

The Board may make Membership Rules for the proper conduct and management of CMSUK and for the purposes of prescribing conditions of membership, the composition of and appointments to the Board, the creation and constitution of Affiliates, and the proceedings at General Meetings and meetings of the Board. These are the Sixth Version of the Membership Rules adopted by the Board on 9th May 2018.

MEMBERS

1. All applications for membership of CMSUK shall be made online in such form as the Board shall from time to time prescribe and shall be accompanied by such application fee as may be required by the Board from time to time. Applicants shall provide the Board with such information as the Board shall require in order to consider the application.
2. Persons admitted to membership of CMSUK shall be divided into the following categories:
 - 2.1 Case Manager Member who will:
 - a) maintain current professional membership/registration in the health or social care professions or both and in the event that the Case Manager Member refers to themselves by a particular title and it is possible to register with a professional body in the UK to use such title, (or a title which may cause confusion thereto) then the Case Manager Member will register with such professional body in the UK and continue to maintain suitable registration to enable the Case Manager Member to use such title;
 - b) hold a diploma or higher-level educational qualification for health/social/vocational services related to Case Management;
 - c) in addition to relevant training, will have obtained a minimum of 24 months of Case Management experience in the health/social/vocational needs of the case management population served. In the case of the Case Manager serving a generic population 24 months experience in that field will be deemed to be sufficient. (Where the individual works part-time experience will be calculated on a 'real-time' basis to the equivalent of 24 months full-time experience.) Case Managers will need to supply contact details of two appropriate referees;
 - d) demonstrate knowledge of health/social/vocational services and funding sources;
 - e) maintain continuing education appropriate to case management and professional registration;
 - f) maintain suitable indemnity insurance with reference to the Health and Associated Professions (Indemnity Arrangements) Order 2014;
 - g) work toward and maintain case management certification once established;

OR

will be an Associate Member who has successfully completed 24 months supervised practice and shown evidence of compliance with CMSUK standards of practice as published from time to time, where after they can apply to be admitted as a Case Manager Member.

- 2.2 Associate Member who will:
- a) maintain current professional membership/registration in the health or social care professions or both and in the event that the Associate Member refers to themselves by a particular title and it is possible to register with a professional body in the UK to use such title, (or a title which may cause confusion thereto) then the Associate Member will register with such professional body in the UK and continue to maintain suitable registration to enable the Associate Member to use such title;
 - b) hold a diploma or higher-level educational programme for health/social/vocational services related to Case Management;
 - c) agree to complete specific training, to be determined by the Board, and show a minimum of 24 months supervised experience within the last 5 years within the needs of the case management population to be served;
 - d) demonstrate knowledge of health/social/vocational services and funding sources;
 - e) maintain continuing education appropriate to case management and professional registration;
 - f) maintain suitable indemnity insurance with reference to the Health and Associated Professions (Indemnity Arrangements) Order 2014.
- 2.3 Student Member who will be any person who is either enrolled in a programme of case management or, related health or social care field that leads to a professional qualification.
- 2.4 Founding Members who will
- a) be high-level public and government sector individuals committed to offering support to CMSUK;
 - b) be commercial entities who originally pledged financial support towards the development of CMSUK in its early stages prior to December 2002 and have given their commitment to offer support to CMSUK.
- 2.5 Corporate Members who will be those business entities, which have relationships to provide services necessary to ensure cost-effective and efficient health care. Membership belongs to the corporation, and it shall notify CMSUK as to its designated representative.
- 2.6 Company Members who will be organisations sponsoring 4 or more employees as individual members of CMSUK. The membership belongs to the company and it shall notify CMSUK as to its designated representatives.
- 2.7 Honorary Members who will be those individuals so designated by the Board that have promoted the field of Case Management in the United Kingdom.
- 2.8 Supporting Members who will be individuals who are not actively case managing but wish to be involved with and support CMSUK.
- 2.9 Executive Members who will be those individuals so designated from time to time by the Board who have suitable business experience within or connected to Case Management of which 1 year has been in the United Kingdom.

- 2.10 Overseas Members who are existing or new member case managers not currently practicing within the UK. All normal Benefits of Membership apply but the nominal fee acknowledges that some benefits are unlikely to be utilised. Overseas membership allows for the possibility of upgrade to a UK practicing case manager membership if at such time the person requires to do so and who meets the standard criteria of the upgrade membership type. CMSUK does not hold responsibility for practice of Case Management outside the UK.
3. All member types can be viewed via the Member Check facility on the CMSUK website. Only Case Manager Members will be contactable via email from this facility.
4. To qualify for a student member rate, individuals must provide documentation of a student ID card or other appropriate documentation from the college or university where they are enrolled.
5. All members will be contacted by post or email with notifications regarding their membership, renewal information and other CMSUK and industry information.
6. All members are responsible for keeping their online membership profile information up to date.

Application for Membership

7. Any applicant eligible for membership under these Membership Rules may apply for membership through the online application process at www.cmsuk.org. Applications shall be submitted according to the agreed "Membership Application Process" (see appendix 1). If an applicant is not accepted, the applicant may file an appeal for admission to the Board for further review and consideration. The Board's determination shall be final.

Voting Rights

8. Only those members admitted to Membership of CMSUK as a full Case Manager member under Rule 2.1 shall be entitled to vote on each matter submitted to a vote of the members. The result of a vote by a majority of those voting at a meeting at which a quorum is present shall constitute the action of the membership.

Voting by mail

9. All matters of business of CMSUK, except as otherwise specified by law or these Membership Rules, may be submitted to the members on a mail ballot by direction of the Board, provided that at least thirty days' notice of all ballots shall be given. On all mail ballots, a majority of the members entitled to vote and voting shall prevail, provided that sufficient ballots are received to constitute a quorum. No Member shall be entitled to vote on a mail ballot, unless notice has been sent to them notifying them of their admission to membership, of a category which entitles them to vote, on or before the date on which mail ballots are sent to the Members.

Election of Directors

10. Save as provided in Rule 30 below, Directors of CMSUK shall be elected by the Members by mail ballot in accordance with procedures adopted by the Board in Rule 7 or at an Annual General Meeting. The votes cast by mail will be counted and the persons receiving the most votes shall be declared elected.

Reinstatement of Membership

11. A former member who wishes to reinstate their membership will need to re-apply according to the current membership application process.

AFFILIATE MEMBERSHIP

Affiliates

12. Organisations of members which meet CMSUK's criteria for affiliation as adopted from time to time by the Board, and agree to adopt the model Membership Rules of CMSUK, and apply to and are approved for affiliation by the Board, and execute the Affiliate Agreement, may become Affiliates.

Membership

13. Membership shall be in accordance with a signed Affiliate Agreement.

Activities

14. Each Affiliate shall elect its own officers and directors; appoint such committees and carry on such revenue-producing activities as are consistent with these Membership Rules and not in conflict with CMSUK's activities; and shall provide such information to CMSUK as shall be necessary for performance of the Affiliate Agreement.

Company Representative

15. An Affiliate's President or other designated representative shall represent the Affiliate to the CMSUK through the Chapter Presidents' Council. All members within an Affiliate's area are eligible for membership in the Affiliate.

Application

16. Members of an existing Affiliate sufficient to establish a new and separate affiliate based on current affiliation criteria may petition the Board to establish a new affiliate based on revised boundaries. Boundaries may be redefined at the written request of the members, in consultation with the existing Affiliate and approved by the Company's Board. New affiliate formation will be guided by the Affiliate Agreement.

INTERNATIONAL AFFILIATES

17. Regional organisations located outside the UK of persons and businesses qualifying as Case Manager Members, Associate Members or Corporate Members in CMSUK are eligible for International Affiliate status with CMSUK provided they meet such criteria for affiliation as may be adopted from time to time by the Board and agree to adopt the model Membership Rules of CMSUK when not in conflict with the national laws of the state or nation in which the International Affiliate is located; apply to and are approved for affiliation by the Board; and execute the International Affiliate Agreement.

Activities

18. Each International Affiliate shall elect its own officers and directors; appoint such committees and carry on such revenue-producing activities as are consistent with these Membership Rules and not in conflict CMSUK's activities; and shall provide such information to CMSUK as shall be necessary for performance of the International Affiliate Agreement.

Company Representative

19. An International Affiliate's chief elected officer or other designated representative shall represent the International Affiliate to CMSUK. All members within an International Affiliate's area are eligible for membership in the International Affiliate.

Application

20. Members in an existing International Affiliate sub region sufficient to establish a new and separate International Affiliate based on current affiliation criteria may petition the Board to establish a new International Affiliate based on revised boundaries as defined at the written request of the voting members of the sub-region and approved by the Board. New International Affiliate formation shall be in accordance with the provisions of the International Affiliation Agreement.

Applicable Law

21. CMSUK and any International Affiliate are separate corporate entities under separate national laws, and as such shall observe their respective national laws and regulations, but the International Affiliate shall be bound by these Membership Rules when not in conflict with the national laws and regulations of the International Affiliate.

DIRECTORS

22. Board members will serve a three year term and will be eligible to serve for consecutive terms if voted back on by the membership.
23. No person who is not a Case Manager Member or an Honorary Member of CMSUK shall in any circumstances be eligible to hold office as a member of the Board

President

24. The Board may at its first meeting after the Annual General Meeting in each year elect from its number a President of CMSUK to hold office until the first meeting after the Annual General Meeting in the following year or for such other period as the Board may see fit. The President shall be an ex-officio role and will not be on the Board. The President shall be a titular role only. The first President shall be Lord Hunt of Wirral.
25. The Board may at any time fill a casual vacancy in the office of President by appointing a person from its number to hold the same until the next due date for the election of a President. A retiring President may be re-elected from time to time.

26. The President also shall serve as a member ex officio on all committees except the Nominating Committee, and the National Membership Committee.

Chair and Vice/Chair

27. The Board shall from time to time appoint such person from its number to be Chair of CMSUK, for such period as the Board shall think fit. The Chair shall be responsible for the day to day administration and operations of CMSUK, and execute such duties and such programs and policies as may be directed by the Board. The Chair will serve a three year term and will be eligible to serve for consecutive terms if voted back on by the Board.
28. The Board may from time to time appoint such person from its number to be Vice Chair of CMSUK, for such period as the Board shall think fit. The Vice Chair person shall have such duties as may be delegated by the Board or Chair. The Vice Chair will serve a three year term and will be eligible to serve for consecutive terms if voted back on by the Board.
29. The Chair/Vice Chair will perform any functions as may be delegated by or from the Board, including signing any deeds, mortgages, contracts, or other instruments which the Board has authorised, except in cases where the signing and execution thereof shall be expressly delegated by the Board, or by these Membership Rules to some other officer or agent of CMSUK.

Membership Director

30. The Board shall appoint such person from its number to be Membership Director to CMSUK for such period as the Board shall think fit. The Membership Director shall have such duties as prescribed by the President or the Board from time to time. The Membership Director shall be responsible for validation of membership applications to CMSUK.

Non-Executive Directors / co-opting

31. The Board may, from time to time, appoint from the Members, up to two Non-Executive Directors. The Non-Executive Directors shall be entitled to receive notice of and to attend and speak at Board meetings, but the Non-Executive Directors shall not be entitled to vote at Board meetings and shall not count towards a quorum.
32. The Board may co-opt on to the Board, up to two persons other than directors or members. The co-opted person(s) shall be entitled to receive notice of and to attend and speak at Board meetings, but the co-opted person(s) shall not be entitled to vote at Board meetings and shall not count towards a quorum.

Removal

33. A director may be removed by the affirmative vote of two-thirds of the members entitled to vote on removal of directors, at a meeting at which a quorum is present, provided written notice of the meeting is delivered to all such members stating that a purpose of the meeting is to vote on removal of the named director(s).
34. A Non-Executive Director may be removed by the affirmative vote of two-thirds of the Board entitled to vote on, at a meeting at which a quorum is present, provided written notice of the meeting is delivered to all directors stating that a purpose of the meeting is to vote on removal of the named director(s).

MEMBERSHIP COMMITTEE

35. The Board shall appoint a membership committee whose function shall be to review all applications for membership in CMSUK and decide on the applicant's eligibility for membership and determine the appropriate class of membership for each applicant (if any), as described in Rule 2.
36. The membership committee shall give due considerations to applicants' experience and qualifications as outlined in the Membership Application Process (see appendix 1).
37. The national membership committee shall carry out its activities pursuant to policies and procedures approved by the Board.

MEMBERSHIP DATA PROTECTION

38. Members have access to their personal information held on their Membership Profile via the Members' Area of the website which is password protected and are responsible for keeping the information updated.
39. CMSUK securely retains membership information via the membership database, cloud file manager and where information is used within reporting, data is minimised and/or anonymised.
40. If a membership becomes lapsed CMSUK will delete the member information from the membership database within 3 months. If a pending application is not completed and approved within 3 months of its receipt, the application information will be deleted from the membership database. The CMSUK Retention & Deletion policy applies.
41. Subject to applicable law, CMSUK may retain information after the membership profile has been deleted from the database if:
 - there is an unresolved issue relating to your account, such as an outstanding invoice on your account
 - it is necessary for its legitimate business interests, such as fraud prevention
 - CMSUK is required to do this by applicable law; in which case the information will be minimised and/or anonymised
42. CMSUK will not sell its membership list to any third party.
43. By agreeing to the CMSUK membership rules, members agree to be contactable with regards to notifications regarding their membership, renewal information and other CMSUK and industry information.

INTERPRETATION

44. Words defined in the Memorandum or Articles of Association shall, unless the context otherwise requires, have the same meaning in these Membership Rules.
45. Words importing the singular number only shall include the plural number and vice versa. Words importing the masculine gender only shall include the feminine gender. Words importing persons shall include firms and corporations.
46. In the event of any dispute or disagreement as to the interpretation of these Membership Rules or as to any question or right arising from or related to them the decision of the Board shall be final and binding upon all persons.

APPENDIX 1

CMSUK – Membership Application Process

Membership Director – Chair of Membership and Links Committee
Administrator – Heather Roberts

Applicant completes online application

Applicant receives an automatic email confirmation from the membership system saying that the application has been received etc. Wording of the email is:

Thank you for your application for membership of CMSUK. Your application will be reviewed by the board and we will contact you in the near future.

If in the mean time you need to access or change the information you have provided within your application you can do this by going to the CMSUK website www.cmsuk.org and clicking the login prompt. As a 'pending' member you can login using the email you provided within your 'Home' contact information and the password you created within the application itself. If you have forgotten your password follow the prompts to have a new temporary password sent to you by email.

Please note: All information requested within the application has to be completed before the Membership Director will be able to approve your membership. Additionally, once you have received notification that you have been approved, your membership will remain pending until your membership fee has been received by CMSUK. If you have any problems whatsoever, please do not hesitate to contact me.

The Administrator reviews all incoming applications to assess if they have been completed fully and correctly. If there is any information missing the administrator requests the information is either entered into to the online application by the applicant or emailed through to be entered by the Administrator.

The Administrator checks to ensure that registrations are valid. This is a simple process for NMC and HCPC as they have an online check the register services. For the likes of BPS, BASRat BABCP etc this may require a telephone call to confirm.

Once the administrator believes that all the information is complete and registrations have been confirmed the names of the applicants are passed on to the Membership Director who then reviews the application with a view to approval. The Membership Director will then either hit the 'Approved' button on the online membership system or email a request to the Administrator that further information is requested from the applicant.

Upon Approval being granted by the Membership Director the applicant is sent the following email automatically by the membership system:

Your CMSUK Membership has been Approved - Request for Payment

Membership in the name of: [[FirstName]] [[LastName]]

Membership Number: [[MembershipNumber]]

Membership Fee: [[Fee]]

Membership to run from: [[RenewalDate]]

Dear [[FirstName]] [[LastName]]

Your CMSUK application has now been approved for *[[MembershipType]]* Membership. Your CMSUK Membership number is: *[[MembershipNumber]]*. To activate your membership your membership fee of *[[Fee]]* now needs to be paid.

You can pay for your membership online via the CMSUK website or by sending a cheque made payable to CMSUK, marked for my attention, to the address below.

To access your online profile and/or to pay for your membership go to the CMSUK website at www.cmsuk.org and click on the 'login' prompt. You will need to enter your 'Home' email address and the password you created at the time of your application into the boxes provided. If you do not remember your password follow the instructions and have a temporary password emailed to you.

Once you have successfully logged in you will be able to access your membership profile which will allow you to make any changes that may become necessary from time to time. The 'Pay' menu option allows you to pay for your membership by debit or credit card via PayPal.

Whilst your membership has been approved the status of your membership will remain 'Pending' until your subscription is paid.

If you require any assistance with any aspect of the payment process or are not seeing any agreed discount reflected in your fee, please do not hesitate to contact me.

Kind regards

Upon receipt of payment of the required fee the membership system automatically sends out the following email:

Receipt of Payment

Membership in the name of: [[FirstName]] [[LastName]]

Membership Number: [[MembershipNumber]]

Membership Fee Received: [[Fee]]

Dear [[FirstName]] [[LastName]]

Your CMSUK Membership, [[MembershipNumber]] has now been paid and runs until [[Date]]. You will shortly receive by post, your new CMSUK Membership card and associated documentation.

Thank you.

Kind regards

The Administrator then sends out a Welcome email which includes soft copies of all relevant documentation:

Dear «Title» «First_Name» «Last_Name»

Membership No: «Membership No»

Welcome to CMSUK. Your membership has now been approved, paid for and activated. Please find attached to this email the following important CMSUK membership documentation:

CMSUK Standards, Best Practice Guidelines

CMSUK/BABICM Code of Ethics

CMSUK Membership Rules

CMSUK Articles of Association

CMSUK 'Member' logo (Please note: Use of the 'Member' logo is for individual member use only and must not be used in any company-wide capacity. Please refer to Logo usage documentation for full instructions.)

CMSUK Logo usage documentation

I will be sending out your membership card and a hard copy of the CMSUK Standards, Best Practice Guidelines for Case Managers and also the CMSUK Code of Ethics. You will also receive a memory stick with all the above listed files loaded onto it. This should arrive with you within the next week.

Please keep these documents in a safe place for future reference.

If you have any queries regarding this or any other aspect of CMSUK, please do not hesitate to contact me.

Kind regards

Finally the Administrator sends out by post the Membership Card along with hard copies of the CMSUK Standards, Best Practice Guidelines, CMSUK/BABICM Code of Ethics including a memory stick with all documentation loaded onto it as per the welcome email.