



## **IRISH STUDENT HEALTH ASSOCIATION**

The Irish Student Health Association is the association of doctors, nurses, administrative staff and allied health professionals involved in providing healthcare to 3<sup>rd</sup> Level students. This Association is non-political, not-for-profit and is not a trade union.

### **Aims / Objectives**

1. To provide opportunities for peer support/communication among the professional groups.
2. To facilitate health promotion and to advance student health in Ireland.
3. To provide a forum for continuing education of its members.
4. To provide a forum for its members to meet and share ideas.
5. To facilitate joint research projects.
6. To be the leading authority in promoting best practise and standards within student health in 3<sup>rd</sup> level while recognising the different needs of students and the health services within each individual institution.

## **Constitution**

1. Membership is open to all Doctors, Nurses, Administrative personnel, Physiotherapists and Health Promotion Officers involved in student health in 3<sup>rd</sup> Level education. Annual membership will be automatically granted to all those who fulfil the above criteria and who attend the AGM and/or Academic Conference. Those eligible, but unable to attend the annual AGM/Academic Conference, may in the intervening period separately apply to the Executive Committee for membership.
2. The Annual General Meeting will be arranged to coincide with the Annual Academic Conference in the spring of each year. Attendance at the Section Meetings/AGM is restricted to incoming/outgoing members (as per the definition outlined in Point 1 above). Attendance at the Annual Academic Conference is open to any health-related professionals linked with, and with an interest in, student health.
3. All members will be sent in writing or by email notice of AGM not later than two weeks before the meeting.
4. Motions for AGM are to be provided to the Secretary in writing or by email not later than one week before AGM.
5. New Executive Committee members may be elected each year at the AGM - with at least seven members required to form the Executive Committee. All members should be proposed and seconded. In the event of two or more people going forward for an Officer's position, an election will take place by secret ballot. Officers should serve a minimum of 2 years and may serve a maximum of 4 consecutive years. Where possible, Officers-elect should serve in the role of vice/assistant-Officers in the year before they assume their position. Ideally, outgoing Officers/Executive Committee members should provide a supportive role to their replacement.
6. The Executive Committee will aim to be representative of the sub-groups – doctors, nurses, administrative staff and/or allied health professionals.

7. The Executive Committee as a whole will plan the future events and direction of the Association, bearing reference to input from the Association's members. They will communicate updates, developments with members and respond to feedback or queries in a timely manner.  
Develop policies and procedures, as necessary, for the committee to fulfil their role.  
Develop and manage external relationships, to include similar Associations at International level.  
Ensure that decisions made are in the overall best interest of the Association and not for any personal interest.  
Promote good governance.
8. The President's position should alternate where possible between the different disciplines in the membership. The President provides leadership and direction; they are the main representative and spokesperson for the Association. They maintain key relationships within the organisation and outside the Association. They ensure that the committee fulfils their responsibility for the governance of ISHA. In consultation with the Secretary, they prepare the agenda for meetings and also chair the meetings, ensuring they are run efficiently and effectively. They assist in the development of new partnerships with other organisations and maintain relationships with those we currently work with.
9. The Vice-President's role is to support the President in fulfilling his/her duties and to act as President in their absence. To take the next available Presidential role when the current President stands down from office.
10. The Secretary is the primary administrative officer within the Executive Committee. They are responsible for documentation and communication within the Committee, as well as to members and external agencies. They will set the agenda in consultation with the President and minute all meetings. They will provide minutes to all Committee members prior to each scheduled meeting.
11. The Treasurer is responsible for the financial supervision within the Association to ensure good governance is maintained. They keep accounts up to date in relation to all transactions. They maintain accurate and verifiable recording of finances. The Treasurer receives all monies payable to the Association. They provide an annual financial report, monitor revenue and

expenditure. They provide any relevant updates at intervals during the year as necessary. They should have a second committee member from the same college or county as an assistant/second signature for cheques, etc.

12. Public Relations Officer (PRO), under guidance from the President, is responsible for overseeing the running of the ISHA website and social media (Facebook/Twitter) accounts. They should be assisted by at least one other nominated Executive Committee/non-Executive Committee member. The use of ISHA social media accounts is to be for the promotion of health-related information/events that may be of interest and benefit to health professionals providing care in 3<sup>rd</sup> level and/or to the students whom they serve. The PRO may be required to circulate agreed communications/statements/policies (see Point 16 below) to media/external agencies.
13. Minutes of Annual General Meeting to be recorded and circulated by the Secretary. In order to aid and facilitate the accurate documentation of minutes, video recording of the AGM may be undertaken. Whereby video recording is undertaken, it will be solely for use by and for the benefit of the ISHA Executive Committee for the purposes of accurately documenting the AGM minutes. Once this has been achieved it will not be stored and will be destroyed. No non-Executive Committee member or other third party will be permitted access to the recording.
14. An Executive Committee meeting requires four members to constitute a quorum. Minutes of the meeting to be recorded and circulated by the Secretary. Audio recording may be used as required in order to aid and facilitate the accurate documentation of minutes. Whereby audio recording is undertaken, it will be solely for use by and for the benefit of the ISHA Executive Committee for the purposes of accurately documenting the Executive Committee meeting minutes. Once this has been achieved it will not be stored and will be destroyed. No non-Executive Committee member or other third party will be permitted access to the recording.
15. Sub-Committees may be appointed by the Executive Committee to undertake specific tasks and may include members not on the Executive Committee. Ideally, the Chair of the Sub-Committee should be an Executive Committee member.

16. No individual member alone can speak on behalf of ISHA. Any formal communications/policies/statements during the course of the year must be developed/verified and agreed by the Executive Committee and may then be issued/published on behalf of ISHA through the President (Vice-President)/PRO.
17. Only approved literature may be distributed at any ISHA-organised events.
18. Amendments to the constitution require agreement from two-thirds of those present at AGM.