



The Society of Vascular Nurses

Constitution

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9	May 2025	July 2025	
10	November 2025	December 2025	Awards, past presidents, memberships
11	March 2026	May 2026	Change to Bursaries

1. Name

The name of the society shall be 'The Society of Vascular Nurses' (SVN)

2. Aims

The aims of the society will be:

- a. To promote a national network of vascular nurses through journals, newsletters, national conferences, and local study days.
- b. To collaborate with other national and international professional associations who share concern and interest for people with vascular disease.
- c. To provide a forum to advance the education of nurses involved in the care of patients with vascular disease.
- d. To encourage members to be proactive in the development of vascular nursing.
- e. To support developments in vascular nursing research.
- f. To encourage members to be active within the field of health education and health promotion for people with vascular disease.
- g. To promote public awareness of vascular disease and consistency of evidence-based care nationally.

3 Membership of the society:

There shall be 4 categories of membership:

- a. **Full individual membership** – registered nurses
 - i. UK and Ireland & overseas
- b. **Associate membership** – all other healthcare professionals.
- c. **Honorary membership** –
 - i. Honorary positions on the SVN committee
- d. **Undergraduate nursing student** – nurses still in training, reduced rate until qualified

(No new ward memberships processed after June 2025)

4 Membership subscription

- a. A membership subscription shall run for 12 calendar months from the point of joining.
- b. The level of subscription shall be determined by the SVN committee and agreed by members at the Annual General Meeting (AGM) noting that:
 - i. The level of subscription may vary according to category of membership.
- c. Members will receive benefits in accordance with their membership type:

- i. Full members**

- i. Up to 4 editions of the SVN newsletter 'Vascular Matters' each year
 - ii. Access to members only section of website
 - iii. Reduced entrance fee to the annual conference
 - iv. A digital certificate
 - v. Ability to apply for bursary after being a member for a minimum of 3 months
 - vi. Voting privileges

- ii. Associate members**

- i. Up to 4 editions of the SVN newsletter 'Vascular Matters' each year
 - ii. Access to members only section of website
 - iii. Reduced entrance fee to the annual conference
 - iv. A digital certificate

- iii. Honorary members**

- i. Up to 4 editions of the SVN newsletter 'Vascular Matters' each year
 - ii. Access to members only section of website
 - iii. Free entrance fee to the annual conference
 - iv. A digital certificate
 - v. Free SVN membership

- iv. Undergraduate nursing student members**

- i. Up to 4 editions of the SVN newsletter 'Vascular Matters' each year
 - ii. Access to members only section of website
 - iii. Reduced entrance fee to the annual conference
 - iv. A digital certificate

(No new ward memberships processed after June 2025)

- d. Communication to members (newsletters and certificates)**

- General information: via email
 - Certificates: digital
 - Newsletters: Aim for: up to 3 editions to be digital and emailed to members.
Conference edition will be a hard copy posted to members

5. Termination of membership

A member will cease to be a member if:

- a. The member resigns in writing to the membership secretary.
- b. The member fails to pay the annual subscription within one month after the due date.

No refund of subscription or any part of the subscription will be payable under any circumstances.

6. Diversity, Equality, and inclusion

The SVN are committed to embedding equality, diversity, and inclusion in all SVN activities

- To provide support for members; help them develop through inclusive and non-discriminatory benefits
- To encourage underrepresented groups to join the SVN
- To raise awareness of our commitment to, equality, diversity, and inclusion
- To create an inclusive and supportive society where you feel valued and able to be yourself

7. The SVN Committee

- a. The SVN committee shall consist of *KEY POSITIONS: a President, Vice President, a Secretary and Treasurer whose positions are voted and agreed by the committee. Other important roles are the membership secretary, past president and up to 9 other members (total of up to 15 members).*
- b. **Honorary office positions** for the secretary or treasurer may be used when they are needed to help the committee run more efficiently. Such members will be able to attend the AGM but do not have voting privileges and will not have the obligation to pay subscription fees.
- c. The Vice President shall serve for **up to 2 years and** then become President for up to a further **2 years**.
- d. The Treasurer and Secretary will serve for **2 years**. Election by the committee will take place **every 2 years**.
- e. The committee may invite **any person** to undertake special work in an expert capacity, which will benefit the society. This person will not have committee or voting rights.
- f. Only **full members**, who are in roles that have a direct influence within vascular nursing and the care of vascular patients shall be eligible for election to the SVN Committee
- g. Committee vacancies will be **advertised at least 4 months** before the AGM
- h. All **full members** who wish to nominate themselves to be on the SVN committee will need to be proposed by an SVN member and each nominee will be seconded by the SVN committee. All nominees will be contacted after the committee meeting preceding the AGM to inform them of the decision. All nominees will also need confirmed support from their manager prior to application.

- i. **Nominations** to become a committee member need to be sent into the secretary or via SVN website at least 3 months before the AGM at the annual conference.
- j. Voting for new committee members will be carried out by an electronic, on-line form, sent to all full members with voting privileges, prior to the AGM. The results will be announced at the AGM at the annual conference
- k. The positions of president and vice president are elected by the SVN committee.
- l. A resigning committee member is required to inform the committee in writing giving 3 months' notice, except in extreme circumstances. This vacancy should be advertised in the society's newsletter, emailed to members and any potential nominations must be sent with supporting information to the Secretary. Nominations for the vacant committee position must be received at least **3 months** prior to the AGM unless in exceptional circumstances.
- m. Committee members will need to submit a yearly declaration of interest (DOI) or notify the secretary at the next committee meeting.

8. Powers of the SVN Committee.

- a. The SVN committee shall have full power to manage all affairs of the society in pursuance of the society
- b. **Secondees:**
Following the AGM, the SVN committee shall have the power to invite **full SVN members** to join the committee to fill vacant places, provided that such persons shall only remain members of the SVN Committee until the following AGM. The secondees will not have voting privileges with respect to committee decisions.
- c. **Creation of a subcommittee**
The SVN committee will be able to create a subcommittee for the purposes of carrying out a specific project (task and finish group), which **may include non- SVN members**. This activity will be supported by a *Terms of Reference, to be found on the SVN website*.
- d. **Staff Nurse secondees:**
The SVN committee may invite **staff nurses**, who are **full SVN members** to apply for a secondment position on the SVN committee. Staff nurses can nominate themselves with approval from their manager. **Up to two** staff nurse secondment positions can be appointed at any time. The secondment will be for the duration of one-year duration, and the secondee(s) will not have voting privileges with respect to committee decisions.
- e. Following appropriate scrutiny and a majority agreement, the SVN committee can, if requested, endorse research proposals or publications etc on behalf of the SVN.

Meetings of the SVN Committee

- a. The SVN committee shall meet at least 4 times between each AGM, via face to face and virtual meetings

- b. The President of the society shall be the chairperson of meetings of the SVN Committee.
- c. At meetings of the SVN Committee each member, including the President, shall have one vote, provided that in the case of equality of votes the President shall have a second casting vote.
- d. A quorum at meetings of the SVN Committee shall be 7/8 members (depending on number on committee i.e. for 12/13 = 7. For 14/15 = 8)
- e. Each committee member will be required to attend at least 3 SVN Committee meetings unless exceptional circumstances occur. These would be agreed by the committee, otherwise the position would be reviewed.
- f. All committee meetings will have an agenda, and minutes recorded by the secretary.

10. **Annual General Meeting (AGM)**

- a. An AGM shall be held each year at a date determined by the SVN committee at which the following business shall be conducted.
 - i. Receipt and adoption at the President's Annual Report
 - ii. Receipt and adoption of the Treasurer's Annual Report
 - iii. Receipt and adoption of the Annual Accounts of the Society
 - iv. Announcement of result of election of committee members
 - v. Appointment of honorary auditor if needed
 - vi. Appointment honorary solicitor if required
 - vii. Determination of the Annual Subscription, as provided for in Section 4b above.
 - viii. Announcement of results of voting or update on any proposed changes to constitution
 - ix. Any other business for which proper notice has been given.
 - x. Any other business that the meeting agreed to be discussed.
- b. Nominations for the vacant positions on the committee must be received **at least 3-months** prior to the AGM except in exceptional circumstances.
- c. The society membership will be informed of the nominees for vacant positions on the committee not less than **21 days** prior to the AGM. Voting will take place electronically via an online voting form, prior to the AGM. The results will be announced at the AGM, at the annual conference.
- d. Notice of the AGM shall be sent to every member not less than **21 days** prior to the date of the meeting. Such notice shall state the time and place of the meeting and details of the business to be transacted.
- e. Any member wishing to raise an item under **10 a viii (AOB)** above shall send such notice in writing to the secretary not less than **1 month** before the AGM to ensure that adequate notice can be given to members.
- f. A quorum at the AGM shall be 20 members.
- g. Each AGM will have an agenda and minutes recorded by the secretary.

11. Special General Meetings

- a. A Special General Meeting shall be convened by the Secretary upon the request of the National Committee, or upon written request of one third of the members of the society.
- b. Any such request shall state fully the business to be discussed at the meeting.
- c. Notice of the Special General Meeting shall be sent to every member **not less than 21 days** prior to the day of the meeting. Such notice shall state the time and place of the meeting and the business to be transacted provided that no business other than that for which notice has been given shall be transacted at a Special General Meeting.
- d. A quorum at the Special General Meeting shall be 20 members.

12. Voting at Annual General Meeting (AGM)

- a. Only full members of the SVN society shall be eligible to vote at the Annual General Meeting of the Society.
- b. Voting will be carried out electronically via an online voting form prior to the AGM.
- c. The president has the casting vote in the event of a tied vote (from an electronic vote). All results will be announced at the AGM

13. Financial Provisions

- a. All monies collected on behalf of the society shall be paid into a bank account or via direct debit card/ bank transfer or cheque in the name of the society. The treasurer will be responsible for maintaining the bank account
- b. All payments made on behalf of the society shall be made by cheque or debit card or bank transfer. Cheques shall be signed by one person; either the Treasurer or other member of the SVN committee who shall be authorised by the SVN committee as a signatory.
- c. Monies being signed off for sums > £5,000 require two signatories
- d. The Treasurer shall be responsible each year for the preparation of a set of Annual Accounts, which shall be checked by a qualified auditor, or accountant and presented to the AGM for approval.
- e. The SVN committee shall be empowered to invest any monies of the society in any such manner as may benefit the society provided that any such investment shall be approved by the auditor, or accountant.
- f. Any such reasonable expenses as are incurred by members of the society in undertaking any activity on behalf of the society may be met by the society provided that:
 - i. The decision of the SVN committee as to the amount of the expenses is full and final and
 - ii. The SVN committee shall be guided in any decision on the level of expenses by guidelines laid down for employers of the NHS.

14. Bursaries and Awards

a. Bursaries

Awarded in memory of Emma Bond

The SVN committee can award bursaries and awards. Each application for a bursary or award is considered by the SVN committee.

The “Emma’s Gift” bursary, which was awarded in the memory of Emma Bond, (a previous SVN president), and the other conference and educational bursaries will be replaced by one type of bursary which will be given in memory of Emma Bond.

Members who have been **full SVN members** for more than 3 months can apply. If successful in receiving a bursary, applicants are required to wait for 3 years before reapplying. All recipients will be asked to provide an article regarding their bursary in Vascular Matters.

The Bursaries comprise:

- Up to 5 bursaries of up to £1000 per year depending on the availability of funds and following the decision of the committee.
 - The committee can agree to award more bursaries depending available funds
- Bursaries can be used for conference attendance, courses and educational endeavours

b. The Award for Services to Vascular Nursing

This award is presented in recognition of outstanding leadership, participation, and dedication to patients with vascular disease.

- i. **Nominator:** Any health care staff member who does not have to be an SVN member
- ii. **Nominee:** Nurse – qualified or unqualified working in the UK and Ireland, who does not have to be an SVN member
- iii. **Award:** A certificate, monetary gift

15. Alterations to the Constitution

- a. The constitution will be placed on the agenda for discussion at each committee meeting, and any possible changes discussed.
- b. Small changes to the constitution can be made by the committee during the year, following discussion or confirmed with electronic voting, if necessary, by full members prior to the AGM. Updates will be provided at the AGM.
- c. Larger changes can be raised at the AGM, for discussion prior to voting.

- d. All changes will be voted for electronically by **full SVN members**, prior to the AGM and the results presented at the AGM.
- e. Any vote will require a simple majority
- f. The constitution will be formally reviewed every year

16. General Data Protection Regulation (GDPR) May 2018

Following the Data Protection Act 2018, and the implementation of the General Data protection Regulation (GDPR) the SVN will follow the rules of data protection principles.

The SVN will ensure information is used lawfully and transparently. The SVN will ensure we have robust processes in place to handle and store personal information. GDPR information will be placed on the SVN website.

The SVN will have transparency regarding membership data:

- How the SVN process and retain member's membership data
- What membership data is stored, and how and where data is stored by the membership secretary
- Contact information to alter delete their membership data or cancel receiving emails from the SVN
- Retention of membership information by the SVN for 1 year following cessation of membership
- Sharing of membership information with the conference organisers employed by the SVN

17. Dissolution of the SVN Society

The SVN society may be dissolved by resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose of which 21 days' notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by or in the name of the society, provided that if any property remains after the satisfaction of all the debts and liabilities, such property shall not be paid to or distributed amongst the members of the society but shall be given or transferred to another society, or such other charitable institution or institutions having objects similar to some or all of the objects of the society may determine and if and insofar as effect cannot be given in this provision then to some other charitable purpose.

18. Sustainability

The SVN aim to support the NHS by developing a sustainable committee and society, and have produced a Sustainability Vision Statement this includes:

Focus and Goals

1. Travel and transport

- 2 meeting / year to be virtual and 2 face to face.
- Encourage train travel / public transport

2. Sustainable training

- Develop virtual webinars and study days

3. Estates and facilities

- Use of estates that have a sustainable policy

4. Food and nutrition

- Consideration given for food served during events that aim to reduce carbon emissions

5. Digital transformation

- Harness digital technology
- Offer digital newsletters / certificates
- Phase out printed newsletters
- Share NHS digital transformation good practice

6. Sustainable model of engagement with members

- Use of email to message members
- Use of digital surveys and votes
- Member engagement to define and deliver carbon reduction initiatives
- Clear and proactive engagement with members to meet carbon reducing targets