

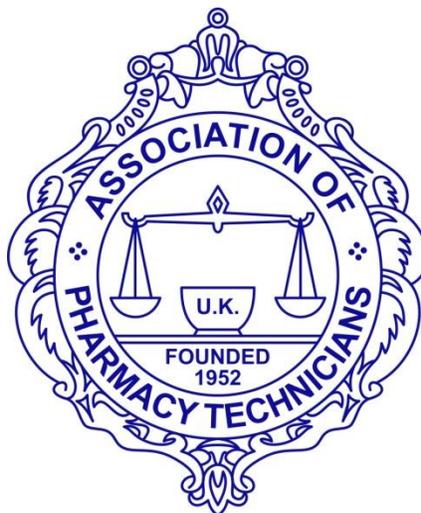
Standing Orders under Article 39 of the
Memorandum of Articles (as amended by special resolution on 10th
December 2018)

of

The Association of Pharmacy Technicians (UK)
(APTUK)

Company Limited by Guarantee and not having a share
capital

The Companies Act 2006



Introductory Statement

A Limited by Guarantee Company provides a clear legal identity and has a democratic structure where its participants are required to adhere to strict laws and regulations governing limited companies through the Companies Act. The Company is registered at Companies House, must register its accounts and an annual return each year and is run by a Board of Directors.

The Board of Directors are responsible and accountable for business governance as per Limited by Guarantee, APTUK Memorandum and Articles part D&E. APTUK is managed by a Board of Mandatory Directors (The Board of Directors), comprising of the President, Vice President, Director of Digital Strategy, Director of Education and Membership Director and Another(s).

The flexible Director posts are filled as required for the appropriate skills and expertise which is essential for the effective and legal running of the company as indicated in the Memorandum and its Articles.

The Board of Directors oversee the management of the company and APTUKs strategic direction, in line with national policies for pharmacy and the role of pharmacy technicians, to provide the highest level of support in the most cost-effective way.

Under the Board of Directors, appointed as indicated in Article 29, sits the Executive Team, who has delegated authority from the Directors in meeting the professional objectives of the organisation under Article 3 and the APTUK Strategy and strategic goals. The Board of Directors and the Executive Team make up the Executive Committee.

All Directors and externally facing Executive Team members, are recruited from current full and paid-up subscription members or Fellows, under the Associations Article 10 and the Standing Orders under Article 39. Internally facing operational roles / Executive Team members may be recruited from outside of the membership of the Association.

Board of Directors and Executive Team members shall not bring into disrepute the reputation of the Association or the Association's subscription members through executive committee activity or external correspondence including social media networking sites.

The Executive Committee comprising of both Directors and Executive team members includes the posts of the President, Vice President, Director of Digital Strategy, Director of Education, Membership Director, Operational Lead, Secretariat, Professional Lead Northern Ireland, Professional Lead Wales, Professional Lead Scotland, Editor, Branch

Liaison Executive, Business Development Executive, Equality Diversity and Inclusion Lead, and Social Media Executive.

The Executive Committee work closely together as one team to deliver projects to meet the needs of the profession and APTUK members.

APTUK project teams will work under the direction of a Director or Executive Team member and will carry out smaller pieces of specific work, either linked to an executive committee post or through a specific 'Task and Finish' group. They do not have the remit of the executive committee and will not be expected to attend executive committee meetings unless invited.

All project team members are recruited from current full and paid-up subscription members or Fellows, under the Associations Article 10 and Standing Orders under Article 39.

APTUK project team members shall not bring into disrepute the reputation of the Association or the Association's subscription members through project activity or external correspondence including social media networking sites.

APTUK Executive Team and project teams remain accountable to the Board of Directors.

The Board of Directors in Article 20, hereafter will be referred to as the Board of Directors.

The Executive Team under Article 29 hereafter will be referred to as the Executive Team.

The Board of Directors, plus the Executive Team hereafter will be referred to as the Executive Committee.

Standing Orders

The Standing Orders are the Regulations of the Association, determined by the Board of Directors under Article 39 of the Articles of the Association.

Definitions used in the Articles of Association shall have the same meaning in these Standing Orders unless defined otherwise.

No Standing Order may be inconsistent with or may affect or repeal anything in the Articles.

The Standing Orders shall be reviewed yearly, as necessary, following proposals agreed on and approved by the Board of Directors and communicated at the Membership Business Meeting attended by subscription members.

Standing Orders once amended, to reflect changes agreed, can be made available to subscription members by request and shall be posted in the member's area of the website following the annual Membership Business Meeting.

Part A: Membership

1. Subscription membership:

- 1.1 The Standing Orders, developed by the Board of Directors, under Article 10 and 39, inform on pharmacy technicians' APTUK subscription membership.
- 1.2 All members, on applying for membership or renewal of membership, agree to undertake, that as long as they are members, they will observe the current APTUK Articles, Standing Orders and Regulations.
- 1.3 All subscription members will be bound by the Standing Orders, Policies and procedures of the Association and the General Pharmaceutical Council (GPhC) Standards for Pharmacy Professionals.
- 1.4 The Board of Directors shall have absolute discretion in deciding whether a person shall or shall not be admitted to membership of the Association.
- 1.5 Subscription members will be subject to the Professional Conduct Procedure for any alleged breaches and/or will have their continuing membership of the Association considered by the Board of Directors.
- 1.6 Should any subscription member commit any serious or persistent breach of these Standing Orders or the Professional Conduct Procedure and/or be guilty of any act or conduct or actions contrary to the standards set out by the GPhC, the Board of Directors may at their discretion expel such a member from the Association following due process.

- 1.7 Upon membership acceptance, subscription members will be issued with a membership number.
- 1.8 The Association will hold a membership database of pharmacy technician subscription members that will contain the names, postal addresses, email addresses, contact numbers, sector of work, and category of membership and dates of becoming and ceasing to be a subscribed member of APTUK.
- 1.9 The Association will not pass personal details onto a third party unless this is in the subscription members' best interest, e.g. Pharmacy Technician Journal printers, Annual Professional Conference organisers, Website provider.
- 1.10 Confirmation of registration with the GPhC will be sought. (Except for applications from Northern Ireland non-registered pharmacy technicians, where proof of qualification will be sought).
- 1.11 In the case of Pre-registration Trainee Pharmacy Technicians (PTPTs), confirmation of participation on a suitable academic programme will be sought. In addition to the information collected for pharmacy technician membership, details of the applicant's line manager or tutor name and associated email address will be held on the database.

2. Subscription Membership Categories:

Membership of the Association shall be open to:-

2.1 Full member

Pharmacy technicians registered with the GPhC or pharmacy technicians working in Northern Ireland who meet the qualifying requirement for registration with the GPhC.

2.2 Pre-registration Trainee Pharmacy Technician (PTPT) member

Validated trainees undertaking the approved qualifications and work experience determined by the GPhC for entry onto the register. In the absence of registration in Northern Ireland, the same GPhC principles will be applied. On qualifying, the PTPT member must inform the Association of their qualification and change their status to an early career member.

2.3 Fellows

Fellowship is awarded to a pharmacy technician subscription member who has been nominated by full subscription members or a Fellow of the Association and endorsed by the Board of Directors in recognition of professional performance, outstanding contribution to the pharmacy profession and the Association.

- 2.4 Working ‘Fellows’ will pay the full membership subscription. Working ‘Fellows’ must inform the membership coordinator upon retiring to confirm their membership category is changed to that of a retired ‘Fellow’. Retired ‘Fellows’ will pay no annual subscription.
- 2.5 Post Nominals
- 2.5.1 Full and paid-up subscription Members are entitled to use the post nominal MAPharmT.
- 2.5.2 Fellows are entitled to use the post nominal FAPharmT.
- 2.5.3 Subscription members found to be using the designatory letters when not permitted to do so or using them in a manner that is inconsistent with the right of use, and/or suggesting explicitly or by implication that the use of such letters represents a qualification of any kind, may have their continuing membership of the Association considered by the Board of Directors.
- 2.6 The Board of Directors may from time to time determine, add to, and amend, revoke or close subscription membership categories as are deemed necessary and inform full subscription members and Fellows at the Membership Business Meeting.
- 2.7 Only full and paid-up subscription members are entitled to nominate candidates for roles, vote or proposal matters concerning the Association. Such members must be on the APTUK database as active and paid-up members (where applicable) at the time of proposed elections and calls for proposals.

3. Honorary member

- 3.1 This membership category is open to one candidate per year, nominated by subscription members or Fellows and endorsed by the Board of Directors, for a non-pharmacy technician who has supported or advanced the profile of pharmacy technicians and is in recognition of their work with APTUK.
- 3.2 The awardee will be entitled to lifetime membership of APTUK and eligible to attend the Membership Business Meeting, however they will not be entitled to any voting rights. Only one “honorary membership” will be awarded each year.

4. Application for Membership:

- 4.1 Shall be made by completing the official application process, by setting up a yearly payment, through the APTUK website or by completing the official application form and submitting with the appropriate subscription fee to APTUK.

- 4.2 PTPT membership is free to legitimate trainees studying for the recognised GPhC initial entry qualification for a period of no longer than two (2) years or completion of the qualification. PTPT applications will be made by completing the official application process via the website and be verified with the employer.
- 4.3 A new member subscription is payable immediately upon becoming a member in accordance with these Standing Orders. The Executive Committee may from time to time determine and set subscription fees and other fees or payments to be made by subscription members.
- 4.4 Responsibility for renewal of yearly membership and any changes to member details rests with the subscription member and not with any member or members of the Executive Committee.
- 4.5 Any pharmacy technician subscription member who fails to renew their annual membership, shall be deemed lapsed and shall be removed from the database and mailing list of the Association.

5 Membership Business Meeting (Subscription Members):

- 5.1 The Membership Business Meeting for subscription members, Fellows and Honorary Members shall be held in each subsequent year at such a time and place as may be determined by the Executive Committee, at which proof of current membership will be required.
- 5.2 Notice of the Membership Business Meeting shall be sent by a member of the Executive Committee to subscription members, Fellows and Honorary Members, on the database at the time, approximately 14 days prior to the planned date.
- 5.3 At the Membership Business Meeting the Chair shall be taken by the President or in their absence the Vice President or in their absence by another member of the Board of Directors.
- 5.4 Notice of the Membership Business Meeting shall be sent by or on behalf of a member of the Board of Directors to subscription members and Fellows, on the database at the time, approximately 14 days prior to the planned date.
- 5.5 The business of the Membership Business Meeting shall be:
 - a. To inform and consider the accounts and reports of the Executive Committee.
 - b. To inform the appointments of Executive Committee members.
 - c. To discuss any proposals (feedback, suggestions, discussion points and ideas) for the business of APTUK presented to the Membership Business Meeting, brought forward by full subscription members, Fellows or the Executive Committee.

- d. Any other business at the discretion of the President and the Board of Directors.
- 5.6 The Association must keep proper records of meeting and accounts of income and expenditure, prepare and submit reports on the same at the Membership Business Meeting together with a draft or final balance sheet which is made available to all subscription members on request.
- 5.7 Minutes of the Membership Business Meeting will be prepared by a member of the Executive Committee on behalf of the Board of Directors and distributed to subscription members for comment, to be returned at a date determined by the Operations Lead.
- 5.8 Upon expiry of the comment return date, any comments received will be reviewed by the Executive Committee before the Board of Directors signs off the minutes.

6 Membership Business Meeting Proposals:

- 6.1 The Board of Directors may make and impose, vary and repeal standing orders for the administration and governance of the Association and its Branches by process of a proposal at the Board of Directors Meetings at any time as indicated within Part E of the Association Articles.
- 6.2 The Board of Directors may judge that from time to time that certain decisions generally those that are most important or sensitive may need to be discussed with the subscription members, e.g. changes to membership fees.
- 6.3 APTUK subscription members may also put forward constructive proposals for discussion based on the needs of the profession and the organisational operations of the Association.
- 6.4 Proposals for discussion at the Membership Business Meeting must be submitted to the Operations Lead, on the proposal form, at least 72 hours (3 days) before the Membership Business Meeting.
- 6.5 All proposals submitted by subscription members and Fellows, the Board of Directors or the Executive Team will be reviewed by the Executive Committee before being presented to the Membership Business Meeting to ensure they do not contravene the Articles of the Association or the strategic direction and objectives of the Association. The decision of the Board of Directors will be final and the rationale conveyed to the proposer.
- 6.6 All proposals, submitted by subscription members and Fellows, the Board of Directors or the Executive Team, will be discussed at the Membership Business Meeting and taken forward to the next Executive Committee meeting if applicable,

(this does not include other Resolutions for amendments which are dealt with under Article 12.3.3, 20.4, 19 and 31).

- 6.7 Any proposals received after the designated date & time, prior to the Membership Business Meeting will be disregarded.
- 6.8 All proposals agreed by the Executive Committee relating to the standing orders under Article 39 and presented at the Membership Business Meeting will be implemented at a date duly agreed.

7 Recruitment and Selection of Directors:

- 7.1 Recruitment and selection of the Director posts, apart from the President and Vice President, are subject to Article 20.
- 7.2 Posts apart from President are eligible for job share at the discretion of the Board of Directors to ensure there is effective skill mix to contribute to the balance and the priorities of the Association.
- 7.3 The recruitment and selection process of the Directors will follow the APTUK recruitment and selection policy and procedures and will be co-ordinated by the Operations Lead.
- 7.4 At the end of the Director's position the post holder(s) must return to the Association any property, effects, or documentation (both electronic and hard copies) to maintain confidentiality of the official business of the Association.

8 Election of President and Vice President

- 8.1 Elections to fulfil the posts of President and Vice President are held three months prior to the end of the two-year term of office of the current incumbent(s) or sooner should notice be given to terminate their position. Terms of office may be extended in extenuating circumstances at the discretion of the Board of Directors to ensure APTUK sustainability and legal compliance.
- 8.2 The President and Vice President will not hold their post for more than six (6) years or three (3) terms of office. One term of office is for a period of two (2) years and is aligned to the APTUK business year (May to April).
- 8.3 The President and Vice President become Directors on appointment and cease to be Directors when their term has ended, or they step down.
- 8.4 At the end of the term(s) the post holder(s) must return to the Association any property, effects, or documentation (both electronic and hard copies) to maintain confidentiality of the official business of the Association.

9 President and Vice President Election process

- 9.1 The election process is coordinated by the Operations Lead.
- 9.2 Nominations for President and Vice President are to be made following the nomination and ballot process communicated to subscription members and Fellows on the APTUK database at that time.
- 9.3 Subscription members and Fellows are informed of the election process commencing and the timeline in which the process is to be conducted:
 - a. Notification of Election
 - b. Nominations Open
 - c. Nominations Closed
 - d. Validation and Scoring by Board of Director
 - e. Notification of Appointment(s) or Proceed to Ballot
 - f. Ballot Open
 - g. Ballot Closed
 - h. Notification of Appointment(s)
- 9.4 The President and Vice President must be nominated by two subscription members or Fellows of the Association on the database at the time of the nomination.
- 9.5 Nominations received by the closing date will be validated against meeting the criteria for nomination by the Operations Lead. Those that meet the criteria will be forwarded to be scored by the Board of Directors. Evidence provided by the nominators and candidates is scored against a set criteria.
- 9.6 Should a single nomination be validated and scored. This nominee will be appointed President or Vice President. Where more than one nomination is validated and scored, a ballot (conducted by independent scrutinisers and coordinated by the Operations Lead) will be held to determine the final result.
- 9.7 Only Full and paid-up subscription members and Full and paid-up Fellows on the database at the time are entitled to vote in the event of a ballot.
- 9.8 Ballot papers will only be sent to subscription members and Fellows of the Association as listed on the APTUK database at the time of submission to the independent scrutineers.
- 9.9 In the event of there being no nominations for the President or Vice President post, the post holder standing down may be requested to continue. In such case, the continuation will be agreed for a specific period of time by the Board of Directors and the post holder. If the post holder cannot continue a representative(s) from the

Board of Directors will assume the duties of the 'open' post(s) until such time a further election is complete.

9.10 Subscription members and Fellows will be informed of the decisions/outcomes at the conclusion of the process and at the Membership Business Meeting.

10 President and Vice President Eligibility Criteria

10.1 To be eligible to be nominated the following criteria must be met:

- a. Be a full and paid subscription member or Fellow of APTUK on the database at the time of the nomination process
- b. Be a registered pharmacy technician with GPhC or be a pharmacy technician working in Northern Ireland who meets the requirements for registration with the GPhC.
- c. Submit a nomination paper signed by two subscription members/Fellows of APTUK who are supporting the nomination.
- d. Submit a signed candidate campaign statement
- e. Submit a current CV
- f. Receive a satisfactory reference

10.2 Any declaration of interest(s) must be disclosed during the nomination process.

11 Recruitment and Selection of Executive Team members:

11.1 Executive Team vacant post(s) will be reviewed and amended to reflect the Association work priorities, under Article 20 and 29, by the Board of Directors, prior to recruitment and selection.

11.2 Recruitment and Selection to fulfil vacant Executive Team posts will be held when a post becomes vacant and subscription members will be informed of the outcome at the Membership Business Meeting and throughout the APTUK year as applicable.

11.3 The recruitment and selection process of the Executive Team will follow the APTUK recruitment and selection policy and procedures and will be co-ordinated by the Operations Lead.

11.4 Applications for Executive Team posts are to be made following the application process as communicated by the Operations Lead to subscription members and Fellows on the APTUK database at the time. process as communicated by the

11.5 Any declaration of interest(s) must be disclosed during the application process.

- 11.6 Where an application is received for a job share, this may be considered and offered to the applicants only at the discretion of the Board of Directors
- 11.7 During the Executive Team term of office, the post holder(s) must work to the processes, procedures, guidance, and governance set out in the APTUK Representatives Handbook.
- 11.8 At the end of the term of office, the post holder(s) must return to the Association any property, effects, or documentation (both electronic and hard copies) to maintain confidentiality of the official business of the Association.

12 Recruitment and Selection of Member Observer:

- 12.1 The Member Observer post will be reviewed and amended to reflect the Association requirements under Article 20 and 29 and will form part of the Executive Committee.
- 12.2 The Member Observer will hold a 12-month term of office, after which the tenure will cease, and a new member observer recruited
- 12.3 Recruitment and Selection to fulfil the Member Observer post will be held on an annual basis to coincide with when the post becomes vacant. Subscription members will be informed of the advertisement and selection decision at the Membership Business Meeting and / or throughout the APTUK year as applicable.
- 12.4 The recruitment and selection process of the Member Observer will follow the APTUK recruitment and selection policy and procedures and will be co-ordinated by the Operations Lead.
- 12.5 Applications for Member Observer are to be made following the application process as communicated by the Operations Lead to subscription members and Fellows on the APTUK database at the time.
- 12.6 Any declaration of interest(s) must be disclosed during the application process.
- 12.7 At the end of the term of office, the post holder(s) must return to the Association any property, effects, or documentation (both electronic and hard copies) to maintain confidentiality of the official business of the Association.
- 12.8 Should a new Member Observer not be found in time for the incumbent leaving date, the post will become vacant until a new candidate has been found.

13 Selection of Fellows:

- 13.1 The annual nominations for Fellow Members will follow the APTUK Fellows selection procedure within the APTUK recruitment and selection policy and will be co-ordinated by the Operations Lead on behalf of the Board of Directors.
- 13.2 Fellows can only be nominated by subscription or Fellow members of the Association on the database at the time.

14 Selection of Honorary Members:

- 14.1 The annual nominations for an Honorary Membership will follow the APTUK Honorary Member selection procedure within the APTUK recruitment and selection policy and will be co-ordinated by the Secretary.
- 14.2 Honorary Members can only be nominated by subscription or Fellow members of the Association on the database at the time.

Part B: Branches

15 Branches

- 15.1 Branches are not a separate legal entity to the company and their activities and actions are carried out in the name of the Association of Pharmacy Technicians UK under the Memorandum and Articles of Association.
- 15.2 The Branch Handbook, under the Standing Orders determined by the Board of Directors within Article 39 of the Articles of the Association, is the regulations of the Association for the governance and conduct of Branches.
- 15.3 The Branch Handbook informs the governance framework and sets out the Branch roles and responsibilities.
- 15.4 Branches deliver the aims, objectives and values of the Association and promote the sharing of best practice.

16 Branch Governance:

- 16.1 The local branch network of The Association of Pharmacy Technicians (APTUK) is run by pharmacy technician subscription members or Fellows in all areas of the United Kingdom.
- 16.2 The network of local branches is coordinated by the Branch Liaison Executive.
- 16.3 Branches will form and appoint their own branch committee, of whom one or two shall attend the annual National Branch Day. The Branch Liaison Executive will oversee and keep a record of branch committee membership.
- 16.4 Branch meetings are organised in accordance with the Branch Handbook and the Association's Standing Orders, which the branch committee will agree with the branch membership to meet local requirements.
- 16.5 Branch committees are ultimately responsible to the Executive Committee for their actions.
- 16.6 The branch committee will maintain confidentiality by non-disclosure of sensitive information relating to the finances, membership and/or business of the Association to external person/s or organisations.
- 16.7 Branches shall only use the logo of the Association with express permission of the Board of Directors.
- 16.8 The branches should not make any approach to any official body without the consent of the Board of Directors.

16.9 Branches must ensure that dealing with other organisations is consistent with the national aims and policies of the Association. Branches should actively seek to avoid undermining the Board of Directors and the Executive team. with the national aims and

16.10 Branches shall not bring into disrepute the reputation of the Association or the Association's subscription members through branch activity or external correspondence including social media networking sites.

17 Education:

17.1 Branches provide education and networking events for pharmacy technicians working in all sectors of pharmacy.

17.2 Provide support for education, revalidation, CPD, Continuing Fitness to Practise, and tools to enhance the pre-registration, foundation, generalist and specialist development of pharmacy technicians.

18 Membership:

18.1 Branch membership shall consist of subscription members of the Association who have paid their annual subscription to the Association (where applicable). This includes PTPT members.

18.2 Attendance at branch meetings is allowed for non APTUK subscription members and other health care professionals within the guidance laid out in the branch handbook. Official correspondence from the Executive Committee is not disclosed to those other than the subscription members.

19 Meetings:

19.1 Branch meetings are organised in accordance with the Branch Handbook and the Associations Standing Orders, which the branch committee will agree with the branch membership to meet local requirements.

19.2 The frequency of meetings will be determined by the branch committee in accordance with local requirements.

19.3 The branches are free to organise their own activities to support continual professional development of the Associations subscription members in accordance with the Branch Handbook.

- 19.4 The Branch Secretary or other designated committee members shall notify members of the time, date and place of the branch meeting at least 14 calendar days beforehand.
- 19.5 The Branch Secretary or other designated committee member will submit a branch report after each meeting and an annual branch review and plan to the Branch Liaison Executive.
- 19.6 In the event of a branch closure the Branch Secretary or other designated committee member must inform the Branch Liaison Executive.

20 Sponsorship:

- 20.1 All sponsorship arrangements should adhere to the following:
- a. The sponsoring body does not have control of the event.
 - b. There is no product endorsement requirement as part of the sponsorship arrangements.
 - c. The sponsorship body is not engaged in activity which contravenes the Associations vision and values.
- 20.2 Branches should follow the ABPI guidelines.
- 20.3 Branches should inform the business development executive of all sponsorship arrangements.
- 20.4 Gifts and hospitality provided by a commercial organisation may be construed as an attempt by that organisation to gain influence or favours. All branches should avoid any conduct which could give rise to suspicions of this kind.

APTUK SO v8 © January 2025 Board of Directors.