



## **CONSTITUTION**

### **ON BEHALF OF THE NATIONAL EXECUTIVE COMMITTEE**

#### **NAME OF THE ORGANISATION**

The name of the organisation shall be the ASSOCIATION OF NOTETAKING PROFESSIONALS (from hereon the term "notetakers" refers to both manual and electronic notetakers).

#### **AIMS AND OBJECTIVES**

The aim of the Association shall be to represent notetakers as a professional body, and to promote notetaking and its good practice by:

- providing support and fellowship for members of the Association.
- representing the views and concerns of Association members and the wider UK notetaking community.
- providing a forum of discussion on matters relating to notetaking.
- maintaining and updating a directory of qualified manual and electronic notetakers.
- encouraging the development of the profession and promotion of the status of notetakers nationally.
- campaigning for improved standards across the sector.
- fostering networking links with external organisations.

#### **MEMBERSHIP STRUCTURE**

The Association shall have the following membership structure:

##### **Full Membership**

This shall be open to those who have a notetaking qualification approved by the Committee.



### **Trainee Membership**

This shall be open to those who are currently working towards a notetaking qualification approved by the Committee.

### **Associate membership**

This shall be open to those who wish to contribute to the aims of the Association, but are not qualified notetakers or working towards an approved qualification.

### **VOTING ELIGIBILITY**

Only Full Members of the Association shall be eligible to vote.

### **SUBSCRIPTION**

All membership shall be subject to payment of an annual sum laid down by the Committee at the time of the Annual General Meeting irrespective of the date of joining the Association and payable annually on January 1st.

### **OFFICERS**

The Committee shall be elected annually from Full members, apart from the first AGM where all interested parties will be asked to participate.

All candidates for election must consent to office and must be proposed and seconded by two voting members of the Association in writing, received by the Secretary not less than 28 days before the Annual General Meeting following the first Annual General Meeting.

No Chair, Secretary or Treasurer shall hold office for a period exceeding three consecutive years.