



National Axial Spondyloarthritis Society (NASS)

Terms of reference for Branches

All NASS branches are sub-committees of the national society and as such are, for all legal and financial purposes a constituent part of NASS and bound by its overarching constitution, aims, principles, policies and procedures.

For clarification please refer to the NASS constitution

1. The name of the branch shall be (insert name)

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2. The branch shall adopt and support the objectives and policies of NASS. The branch shall adhere to the constitution and its aims and principles.



The objectives of the branch shall be:

- a) To provide supervised physiotherapy and/or hydrotherapy on a regular basis to people living with axial spondyloarthritis (axial SpA), including ankylosing spondylitis (AS), and related spondyloarthropathies. Supervision shall be provided by a physiotherapist who is either a member of the Chartered Society of Physiotherapy or registered with the Health Care Professionals Council with their own public liability insurance.
 - b) To provide neighbourly help to people living with spondyloarthritis (axial SpA), including ankylosing spondylitis (AS), and related spondyloarthropathies and to those who care for them and encourage people to access information.
 - c) To encourage and welcome new members.
 - d) To organise occasional educational events for people living with axial SpA (AS) and those who care for them to inform and support the self-management of their condition, resources permitting.
 - e) To raise funds through events and other activities to support the aims and objectives of the branch, their affiliated physiotherapy department and NASS. Invitation to these events is at the discretion of the branch committee.
 - f) All branch expenditure must be agreed by the Branch Committee
 - g) Generally, to undertake any lawful activities which are consistent with the above objectives.
3. Branch activities shall be open to any individual wishing to participate in exercise activities at the branch who has a diagnosis from a UK rheumatologist of axial spondyloarthritis (axial SpA), including ankylosing spondylitis (AS), and related spondyloarthropathy. This includes people with a UK diagnosis of undifferentiated spondyloarthritis, enteropathic arthritis, psoriatic arthritis and reactive arthritis. An objective of the branch shall be to positively encourage membership of NASS.



4. The day to day affairs of the branch shall be managed by a committee. The committee shall preferably consist of at least three members – Chair, Treasurer and Secretary. All committee members must be members of NASS. The duties of the committee shall be decided among themselves. A contact person for the branch shall be appointed, whose name shall be published in the NASS members magazine periodically.
5. There shall be an Annual General Meeting (AGM) of the branch held in the first quarter of the year.
6. Elections to the committee should take place annually at the AGM. If the need for an election arises during the year, at an Extraordinary General Meeting (EGM). All branch attendees should be given at least three weeks notice of the election and be invited to attend to cast their vote. Provision should be made for proxy voting and post or email voting. Nominations should be received at least two weeks in advance of the meeting so that those unable to attend can cast their vote by proxy or by post / email. If any posts remain unfilled on the night of the meeting, further nominations can be taken from the floor and voted on by those present.
7. The branch committee shall open a bank account and should maintain the accounts of the branch in accordance with normal accounting standards. They shall report as appropriate to the branch members from time to time and present to the branch an annual income and expenditure account at the AGM. A copy of these accounts shall be submitted to NASS by 31 January every year. Branch funds can only be used for the purposes set out in guidance from NASS.



8. NASS branches are sub-committees of NASS and all funds raised should be considered part of the national charity's income. The furtherance of the branch's activities shall be a first charge on the branch funds. This includes any contractual obligations entered into by the branch on behalf of and, with the express agreement of, NASS. Subject to this, any surplus funds deemed to be more than two years of normal expenditure may need to be remitted to NASS in furtherance of its objectives nationally. Exceptions to this will be considered by the NASS Chief Executive. Should a branch cease operating then all outstanding funds must be remitted to NASS within 90 days of the decision to close the branch.
9. No member of the branch shall benefit in any pecuniary way derive any financial benefit from the activities of the branch and meetings of the branch shall not be used to further individual activities or private practice.
10. In the event of a dispute which cannot be resolved locally, the facts shall be reported to the Chief Executive of NASS. The decision of the NASS Board of Trustees shall be final.



To be signed by all members of the committee. Please use additional copies if necessary.

Name

Role

Signed

Date



Name

Role

Signed

Date

Name

Role

Signed

Date



Name

Role

Signed

Date