

Constitution & Rules of The Unified Register of Herbal Practitioners

Article 1

1. The name of the organisation shall be:

“The Unified Register of Herbal Practitioners” followed in brackets by the initials of the country in which the branch is based.

2. The Head Office will remain in the UK.

Article 2: Aims and Objectives

1. To promote and enhance the practice, research and development of both scientific and traditional herbal medicine worldwide.
2. To operate within Europe as part of the European Herbal and Traditional Medicine Practitioners Association.
3. To co-operate with any individual or organisation with similar aims and objectives.

Article 3: Membership

1. Any person over the age of 21 years shall be entitled to apply for membership. Membership shall be granted be at the discretion of the Executive Council on the payment of the prescribed fee and after submission of an application as outlined in current application. The Executive Council has the right to refuse any application as it sees fit.
2. All members shall abide by the code of Ethics and Professional Conduct of the URHP.
3. From the first year of being accepted onto the Register, all members are expected to attend Annual General Meetings.
4. All members must comply with the current CPD policy.

5. By registration 31st March 2013, every URHP member must have fully updated enhanced CRB check.
6. The Executive Council of the Register may confer Honorary Membership upon any individual who in their view has or can help in promoting the aims and objectives of the Register.
7. The Executive Council may also invite patrons for the Register.
8. All new members shall undergo a period of mentorship as specified by the current mentor policy and may be granted conditional Provisional Membership should they not have attained the requirements for Full Membership prior to the application.
9. The Executive Council has the right to refuse membership to any applicant that they decide does not share the ethics and vision of the Register or fulfil the full criteria for membership.
10. The AGM has the power to recognise outstanding contributions to herbal medicine or to the Register by conferring the status of Fellow Member for life. Such persons will still be liable to pay membership fees whilst active practitioners but can use the title of Fellow of the Unified Register of Herbal Practitioners (Retired) after membership ceases without any rights or privileges attached.

Article 4: Rights of Full Membership

1. Members will have the right to attend General Meetings and discuss the agenda circulated and to vote thereon and shall be eligible for election as office bearers of Executive Council Members provided they are registered as Full Members and meet the necessary criteria.
 - a. Full Members may use the designator letters MURHP (Member of the Unified Register of Herbal Practitioners) on all stationery and correspondence.
 - b. If one third of the total membership submits in writing to the Information Officer a complaint against any individual member of the Executive Council, then the Information Officer has to place that application before the next meeting of the full Executive Council for consideration.

- c. In the case of the Executive Council being unable to resolve the issue, the Information Officer has to place the said application before the next General Assembly meeting, where, with the approval of two thirds of the attendance, a decision shall be reached.
- d. If two thirds of the valid Membership passes a vote of "no confidence" against any member of the Executive Council, the said member shall resign immediately whereupon the General Assembly shall elect a new member of the Executive Council as per the procedure laid down in Article 13.

Article 5: Subscriptions

1. The General Assembly shall fix the annual subscription for membership appropriately as and when necessary.
2. All members shall be liable to pay dues for membership of the EHTPA and any levy raised by the EHTPA in order to promote Statutory Self Regulation of the practice of herbal medicine.
3. All members shall be liable to pay dues for membership of the Statutory Herbal Register when this is implemented.
4. Members not paying full renewal fees within three months of the date of renewal will lose voting rights as from the day of lapsing and will be removed from the Registers at the end of the three months' grace period, unless there are extenuating circumstances and a separate arrangement has been agreed.

Article 6: Termination of Membership

1. The General Assembly, upon recommendation of the Executive Council, can terminate the membership of any member if it is proved that he/she has acted directly or indirectly against the interests of the Register.
2. The Complaints Committee or Appeals Committee can terminate the membership of any member who has been judged by the Disciplinary Procedure to breach the Code of Ethics & Professional Conduct of the URHP.
3. Any person whose membership is terminated has no right to claim back membership fees, annual subscriptions, donations or

any other facilities upon the termination of his/her membership.

Article 6A: Complaints and Disciplinary Procedure [Refer to EHTPA Documents on Complaints]

Article 7: General Assembly

1. The General Assembly shall consist of members of the Register with valid membership, who shall have a right to vote at such meetings and to participate in any postal votes or extra ordinary meetings. Student members are allowed to attend (but not to vote at) such meetings.
2. The General Assembly shall meet at least every 12 months as arranged by the Executive Council.
3. The election of the Executive Council shall take place every three years at the AGM. An Election Commissioner nominated by the Executive Council shall conduct the election and the Information Officer shall prepare the ballot paper. Each member will be sent a ballot paper and may return this to the Election Commissioner to vote by post or may vote in person at the AGM. (See also Article 13A Election Officer) Members who are undergoing disciplinary procedures or have been disciplined in the last 3 years may not apply for Council posts. Council Members who undergo disciplinary procedures can maintain their office unless they are subsequently disciplined.
4. If the General Assembly wishes, 25% of the Executive Council may be representatives of non-aligned practitioner members, that is, of members not aligned to schools or colleges encompassed within the URHP.
5. The structure of office within the Register shall be as outlined in Articles 10 and 11.
6. The Treasurer's Report and Statement of Accounts shall be presented and approved by fifty-one percent of the General Assembly.

7. Any other business can be transacted at the meeting that the Executive Council considers to be of general importance and interest to the Register.
8. Any proposal concerning amendments to the Constitution or the Code of Ethics and Professional Conduct shall automatically form part of the Agenda, provided other formalities as herein stated are complied with. Amendments to either the Constitution or Code of Ethics and Professional Conduct recommended by the Executive Council shall only be made after approval by a majority vote of the full Membership by post, at the AGM or by calling an EGM as outlined in Article 15.
9. Any Member whose annual subscriptions are in arrears shall have no right to vote or to exercise any other right of membership.
10. A list of members present at the General Assembly shall be prepared and kept by the Information Officer, which shall include names, addresses and signatures of attendance.
11. Decisions at the meeting, except where otherwise provided, shall be arrived at by simple majority i.e. fifty-one percent of the votes cast.

Article 8: Extraordinary General Meetings

1. The Executive Council may call an Extraordinary General Meeting whenever it deems necessary.
2. The President shall call an Extraordinary General Meeting if he/she receives a request signed by one third of the total membership of the Register.
3. At least one calendar month notice shall be given to the members and notices must be posted within ten days from the receipt of the petition.
4. The President of the Register shall preside as Chairperson over such meetings. In the case of the President not being available the Vice President shall preside, or if this is not possible, another member of the Executive Council may fulfil this role.
5. A quorum of an Extraordinary General Meeting shall be 15% of the total Membership.

6. If it is judged necessary by the assembled membership, a postal ballot may be ordered for which a 30/% quorum would be required.

Article 9: Procedure at the Meetings

1. The business of the meeting shall be transacted in the form of a resolution.
2. A resolution shall have to be proposed by one member and seconded by another.
3. The Proposer of the resolution shall have the right to state its purpose, aim and other relevant aspects. The President shall then call upon speakers for and against the motion, to speak, maintaining a proper balance between the two sides.
4. The President shall have the duty of confining the discussion only to the issue of the motion and to ensure that no irrelevant matter is introduced into the discussion.
5. The President shall be responsible for the proper and orderly conduct of the proceedings.
6. Except where stated otherwise, decisions taken at the meetings shall be arrived at by simple majority vote i.e. 51% of the votes cast.
7. Minutes of the proceedings at the meeting shall be recorded and presented at the next meeting by the Information Officer for verification.

Article 10: Management

1. The Management of the Register shall be in the hands of the Executive Council, whose term of office shall be three years. After three years, they may stand for re-election for a further term.
2. In the event of any office holder having completed two terms of office, and no other person offering themselves for nomination for that post, then, with the agreement of those present, they may offer themselves to be voted in for a third

term of three years duration. The vote will then take place in the normal way.

3. Executive Council may issue standing orders or rules to regulate or conduct any of the Register's activities or projects and may also make changes to policies. Such standing orders, rules or policy changes, which must be consistent with the aims and objectives of the Register, come into operation immediately and shall be subject to review by the Annual or Extraordinary General Meeting. The Executive Council shall meet in person at least once in six months – two months by teleconference or in person (or three monthly by teleconference or in person) with written notice given of at least two weeks to every Council Member. The President, Vice President or the Registrar or not less than three Members of the Executive Council can call emergency meetings with not less than forty-eight hours notice by written or other means of communication to each Council Member. If two thirds of Executive Council Members are present and in agreement then a meeting can be convened immediately, all other protocols notwithstanding.
4. If any Executive Council Member is absent from three consecutive Council meetings without a good reason, the Executive Council may pass a resolution for his/her removal from office.
5. The Executive Council shall form sub-committees as the necessity arises from among the Members of the Executive Council and the Members of the Register.
6. The Executive Council should provide representation at all relevant liaison and cooperation meetings with the EHTPA, other professional bodies, and any conference where the Executive Council decides that representation would be beneficial for the Membership.
7. For the orderly conduct of the sub-committees of the Register, rules and procedures shall be formed in the light of the Constitution and experience.
8. The Executive Council shall be authorised to co-opt any individual onto any of the sub-committees so formed.
9. The structure of the sub-committees is as follows:
A simple majority of the Executive Council, of which two thirds of the Executive Council represent a quorum, may change the

structure, if necessity so demands, and also may co-opt up to two additional members who are willing to be involved.

EDUCATION SUB-COMMITTEE

- Education Officer, Directors of the Traditions, Registrar & Ethics Officer, President or Vice President

ETHICS SUB-COMMITTEE

- President or Vice President, Education Officer, Registrar & Ethics Officer, Relevant Director of Tradition

ACCREDITATION SUB-COMMITTEE

- Education Officer, Director of Tradition, Safety Officer, Liaison Officer, President, Registrar & Ethics Officer, President or Vice President

COMMITTEES DEALING WITH COMPLAINTS AND DISCIPLINE

- Comprising of four committees: Investigation committee, Complaints committee, Review Committee, Appeal Committee
- Convened when needed according to the joint URHP-EHTPA booklet "How to make a complaint about a Herbalist".
- All complaints and disciplinary committees will be constituted according to "How to make a Complaint" 22, "Committees".

SAFETY COMMITTEE

- Safety Officer, Directors of Traditions, Liaison Officer, Education Officer

Each sub-committee shall appoint its own Chairperson by majority vote and meetings will be run in accordance with Article 9 – procedure at the meetings.

Sub-committees will only exist when constituted by the Executive Council and can, once their mandate has been resolved, be dissolved either by 75% vote of the sub-committee Members or majority of the full Executive Council. Recommendations made by a sub-committee will then be voted on by the Executive Council.

10. Decisions made by the Executive Council shall be based on the principle of a simple majority and two thirds of the total membership of the Executive Council shall form a quorum.

11. A sub-committee represents members who practise in Southern Ireland. Registration and administration for these members is carried out in the UK.

Article 11: The following shall be the Office Bearers elected from amongst its Members:

1. President
2. 2 posts of Vice President
3. Information Officer
4. Treasurer
5. Registrar and Ethics Officer
6. Liaison Officer /EHPTA Representative
7. Safety Officer
8. Education Committee Chair
9. Student Liaison Chair
10. Information Officer
11. Directors of Traditions represented by URHP
12. Editor of quarterly Newsletter and Journal
13. Website Manager
14. Communications Officer
15. Complaints liaison Officer

An Executive Officer can hold up to two offices, but the Executive Council must consist of a minimum of five members.

The Executive Council shall consist of the President, Vice-president, Registrar, Treasurer, Education Committee Chair, Liaison Officer/Representative to EHPTA with support from the respective 'shadows' for these offices and by the Information Officer. A 'shadow' is a member who is in preparation for assuming the respective office on the retirement of the current office holder. Shadows do not have a vote at Council meetings.

Article 12: Duties of the Office Bearers

(a) President

1. The President shall be the Chairperson of Executive Council meetings as well as the General Assembly Meetings and any Extraordinary General Meetings.

2. The President shall attend any high profile meetings outside of the Register. He/she shall also be able to delegate this responsibility to any other member of the Register.
3. He/she shall be responsible for the proper conduct of the General Assembly and Executive Council Meetings.
4. It will be his/her duty to see that the proceedings are conducted in an orderly manner and within the rules of the Register.
5. He/she shall be responsible for the general conduct of the Register.
6. The President is the ultimate ambassador of the Register and shall ensure that the integrity, constitution, ethics and vision of the Register is honoured.

(b) Vice President

1. He/she shall deputise for the President whenever the President is unable to attend a meeting.
2. He/she shall support the President in his/her role assisting in the overall smooth running of the Register.

(c) Information Officer

1. The general office administration shall be in the hands of the Information Officer. The Information Officer is the first point of contact for enquiries by the general public and practitioners.
2. He/she is responsible for all communications and correspondence for the proper functioning of the Register, and holds all the minutes of previous Executive Council and sub-committee meetings.
3. He/she shall be able to delegate his/her responsibilities to any willing member of the Executive Council or a Member of the Register.

4. The Information Officer can at any time, with the approval of the Executive Council, enlist the aid of an assistant to administer the general functions of the Register and to take over all his/her duties in the event of the Information Officer becoming unavailable due to illness, holiday or when other pressing need arises.

(d) Treasurer

1. He/she shall be responsible for all funds and other movable assets of the Register. He/she shall have the power to appoint an auditor in prior consultation with the Executive Council.
2. It will be his duty to see that:
 - i. All accounts are properly kept.
 - ii. The property of the Register is properly maintained.
 - iii. All dues are collected.
 - iv. Defaulters are notified.
 - v. No unnecessary expenditure is incurred.
 - vi. Means and methods are devised to raise funds for the Register.
 - vii. Duly signed receipts are issued to all subscribers.
 - viii. Statements of account are periodically prepared for the perusal of the Executive Council.
 - ix. Statements of accounts are prepared for presentation at the AGM.

(e) Registrar and Ethics Officer

1. He/she is responsible for the keeping of the Register of all members and the collection of membership fees, and has the power to implement any measures outlined in Article 5 – subscription.
2. He/she is responsible for administrating the application process for all new applicants for membership.
3. He/she is responsible for ensuring that all members maintain the required standard of CPD or any other specific prerequisites to membership.
4. He/she is responsible for the mentorship scheme of new members for the period agreed.

5. He/she is the representative of the ethics of the Register and is responsible for ensuring that Members adhere to the Code of Ethics and Professional Conduct.

(f) Complaints Liaison Officer.

This post will be created as and when a complaint is received via the Information Officer, as per "How to Make a Complaint Against a Herbalist" document.

(g) Liaison Officer

1. He/she is responsible for liaisons with other professional organisations and where possible attends all meetings outside of the Register which may have an effect on its future. E.g. the meeting of the EHTPA and its sub-committees.
2. He/she must represent the Constitution, Code of Ethics and vision of the Register and hold views representative of the Executive Council and Members of the Register.
3. He/she is responsible for delegating other willing members to meetings which he/she is unable to attend, ensuring that at all times the Register is represented where it is in its best interests to be so.
4. He/she is responsible for keeping the Executive Council and Membership up to date on all relevant political and professional issues, and shall communicate matters of significance and urgency with appropriate speed to the Register.

(h) Safety and Legal Officer

1. He/she is responsible for any safety and legal issues relating to the practice of herbal medicine and has the right to issue immediate policy on any such matter of safety.
2. He/she is responsible for keeping the Executive Council and Members informed on any current safety issues that relate to them such as the withdrawal of herbs.

3. He/she is responsible for administering the yellow card alert scheme.
4. He/she is responsible for cooperation and liaison with other professional herbal organisations over relevant safety and legal issues.

(i) Education Committee Chair

1. He/she is the first point of contact for any educational establishment that wishes to undergo the accreditation process of the Register.
2. He/she is responsible for liaising with the Directors of Traditions to ensure that the current core curriculum standards are of a high standard and up to date standard.
3. He/she coordinates the assessment of non-accredited individual applications for membership along with the relevant Director of Tradition in accordance with current application policy.
4. He/she is responsible for CPD policy and the organisation of CPD training.
5. He/she shall liaise with other professional bodies to ensure that the educational standards of the Register are concurrent with educational standards throughout the profession.
6. He/she represents the Constitution and current policies and vision of the Register by liaising with students and teachers of accredited colleges so as to raise the profile of the Register.
7. Duties to provide CPD opportunities for Members and to monitor content of Members CPD portfolios.

(j) PR & Publicity Officer

1. He/she is responsible for raising the profile of the Register to both the General Public and public through public and professional media.
2. He/she shall raise the profile of the Register in a way which is representative of its vision, ethics, Constitution and members.

3. He/she shall liaise with the relevant Executive Council Members to ensure that all publicity is accurate and of the highest standard.

(k) The Directors of the Traditions

1. There shall be four Directors of Traditions, one to represent each of the four current traditions represented by the Register. These are Western herbal medicine, Traditional Chinese herbal medicine, Ayurveda and Unani Tibb.
2. He/she is the source of the specialist knowledge attached to each tradition and is responsible for the profile and the maintenance of the high standards of that tradition within the Register.
3. He/she will work with the Safety Officer to ensure that any safety policies relevant to the tradition are highlighted, understood and implemented.
4. He/she shall play an important role in the assessment of colleges applying for the accreditation and should attend any relevant accreditation sub-committees. He/she shall play an important role in the assessment of new membership applications in his/her tradition as outlined in current membership application policy.
5. He/she shall, in coordination with the Education Officer, organise CPD in the tradition that he/she represents.
6. In disciplinary procedures he/she shall be the source of any specialist knowledge relevant to the case and will attend any disciplinary meetings.
7. He/she shall work with the Liaison Officer in representing the tradition to other professional organisations and with the PR and Publicity Officer to ensure accurate representation of the tradition to the general public.

(l) Editor of the Newsletter and Journal

1. He/she shall be responsible for the commissioning and editing of articles in preparation for publication in the quarterly Newsletter

and Journal and liaising with other relevant editorial or production personnel.

2. He/she shall ensure that the articles and advertising in the Journal and Newsletter are accurate and of a standard consistent with the constitution, vision and ethics of the Register.
3. He/she shall coordinate closely with other Executive Council Officers to ensure that all relevant news about safety, education, membership, policy changes and suggested amendments to the Constitution or ethics and professional conduct are communicated within the Journal and Newsletter.
4. He/she shall use the Journal and Newsletter to raise the profile of the Register to both the General Public and the Profession.

Article 13: Election

1. The Election shall be held every three years by a secret ballot to elect the Executive Council including office bearers.
 2. A candidate contesting an election to become an office bearer shall have to satisfy the following conditions, unless a simple majority of the Current Executive Council make an exception:
 - (a) He/she shall be over the age of 25 years on the day of the election.
 - (b) He/she shall be of a sound mind and character.
 - (c) He/she shall have at least five years of experience in practice.
3. In the case of any post on the Executive Council becoming vacant, the Executive Council shall fill the position temporarily and arrange for the election to that position in the manner herein described at the next General Assembly meeting.

Article 13A: Election Officer

1. The Executive Council shall appoint an election commissioner for the purpose of conducting an election.

2. The election officer shall have the power, subject to this constitution, to make rules for the proper conduct of the election.
3. The declaration of the election result by the election officer shall be binding and final.
4. He/she shall not take part in contesting any post or cast a vote for any of the posts of the Executive Council.

Article 14: Finance & Assets

1. The financial resources of the Register shall be derived from:
 - (a) Annual subscriptions from members in form of a membership fee.
 - (b) Gifts, donations, legacies, etc.
 - (c) The holding of social or educational functions.
 - (d) Other activities the Executive Council may deem necessary.
 - (e) Income derived from investment of surplus funds.
 - (f) The sale of the Journal to non-members.
2. Money shall be kept in banks, building societies or share funds, except that a certain sum of money as decided by the Executive Council may be left with the Information Officer and Registrar to meet day to day expenses.
3. Only one signatory will be required to sign cheques. This can be any one from the President, Treasurer, Vice President, and Registrar. All of these will hold debit cards. The Treasurer will use internet banking.

Article 15: Amendments to this Constitution

1. Amendments to the Constitution can be made at the Annual General Meeting and EGM or by full postal ballot of all members.
2. Amendments shall be considered by the General Assembly EGM/postal vote when submitted to the General Secretary in writing, signed by at least one third of its members or when recommended by a majority of the Executive Council.
3. Amendments shall be submitted to the Information Officer and President in writing, at least two months before the regular

meeting of the General Assembly. The Information Officer shall send a copy of such proposed amendments together with any accompanying documents in support of proposed changes within one month of the receipt of such written petition to all members.

4. The Executive Council shall be empowered to submit any amendment to the General Assembly EGM/postal vote, provided one month's notice is given in writing to all members.
5. For any amendments, fifty-one percent of the valid membership of the General Assembly shall constitute a quorum and two thirds of the members present must vote in favour of such action.

Article 16: Dissolution of the Register or Executive Council

1. The power to dissolve the Register rests with the General Assembly, provided seventy-five percent of valid membership of the Register agrees with such a decision.
2. The Executive Council can be dissolved and an election called if more than 30% of members put forward a vote of no confidence at least 2 months before an AGM. At the AGM two thirds of the valid membership shall constitute a quorum and two thirds of the members present must vote to pass the vote of no confidence.
3. The assets of the Register on dissolution shall be disposed after payment of its debts and liabilities to a charitable organisation or a similar organisation to the dissolved Register, or to aid some other cause as the final assembled members see fit.

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