



CONSTITUTION
of the
UNIFIED REGISTER OF HERBAL PRACTITIONERS
(URHP)
representing practitioners of Herbal
Medicine
in the United Kingdom

CONTENTS

1 The Unified Register of Herbal Practitioners

2 Objects

3 Powers

4 Use of Income

5 Allowed Payments

6 Expenses

7 Membership

7.1 Members

7.2 Ending of Membership

8 Annual General Meetings and Extraordinary General Meetings

8.1 Annual General Meeting

8.2 Extraordinary General Meeting

8.3 Notice and Conduct of Meetings

9 The Officers

10 The Council

10.1 Appointment of Members of the Council

10.2 Ending of Appointment of Members of the Council

10.3 Powers and Responsibilities of the Council

11 Accounts

11.1 Accounting Records

11.2 Inspection of Accounting Records

11.3 Financial Statements

12 Dissolution

13 Alterations

Appendix one – Notice and conduct of Annual General Meetings and Extraordinary General Meetings and voting rights of members

Appendix two – Notice and conduct of Council meetings and voting rights of members

Appendix three - Responsibilities of the Chair and Council

1 The Unified Register of Herbal Practitioners

The Unified Register of Herbal Practitioners (hereinafter 'the URHP') is an unincorporated professional body which exists to represent, support and promote the interests of its practitioner members; to promote the safe and ethical practice of herbal medicine in the UK.

2 Objects

- a. To promote the benefits of Herbal medicine in maintaining health and in treating disease to patients, the media, the general public, herbal practitioners and other health practitioners.
- b. To facilitate the safe treatment of the public with Herbal medicine by advocating treatment by members of the URHP who are properly qualified practitioners, bound by its Codes of Ethics and Professional Conduct with full professional insurance.
- c. To support in setting the professional criteria for the practice and teaching of Herbal medicine within the UK and to advocate high standards in all other aspects of Herbal medicine.
- d. To ensure access to the herbal materia medica for qualified herbal practitioners is protected and to campaign, where appropriate, to remove legal restrictions affecting the availability of herbal medicines.
- e. To promote good practice of Herbal medicine among URHP members by disseminating information and advice relevant to their professional activities and by facilitating or promoting a varied programme of continuing professional development within a mandatory CPD scheme.
- f. To encourage the development and dissemination of rigorous and relevant research into Herbal medicine.
- g. To promote high quality training in Herbal medicine in the UK and to provide support to accredited teaching institutions and their students of herbal medicine.
- h. To maintain a list of Members and make this available to the public.
- i. To enable a complaint and disciplinary procedures process to be available for members of the public and internal purposes.

3 Powers

The URHP may undertake any lawful activity to promote its Objects including the use of the following powers:

- a. To provide the facilities to enable the business of the URHP to be conducted.
- b. To promote and advertise the activities of the URHP.
- c. To obtain insurance policies to cover any risks arising from or in connection with the URHP's activities as well as indemnify members of the Council against allegations of negligence or breach of duty.
- d. To enter into any arrangements with any governments, companies, institutions, societies, associations, authorities or any person, which are consistent with the Objects of the URHP.
- e. To represent and campaign on behalf of practitioners and prospective practitioners of Herbal medicine in relation to any current or intended law, statute, regulation, administrative or governmental action that may affect the practice of Herbal medicine.
- f. To open and operate banking accounts and other banking facilities.

4 Use of Income

The income of the URHP shall be applied solely towards the promotion of its Objects, and no portion of it shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to its members.

The URHP shall not borrow, lend or invest money, purchase property, or dispose of assets, except by Special Resolution at an Annual General Meeting or an Extraordinary General Meeting.

5 Allowed Payments

The URHP may pay reasonable and proper remuneration to a member of the Council provided that:

A member of the Council is not present at that part of any meeting at which his or her remuneration and terms and conditions of employment are discussed; and Such member shall not vote on any resolution relating to his or her remuneration and terms and conditions of employment.

The URHP may pay reasonable and proper remuneration to any servant of the URHP (not being a member of the Council) for services rendered.

6 Expenses

The URHP shall reimburse reasonable out-of-pocket expenses incurred in the conduct of its business by members of the Council, or servants of the URHP (not being a member of the Council), but only against proper receipts or other proof for each item claimed.

7 Membership

7.1 Members

The number of members that the URHP proposes to be Registered is unlimited.

Membership shall be granted at the discretion of the Council after submission of an application if that person is deemed to meet the requirements laid out in *the Standards for membership entry into the URHP* document and on the payment of the prescribed fee.

Membership categories may not be removed or added by the Council but must only be altered by a resolution passed at an Annual General Meeting or an Extraordinary General Meeting or by a postal/electronic ballot of members.

All members who are in categories where members of the public are referred to them for herbal medicine treatment must have a recognised qualification or standard of training in herbal medicine, as defined in the *the Standards for membership entry into the URHP* document and this will be made clear to members of the public.

Members practicing herbal medicine must adhere to the URHP's Codes of Practice and Ethics for herbal medicine.

Full professional insurance for the practice of herbal medicine shall be a precondition of membership and a condition of continuing membership, and the member shall provide evidence of such insurance when requested by the URHP.

Every member shall pay a registration fee, an annual subscription appropriate to the class of membership. Any other fees as may be prescribed from time to time by a resolution passed at an Annual General Meeting or Extraordinary General Meeting.

7.2 Ending of Membership

A member of the URHP shall cease to be a member by death, resignation or expulsion or by non-payment of the annual subscription.

Any member desiring to resign shall notify the URHP office in writing giving one calendar months' notice.

If it shall come to the knowledge of the Council, in writing, that a member has been accused of dishonourable conduct, whether professional or otherwise, it shall be the duty of the Council to establish a URHP Professional Ethics Committee for immediate enquiry in accordance with the URHP's Disciplinary Procedures. The Disciplinary Procedures, and the role and responsibilities of the Professional Ethics Committee are detailed in a document which shall be given to all members on joining the URHP and at any time that the URHP deems it desirable, and after any changes to that document. If after enquiry the Council shall determine that a member has been guilty of dishonourable conduct or dereliction of the member's duty towards the URHP, the Council shall have power by resolution to expel such member.

If a member ceases to be a member as the result of non-payment of his or her annual subscription but is subsequently deemed to have a reasonable excuse, the URHP Council may reinstate the member upon such terms as they think fit to impose.

A member who has ceased to be a member shall immediately return his or her Certificate of Membership to the URHP office.

There shall be no automatic right to a subscription or other fee refund if a subscription period has been curtailed by resignation or expulsion, but the Council may make a whole or partial refund at its discretion.

8 Annual General Meetings and Extraordinary General Meetings

8.1 Annual General Meeting (AGM)

An Annual General Meeting shall be held once in every calendar year at such time (not being more than fifteen months after the holding of the last preceding Annual General Meeting) and place as may be determined by the Council.

8.2 Extraordinary General Meeting (EGM)

An Extraordinary General Meeting may be convened by the Council whenever they think fit, or by a resolution signed by at least 10% of the membership, stating the reason for calling an Extraordinary General Meeting.

8.3 Notice and Conduct of Meetings

The notice and conduct of Annual General Meetings and Extraordinary General Meetings, and the voting rights of members thereat, are detailed in Appendix one to this Constitution.

9 The Officers

The Officers of the URHP shall comprise a Chair and a Treasurer. The Council should also appoint a Secretary and may choose to appoint a Vice Chair and other Officers from within the Council. The role of Registrar and Information Officer must be filled either by a Council officer or a paid position.

The Chair will take on the main responsibility for leading and coordinating of the council's work. The Chair may manage any paid positions created such as Registrar.

The Vice Chair, where appointed provides support to the Chair and is a member of the Council and may stand in for the Chair upon the latter's absence.

The Treasurer is responsible for overseeing the URHP's finances, for completing the annual budget and for submitting the end of year accounts to the URHP's accountants.

The Chair and Treasurer shall be nominated and elected and/or re-elected for a term of three years by election at the Annual General Meeting.

The Chair and Treasurer can each stand for a maximum of two consecutive terms of office unless a special resolution during an Annual General Meeting or Extraordinary General Meeting provides for additional terms.

In the event of the resignation or loss of a Chair before the end of his or her term an interim Chair shall be voted in by the existing Council members until such a time as a new election can be arranged.

10 Council

10.1 Appointment of Members of the Council

The Council shall comprise current members of the URHP and also has the option of lay representation of up to two members. The period of service on the Council is not time-limited but continued membership is contingent upon regular attendance at its meetings and to annual confirmation by election at an Annual General Meeting. The maximum number of voting members of the Council shall be nine and the minimum shall be five.

All members of the Council, including the Officers may be self-nominating, and their membership of the Council will be, as stated above, confirmed by a vote at an Annual General Meeting. Between one Annual General Meeting and the next, members of the Council may be co-opted onto the Council, which shall be agreed by a majority vote of current Council members. This co-opted status will remain until confirmed by a formal vote at the next Annual General Meeting.

Members of the Council, including lay members, have voting rights at Council meetings. Other people may be invited to attend meetings of the Council on an ad-hoc basis but will not have voting rights.

10.2 Ending of Appointment of Members of the Council

A member of the Council may terminate his or her appointment to the Council by written resignation to the Chair. A simple majority of the Council may also terminate the position of any Council member if it considers that a person's performance or conduct are inadequate or inappropriate to the work of the Council.

10.3 Powers and Responsibilities of the Council

The Council is responsible for ensuring that the URHP carries out its duties and activities as set out in its Objects

The Council shall monitor and review the activities and decisions of the URHP and take action as needs arise The Council will operate according to agreed Terms of Reference and will set URHP policy.

The Council shall meet at least four times in each calendar year, (whether in person, or via web based or telephone conferencing) and shall review the financial statements on each occasion to ensure that the funds of the URHP remain sufficient for the forthcoming year.

The URHP Council is responsible for reviewing membership categories and rules when necessary and appropriate. These will be found in *the Standards for membership entry into the URHP* document.

The Council may elect an executive from the Council members who will be able to conduct business between full Council meetings and make decisions on matters that cannot wait until the next Council meeting.

The Council may form subcommittees and invite general members to participate in these.

Further Council responsibilities are laid out in Appendix three.

11 Accounts

11.1 Accounting Records

The Treasurer shall ensure that proper accounting records are maintained. The books of account shall give a true and fair view of the state of the URHP's financial affairs.

11.2 Financial Statements

The annual Profit & Loss Account and Balance Sheet together with the Chair's Report shall be made available to every member and presented at the Annual General Meeting for approval.

12 Dissolution

If the Council, determines that the URHP is not financially viable or has ceased to serve any useful purpose or has become redundant in its existing form for whatever reason, the Council shall call and put appropriate resolutions to an Annual General Meeting or Extraordinary General Meeting to determine the way forward. In the event of a decision to dissolve, the assets of the URHP shall be passed to a nominated organisation or organisations provided for in sections 4 and 5 of this Constitution.

13 Alterations

Alterations to this Constitution or its appendices shall only be made by special resolution at an Annual General Meeting or an Extraordinary General Meeting, or by postal/electronic ballot where at least 21 days' notice is given. If any such amendments are adopted, an updated copy of the Constitution shall be distributed to every member at their last recorded address or by email.

Appendix one

Notice and conduct of Annual General Meetings and Extraordinary General Meetings and voting rights of members thereat

Who is entitled to Notice at Annual General or Extraordinary General Meetings

1.0 Notice of every Annual General meeting or Extraordinary General Meeting must be given to:

- Every member, whether they have voting rights at the Annual General Meeting or Extraordinary Meeting or not
- All members of the Council
- All those with rights of nomination to the Council

No-one else is entitled to receive notice of Annual General Meetings or Extraordinary General Meetings.

2.0 An Annual General Meeting or an Extraordinary General Meeting or a meeting called for the passing of a special resolution must be called giving at least twenty-one (21) clear days' notice via paper or electronic means. If special business is to be discussed, full details or the general nature of the business must be given. Notice of the meeting must be given to everyone entitled by these Articles to receive it.

Ordinary and Special Business at Annual General Meetings or Extraordinary General Meetings

3.0 At an Annual General Meeting the ordinary business will be to approve the Minutes of the previous Annual General Meeting, approve the annual Report & Accounts and the Chair's report. All other business will be treated as special business. At an Extraordinary General Meeting all business will be treated as special business.

Proceedings at Annual General Meetings or Extraordinary General Meetings:

Quorum

4.0 Business may be done at an Annual General Meeting or Extraordinary General Meeting only if a quorum of members is present when the meeting begins to deal with its business. A quorum is ten per cent of the membership.

5.0 The accidental omission to give notice of a meeting to, or the non-receipt of such notice by any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding had, at any meeting.

Voting at Annual General Meetings or Extraordinary General Meetings:

6.0 Every full member shall have one vote. On a poll, votes may be given either personally or by proxy.

7.0 No person may act as a proxy unless he or she is entitled in his or her own right to be present and vote at the meeting at which he or she acts as a proxy.

8.0 The notice appointing a proxy shall be deposited with the Chair not less than twenty-four (24) hours before the time for holding the meeting in question. If the proxy is deposited less than twenty-four hours before the time for holding the meeting in question the notice of proxy shall not be valid.

9.0 At any Annual General Meeting or Extraordinary General Meeting a resolution shall be decided by simple majority vote, which shall be in the form of a show of hands, unless an anonymous ballot is demanded by the Chairperson, or by 10% of the members able to vote (either by proxy or in person). The result of a vote, giving numbers for and against a resolution, shall be entered in the minutes of the meeting and will be taken as evidence of the result.

10.0 In the case of an equality of votes, the Chairperson of the meeting at which the show of hands takes place or at which the anonymous ballot is demanded shall be entitled to a second or casting vote.

Nomination of Chair of the Council and Members of the Council

11.0 Nominations for the post of Chair of the Council and members of the Council shall be solicited from the membership at least fourteen (14) days before the Annual General Meeting or Extraordinary General Meeting (if the latter is appropriate). All nominations must be proposed and seconded by members of the Register.

12.0 In order to qualify for election to the Council, members must declare any personal or non-personal interest, commercial, financial or otherwise, in any way related to herbal medicine, other than as a herbal practitioner.

Appendix two

Notice and conduct of Council meetings and voting

Meetings of the Council

1.0 Members of the Council will each be expected to attend at least two meetings in each calendar year.

2.0 Business may be done at a meeting of the Council only if a quorum of members is present. The quorum necessary for the transaction of business of the Council shall be one half of the members of the Council, rounded up to the nearest whole number. If a quorum is not present, the meeting can be adjourned to another day, time and place as the Council may decide. Alternatively, a meeting can take place without a quorum if those present believe it is necessary in order to address urgent issues that cannot be otherwise resolved. Any decisions will need to be ratified at the next Council meeting.

3.0 The accidental omission to give notice of a meeting to, or the non-receipt of such notice by any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding had, at any meeting.

Chairperson

4.0 The Chair will normally preside as Chairperson at each meeting of the Council. However, the Council may opt to share out this responsibility and nominate a convener for each meeting on a rotating basis.

Voting at meetings of the Council:

5.0 All members of the Council shall be entitled to vote at meetings of the Council, be they members of the URHP or lay members. Each member of the Council present shall have one vote, and in the case of an equality of votes the Chair shall have a second or casting vote. Other people may be invited to attend meetings of the Council but will not have voting rights.

6.0 If an issue arises for discussion and an individual is concerned about a matter that could be regarded as affecting his or her impartiality and this matter has not already been declared, it should be declared at the earliest possible opportunity.

Appendix three

Responsibilities of the Chair and Council

The Chair will be responsible for leading and coordinating of the council's work, and specifically managing the paid roles within the council. They will respond effectively and in a timely manner to matters which require immediate decision making.

The URHP council will be responsible for:

- Promoting and representing the interests of the URHP membership to government organisations and departments, suppliers of herbal medicines and other professional bodies within the UK and abroad, according to the constitution and code of conduct of the organisation.
- Supporting URHP members with information, advice and guidance.
- Working with the wider herbalist, health and well-being communities, media and general public to educate and promote URHP activities and values.
- Liaising and collaborating with other organisations in the interests of members and the herbal profession.
- Providing annual officer reports for the AGM.
- Ensuring Council meetings AGMs and other necessary meetings are convened according to the requirements of URHP.
- Responding collaboratively when immediate decisions are required.
- Nominating up to two representatives for the EHTPA council.
- Establishing council sub-committees as appropriate.
- Managing council nominations and forward planning.
- Managing and respond to internal and external complaints re member's conduct.
- Representing the URHP at relevant meetings.
- Facilitating CPD and other events.
- Promotion and publicity to generate new members.
- Supporting the Chair of the organisation.
- Ensuring robust and high standards of entry into the Register and ongoing practice are maintained.
- Ensuring that the council remains financially stable.
- Any other projects or initiatives that advance the interests of the URHP and its membership

Ends

This Constitution was ratified by the URHP membership on 4th December 2023

Signed: 

Lloyd Gee
Vice-President