that that must be followed, thus ensuring the association is run and governed, appropriately, consistently and for the benefit of its members.

A Constitution applies to all members of an unincorporated association. It is a contract between the members, and therefore the principles of contract law are applied.

In this document, the following verbal forms are used:

- ❖ “shall” indicates a requirement;
- ❖ “should” indicates a recommendation;
- ❖ “may” indicates a permission;
- ❖ “can” indicates a possibility or a capability.

1 Name

The Association shall be called ‘The Association of University Radiation Protection Officers’. This may be abbreviated to ‘AURPO’. Hereafter referred to as ‘The Association’.

2 Aims

The aims of The Association are:

- a) To promote and advance the science and skill of radiation protection as applied to the tertiary education and research environments;
- b) To encourage, develop, support and advance the knowledge and understanding of its members in the field of radiation protection;
- c) To promote the appropriate and safe use of radiation in tertiary education and research; and,
- d) To represent the interests of its members through the liaison with relevant national bodies, professional organisations and regulatory authorities.

3 Membership

3.1 General

- a) Membership is open to persons involved in Radiation Protection in Universities and Institutions of equivalent research or teaching status & related fields, and other Radiation Protection Professionals.
- b) Members may retain their membership to The Association at their current level, for that membership year (see Section 4 d)); following changes to their status that would otherwise make them ineligible for membership to The Association, or membership at their current level.
- c) No member shall be deprived of status in The Association by rule changes regarding membership.
- d) All members of The Association, regardless of their grade will agree to abide by the AURPO Constitution and the Code of Professional and Ethical Conduct; GDPR (General Data Protection



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Regulations) compliance documentation. In addition, all members will agree to abide by any additional Terms of Reference, rules, or terms and conditions that are provided.

- e) Any complaints made against any member in relation to a potential breach of the Code of Conduct (or other rules, terms and conditions) shall be dealt with in accordance with The Association's Complaints and Disciplinary Procedure.

3.2 Appropriate Office

- a) Radiation Protection Adviser
- b) Radioactive Waste Adviser
- c) University Radiation Protection Officer
- d) Radiation Protection Supervisor
- e) Radiation Protection Technician
- f) Laser or Non-Ionising Radiation Protection Officer
- g) Other Radiation Protection Professionals

3.3 Benefits

From time to time the Executive Committee may, on behalf of The Association, provide or provide access to additional benefits for The Association's membership. Some benefits may be subject to additional conditions, rules or criteria than those outlined here, including but not limited to: The Constitution; Code of Professional and Ethical Conduct; GDPR (General Data Protection Regulations) compliance documentation; or Awards with specific rules.

3.4 Suitable Qualification

For membership suitable qualifications would be an RPA / RWA Certificate of Competence; a degree in natural or applied sciences; the AURPO Certificate of Professional Development in Radiation Protection; or, an equivalent radiation-related qualification.

3.5 Application Process

All applications for membership of AURPO shall be formally submitted on The Association's Membership Application Form, along with any supporting evidence to demonstrate to The Association that the applicant meets the requirements of the level of membership they are applying for.

Membership applications shall be assessed by the Membership Secretary, who will notify you of their decision.

3.6 Categories of Membership

- a) Membership of The Association shall be divided into the following categories:
 - i. Member
 - ii. Associate
 - iii. Retired Member
 - iv. Honorary Life Member
 - v. Affiliate



3.6.1 Member

This is the standard level of membership.

3.6.1.1 Requirements

To be admitted as a Member of the Association applicants must:

- a) Hold an appropriate office; and,
- b) Have proof of a suitable qualification; OR, three years' demonstrable experience providing a radiation protection service.

3.6.1.2 Benefits

A Member of The Association is eligible for the following:

- a) Access to the Member's Area of the AURPO Website.
- b) Access to all Guidance Documents and Newsletters, and receipt of relevant e-mail communications.
- c) Awards.
- d) Membership of appropriate AURPO Regional Group(s).
- e) Election to any Committee and Working Group of The Association, including Honorary Officer's posts.
- f) Attendance at General Meetings and voting rights on motions raised.
- g) Automatic enrolment as an Individual Member of the International Radiation Protection Association (IRPA) through the UK's IRPA Associated Society – The Society of Radiological Protection (SRP), which has an additional benefit of SRP International Membership.

3.6.2 Associate

This is an introductory level of membership to The Association. An Associate may apply to become a Member once they have attained the requirements given in the Member category.

3.6.2.1 Requirements

To be an Associate of The Association applicants must:

- a) Demonstrate they have or are undertaking a suitable qualification; or,
- b) Gaining the necessary experience providing a radiation protection service.

3.6.2.2 Benefits

An Associate of The Association is eligible for the following:

- a) Access to the Member's Area of the AURPO Website.
- b) Access to all Guidance Documents and Newsletters, and receipt of relevant e-mail communications.
- c) Awards.
- d) Membership of appropriate AURPO Regional Group(s).
- e) Appointment as an Observer to any Committee and Working Group of the Association.
- f) Attendance at General Meetings.



3.6.2.3 Restrictions

The following restrictions apply to an Associate:

- a) Not eligible for nomination or election to any committee of The Association.
- b) Not eligible to vote on matters at General Meetings.

3.6.3 Retired Member

A person who is retired from a career in radiation protection is not eligible to be a Member of The Association however, they may apply to the Membership Secretary to become a Retired Member.

3.6.3.1 Requirements

To be a Retired Member of The Association applicants must:

- a) Be a Member of The Association at the point of retiring.
- b) Have fully retired from regular paid work in the field of Radiation Protection.

3.6.3.2 Benefits

A Member of The Association is eligible for the following:

- a) Reduce rate membership fee.
- b) Access to the Member's Area of the AURPO Website.
- c) Access to all Guidance Documents and Newsletters, and receipt of relevant e-mail communications.
- d) Awards.
- e) Membership of appropriate AURPO Regional Group(s).
- f) Election to any Committee and Working Group of The Association.
- g) Attendance at General Meetings and voting rights on motions raised.
- a) Automatic enrolment as an Individual Member of the International Radiation Protection Association (IRPA) through the UK's IRPA Associated Society – The Society of Radiological Protection (SRP), which has an additional benefit of SRP International Membership.

3.6.3.3 Restrictions

The following restrictions apply to a Retired Member:

- a) Not eligible for nomination or election to any Honorary Officer post.

3.6.4 Honorary Life Member

This level of membership is an award that is bestowed on an existing Member or Retired Member of The Association.

3.6.4.1 Requirements

To become an Honorary Life Member of The Association an individual must:

- a) Have given exceptional service and positively promoted The Association for a minimum of 10 years.
- b) Be nominated for by a Member, Retired Member or Honorary Life Member.
- c) Have a nomination that is supported by at least five individuals of The Associations membership (Member, Retired Member, or Honorary Life Member).
- d) Have a supported nomination that has been sent in writing to the Membership Secretary.



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A supported nomination will be reviewed by the Executive Committee. If the Executive Committee supports the Nomination, the membership will be notified at the next General Meeting of The Association.

The Honorary Life Membership award will be conferred at the next Conference Dinner by the President. There is no expectation to confer an award each year, and there is a limit of two per annum.

3.6.4.2 Benefits

- a) Free membership (to retain membership a membership renewal form must be submitted annually).
- b) An Honorary Life Member may attend the Annual Conference Dinner free of charge.
- c) Access to the Member's Area of the AURPO Website.
- d) Access to all Guidance Documents and Newsletters, and receipt of relevant e-mail communications.
- e) Awards.
- f) Membership of appropriate AURPO Regional Group(s).
- g) Election to any Committee and Working Group of The Association.
- h) Attendance at General Meetings and voting rights on motions raised.
- i) Automatic enrolment as an Individual Member of the International Radiation Protection Association (IRPA) through the UK's IRPA Associated Society – The Society of Radiological Protection (SRP), which has an additional benefit of SRP International Membership.

3.6.4.3 Restrictions

The following restrictions apply to an Honorary Life Member:

- a) Not eligible for nomination or election to any Honorary Officer post, if they are fully retired from regular paid work in the field of Radiation Protection.

3.6.5 Affiliate Membership (AURPO Affiliate)

Any corporation or organisation (body) may apply to become an Affiliated Member of AURPO.

3.6.5.1 Requirements

To become an Affiliated Member of The Association a body must:

- a) Be related to a relevant aspect of radiation protection.
- b) Have interests that are compatible with the aims of The Association.

3.6.5.2 Benefits

- a) Promotion of the body on The Association's website.
- b) Free job adverts on The Association's website.
- c) One free full-page advert in The Association's Newsletter that is sent to the membership at least twice per year.
- d) Reduce rate exhibition stand at The Association's Annual Conference and any other events The Association may run.

3.6.5.3 Restrictions

Representatives of Affiliated Members who are not any form of member in their own right are:

- a) Not eligible for a nomination or election to any committee of The Association.
- b) Not eligible to attend the General Meeting, nor vote on matters raised.



4 Annual Subscription

- a) The annual subscription for all grades of membership shall be determined by a General Meeting following a proposal from the Executive Committee.
- b) The annual subscription for Retired Members becomes effective from the year subsequent to retirement.
- c) Honorary Life Members will cease to be required to pay an annual subscription in the year following becoming an Honorary Life member.
- d) The annual subscription shall run from 1st October to 30th September the following year. All persons / organisations who wish to remain a member of The Association and are eligible to do so, shall pay their annual subscription before 1st October, or in the case of Honorary Life Members submit a Membership Renewal form.
- e) The Executive Committee shall cancel the membership of any member or Affiliated Organisation who do not pay their annual subscription by the 14th October.

5 Appeals Process

5.1 General

- a) For the purposes of this section an 'applicant' shall mean a person who is:
 - i. Not an existing member but is applying for membership; or,
 - ii. An existing member who is applying for a different membership level; or,
 - iii. An existing member who no longer satisfies the requirements of membership for that level; or,
 - iv. An existing member who no longer satisfies the requirements of membership to The Association.

5.2 Procedure

- a) If an applicant is unsatisfied with the outcome of a decision made by the Membership Secretary, they can appeal the decision by writing directly to the President of AURPO:
 - i. Clearly stating the reason(s) they believe the decision is unsatisfactory; and,
 - ii. Providing any evidence to support their appeal.
- b) The President shall request, gather and collate all information regarding the applicant's appeal, including but not limited to:
 - i. The original application form of the applicant; and,
 - ii. Supporting evidence of the application as provided by the applicant; and,
 - iii. Any correspondence between the applicant and The Association.
- c) The President shall take the collated documents to the next meeting of the Executive Committee.



- d) The Executive Committee shall review the documents relating to applicant's appeal and shall:
 - i. Request further information from the applicant in order to clarify their application or appeal; or,
 - ii. Vote on a final decision, to either:
 - a. Approve the applicant's appeal; or,
 - b. Deny the applicant's appeal, with a recommendation for a different membership level; or,
 - c. Deny the applicant's appeal.
- e) A decision by the Executive Committee shall:
 - i. Be made by a majority vote of the Executive Committee members present; or,
 - ii. In the event of a tie, The President shall cast a deciding vote.
- f) The President shall write a response to the applicant within one week of the Executive Committee meeting, notifying them of the decision.
- g) The decision of the Executive Committee is final.
- h) Following a denied appeal, an applicant can submit a new application for membership to The Association in the successive membership year, providing new or additional evidence is presented to meet the requirements of the membership level they are applying for.

6 Honorary Officers and Committee Members

6.1 Honorary Officers

- a) The Association shall have the following Honorary Officers:
 - i. President
 - ii. Secretary
 - iii. Treasurer
 - iv. Chair of the Scientific and Technical Committee (STC)

6.1.1 President

- a) The President shall give leadership and direction to The Association and represent it at formal meetings and functions of related professional bodies.

6.1.2 Secretary

- a) The Secretary shall provide administrative support and manage routine business.

6.1.3 Treasurer

- a) The Treasurer shall deal with financial aspects of The Association's business. An accountant will be appointed on an honorarium each year to audit The Association's financial transactions.



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6.1.4 Chair of the Scientific and Technical Committee

- a) The Chair of the Scientific and Technical Committee (STC) shall lead and direct the business of the STC.

6.2 Committee Members

Committee Members whether appointed, acting or invited shall:

- a) Attend meetings of the Committee to which they are a member.
- b) Contribute to the running of The Association by active participation in the Committee to which they are a member.
- c) Promote The Association in a positive light.

6.3 Terms

- a) An Honorary Officer or Committee Member post holder should hold the post they have been elected to, for three years.
- b) Three months before the end of a term, or upon receipt of a resignation letter, the Honorary Officer or Committee Member's post shall be deemed 'upcoming vacant' and therefore eligible for nominations.
- c) The current Honorary Officer or Committee Member post holder may be nominated for that post or another post, if they are eligible.
- d) To ensure that The Association continues to run smoothly and effectively an Honorary Officer or Committee Member post holder shall:
 - i. Provide support for up to one year following departure from their Honorary Officer or Committee Member post, to the incoming post holder. They will be co-opted by the Executive Committee as the 'Immediate Past' [Honorary Office] officer, or Committee Member.
 - ii. If resigning from an Honorary Officer or Committee Member post, provide the maximum possible notice of resignation to the Executive Committee. As a guide, this should be a minimum of three months.

7 Committees

7.1 General

- a) A Committee may co-opt any other member for a specific purpose and for a limited period to assist with a particular task, project or business etc.
- b) A maximum of three co-opted members can be invited to a Committee at any one time.
- c) A Committee may invite an eligible member as an Observer who may serve for up to three years. An Observing Member watches and learns about the running of a Committee, with a view to potentially becoming a member of the committee by following the defined nomination and election process.
- d) A Committee may appoint a maximum of three Observers at any one time.



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7.2 Executive Committee

- a) The business of The Association shall be conducted by an Executive Committee (EC) consisting of the honorary officers, and at least six, but not more than eight other eligible members.
- b) The Executive Committee members shall be elected from amongst the eligible Members of The Association at a General Meeting, and serve for a period of three years.
- c) The Executive Committee may from time to time, approve the establishment of a Working Group to execute a particular task. Such a Working Group should normally be Chaired by an Executive Committee member. All Working Groups shall report to the Executive Committee.
- d) Terms of Reference for this Committee shall be approved by majority vote by eligible members at a General Meeting of The Association. In the event of a tie, the Chair of the General Meeting shall cast a deciding vote.

7.3 Scientific and Technical Committee

- a) Scientific and Technical support to the Executive Committee and to members of The Association shall be provided by a Scientific and Technical Committee (STC), which reports to the Executive Committee.
- b) The Scientific and Technical Committee shall consist of a Chairperson, Secretary and at least six, but not more than eight, other eligible members.
- c) Terms of Reference for this Committee will be approved by the Executive Committee.

8 Procedure for Nominations, Elections and Appointments

- a) For all elections the Executive Committee shall appoint a Returning Officer who shall oversee any upcoming nominations and elections, and determine the procedures and timetable so that, where possible:
 - i. Nominations shall be held at least two months before the next General Meeting. The nomination period shall remain open for a minimum of two weeks.
 - ii. If required, an election (voting) shall begin one month prior to the next General Meeting. The election period shall remain open for a minimum of two weeks.
 - iii. If an election is held the Returning Officer shall announce the results, including the name(s) of the successful candidate(s) at least one week before the next General Meeting.
 - iv. If an election is not held, then the Returning Officer shall announce the name(s) of the successful candidate(s) at least one week before the next General Meeting.
- b) The Returning Officer shall not themselves be nominated for a post whilst overseeing the nomination and election process.
- c) Where it is not possible to hold nominations and elections in advance of a General Meeting, nominations and elections shall be held at the General Meeting.

8.1 Nominations

- a) Nominations shall be held for a new, vacant, or upcoming vacant Honorary Officer or Committee Member post.



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- b) Members of The Association shall nominate eligible members.
- c) Nominations shall be in writing and supported by two supporting members of The Association (a proposer and a seconder).

8.2 Elections

- a) Where there are multiple nominations for the same Honorary Officer or Committee Member post, an election shall be held.
- b) Eligible members nominated for an Honorary Officer or a Committee Member post shall be elected by eligible members of The Association.
- c) The election process can be digital or paper based.
- d) The candidate with the greatest number of votes from eligible members shall be declared the winner by the Returning Officer. In the event of a tie, the Returning Officer shall cast a deciding vote.

8.3 Appointments

- a) All appointments to Honorary Officer and Committee Member posts shall be made by the Returning Officer, at the next General Meeting.
- b) Where an appointment to an Honorary Officer or Committee Member post needs to be made between General Meetings, this shall be done by the Executive Committee. The post shall be known as 'Acting' [Honorary Office] Officer, or Committee Member post, until a formal appointment to the post has been made at the next General Meeting.

9 General Meetings

9.1 General

- a) At least one months' notice shall be given of any Annual General Meeting.
- b) The President of The Association shall Chair all General Meetings (Annual or Extraordinary) unless absent, in which case an ad-hoc Chairperson shall be elected by eligible members present at the meeting.
- c) A quorum at a General Meeting (Annual or Extraordinary) shall be 15 eligible members.
- d) A Local Secretary shall be appointed by eligible members in attendance at the General Meeting (Annual or Extraordinary). The Local Secretary shall be responsible for the local arrangements for the ensuing meeting.
- e) The procedures for voting on matters, notwithstanding Section 8, shall be as decided by the President. Any resolutions may be passed by a simple majority of those present and voting, except as indicated in Section 10 d).
- f) No proceedings at any General Meeting (Annual or Extraordinary) shall be published or communicated to the Press without the permission of the Executive Committee.
- g) No media reporter shall be present at any General Meeting (Annual or Extraordinary) without the permission of the President.



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9.2 Annual General Meetings

- a) An Annual General Meeting shall be held to:
 - i. Appoint Honorary Officers and other eligible Members to the Executive Committee and members of all Standing Committees.
 - ii. Present reports on the previous year's activities.
 - iii. Transact any other business.

9.3 Extraordinary General Meetings

- a) An Extraordinary General Meeting shall be called by the Secretary on instruction by the Executive Committee or on receipt of a written request by at least ten members stating the business to be transacted.

10 Constitutional Rules

- a) Notice of any proposal to create or amend any of The Association's formal documents e.g. Terms of Reference, must be sent to the Secretary not later than one month before the next General Meeting, and must appear on the Agenda of the said meeting in the form of a motion. If a proposal is passed it can come into effect immediately.
- b) Record-keeping:
 - i. Minutes of Executive Committee Meetings and General Meetings shall be retained by the Honorary Secretary for a minimum of ten years.
 - ii. Financial accounts, ledgers and the financial auditor's reports shall be retained by the Honorary Treasurer for a minimum of ten years.
 - iii. Minutes of STC meetings shall be retained by the Secretary of the STC for a minimum of ten years.
 - iv. Documents shall be retained on a suitably secure electronic archive system e.g. OneDrive.
- c) The President, Honorary Secretary, Honorary Treasurer or any Committee or Working Group of The Association must not knowingly embark on a course of action which would result in The Association becoming bankrupt.
- d) The Association may be wound up by a resolution at a General Meeting. A resolution to dissolve The Association will be valid only if a majority of the members present at the Extraordinary Meeting have voted in its favour. Any remaining assets of The Association are to be distributed to a charity chosen by the members of the General Meeting.

11 Indemnity Clause

In the execution of the finances of The Association no member of the Executive Committee shall be liable for any loss to the assets of The Association arising from:

- a) Any investment made in good faith;
- b) The negligence or fraud of any agent / representative engaged or employed by The Association in good faith;
- c) Any mistake or omission made in good faith by any member of the Executive Committee; or



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- d) Any other matter except wilful and individual fraud, wrongdoing or wrongful omission on the part of the member of the executive sought to be made liable.