

Membership Rules
of the
CASE MANAGEMENT SOCIETY UK
(“CMSUK”)

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 Fourth Version of the Membership Rules adopted by the Board on 4 July 2007 which replace the Membership Rules adopted by the Board on 21 October 2002, 7 October 2003 and 4 May 2005.

MEMBERS

1. All applications for membership of CMSUK shall be made in writing 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 and human services personnel related to Case Management;
- c) in addition to specified 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.) Private Case Managers working as individuals will need to supply supporting references from clients/purchasers of their services;
- d) demonstrate knowledge of health/social/vocational services and funding sources;
- e) maintain continuing education appropriate to case management and professional registration; and

- f) work toward and maintain case management certification once established;

OR

will be an Associate Member who has successfully completed 18 months supervised practice and shown evidence of compliance with CMSUK standards of practice as published from time to time, whereafter 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 and human services personnel 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) maintain continuing education appropriate to case management and professional registration; and
- e) work toward and maintain case management certification once established.

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 consultation at Founding Members meetings held biannually; or
- b) be commercial entities who have pledged £5,000 annually towards the development of CMSUK prior to December 2002 and have given their commitment to offering consultation at Founding Members meetings to be held biannually.

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 Individual Members who will be those groups of individuals (5-50) who are being sponsored by a company and receive individual membership. The membership belongs to the company and it shall notify CMSUK as to its designated representatives.

- 2.7 Lifetime Members who will be those individuals that have served the organisation in the Presidential capacity for one elected term, any individual so designated by the Board, and/or an individual that chooses to subscribe to lifetime membership through a Board designated fee.
 - 2.8 Honorary Members who will be those individuals so designated by the Board, that have promoted the field of Case Management in the United Kingdom.
 - 2.9 Supporting Members who will be individuals who are not actively case managing but wish to be involved with and support CMSUK.
 - 2.10 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.
- 3. Only Case Manager Members will be able to appear on CMSUK's list of Case Managers.
 - 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.

Application for Membership

- 5. Any applicant eligible for membership under these Membership Rules may apply for membership by written application on such form(s) as may be prescribed by CMSUK from time to time. Application forms shall be submitted to the National Membership Committee on behalf of CMSUK. 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

- 6. Only those members admitted to Membership of CMSUK under Rule 2.1 in good standing 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

- 7. 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 Officers

- 8. Save as provided in Rule 30 below, officers 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

9. Upon written request signed by a former member and filed with the Secretary, the Board may, by affirmative vote of two-thirds of the directors present at a meeting at which a quorum is present, reinstate a former member to membership upon such terms as the Board may deem appropriate.

AFFILIATE MEMBERSHIP

Affiliates

10. 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

11. Membership shall be in accordance with the signed Affiliate Agreement.

Activities

12. 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

13. 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

14. 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

15. 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

16. 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

17. 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

18. Members in an existing International Affiliate subregion 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 subregion, and approved by the Board. New International Affiliate formation shall be in accordance with the provisions of the International Affiliation Agreement.

Applicable Law

19. 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

20. The first four people to hold office as Directors shall hold office until the second Annual General Meeting. The subsequent four people to be appointed as Directors shall hold office until the third Annual General Meeting.
21. No member of the Board who has served two consecutive terms of service, as a Director or Officer of CMSUK, will be eligible to hold office as a member of the Board in CMSUK until at least one year has elapsed.
22. 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

23. 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 serve as Chairman of the Board and Chairman at the Annual General Meeting in the following year.
24. 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.
25. The President also shall serve as a member ex officio on all committees except the Nominating Committee, and the National Membership Committee.

Vice President

26. The Board may from time to time appoint such person from its number to be Vice-President of CMSUK for such period as the Board shall think fit. The Vice President shall have such duties as may be delegated by the Board or President.

Membership Director

27. The Board may from time to time 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 ensure communication both internally within CMSUK and externally to the outside world.

Chief Executive

28. The Board may from time to time appoint from its number a Chief Executive who 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.
29. The Chief Executive 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.

Non-Executive Directors / co-opting

30. 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.
31. 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

32. 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).
33. 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).

NOMINATING COMMITTEE

34. The President may appoint, subject to review and approval of the Board, a nominating committee whose function shall be to solicit and screen potential candidates to hold office as a member of the Board. The nominating committee shall give due considerations to candidates' experience, qualifications and geographical representation. Contested elections shall be preferred but not required. The nominating committee shall carry out its activities pursuant to policies and procedures

approved by the Board. The nominating committee's slate of candidates shall be submitted for election in accordance with the procedures approved by the Board for mail ballots.

NATIONAL MEMBERSHIP COMMITTEE

35. The nominating committee shall appoint, subject to review and approval of the Board, a national membership committee whose function shall be to review written 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 national membership committee shall give due considerations to applicants' experience and qualifications.
37. The national membership committee shall carry out its activities pursuant to policies and procedures approved by the Board.

INTERPRETATION

38. Words defined in the Memorandum or Articles of Association shall, unless the context otherwise requires, have the same meaning in these Membership Rules.
39. 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.
40. 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.