



Constitution and Rules **(as revised at the BACHP Council Meeting, 02/10/2026)**

Objects and role of the Association:

BACHP serves as the professional home for cardiovascular nurses and allied professionals, providing a cross-specialty forum that complements disease-specific and professional societies through education, collaboration, leadership, research and workforce development.

- Rule 1 The organisation shall be called the British Association of Cardiovascular Health Professionals (BACHP). Its objects shall be to provide a multidisciplinary forum for communication, education, professional development, research, leadership and national representation for cardiovascular nurses and allied professionals involved in the care of cardiac patients, for the benefit of the public.
- Rule 2 These objects shall be pursued by meetings for communications; by facilitating the development of regional and special interest groups; and by encouraging close working relationships with associated organisations, both nationally and internationally.
- Rule 3 The role of the Association shall not be changed unless at the Annual General Meeting when two thirds of the member's present vote in favour of change. Notice of the suggested change must be sent three months before the date of the Annual General Meeting to the Honorary Secretary who shall notify all ordinary members of the proposal at least one month before the meeting. Objections to proposed role, constitutional or rule changes should be sent in writing to the Honorary Secretary for BACHP to arrive no later than one week prior to the Annual General Meeting.

Officers and business of the Association:

- Rule 4 There shall be a President of the Association who shall succeed to this office from that of President Elect and shall serve for two years. Following this, they shall not be eligible for further re-election for a minimum period of two years. The President shall represent the Association at home and abroad, will chair meetings of the council and preside over the Annual General Meeting and Annual National Conference of the Association. The president will automatically succeed to the office of past president for a period of one year.

- Rule 5 There shall be a President Elect who shall be elected two years prior to taking up office as President and shall succeed automatically to the office of President.
- Rule 6 There shall be an Honorary Secretary who shall succeed to this office from that of Junior Secretary and shall serve for two years. Following this, they shall not be eligible for further re-election to the Honorary Secretary role for a minimum period of two years. The Honorary Secretary shall summon all meetings, circulate the programme to all members at least one month before the meeting, and in co-operation with the president, arrange the Annual General Meeting in September.
- Rule 7 There shall be a Junior Secretary who shall be elected two years prior to taking up office as Honorary Secretary and shall succeed automatically to the office of Honorary Secretary. The Honorary Secretary shall lead a secretarial team which will be responsible for reviewing membership applications.
- Rule 8 There shall be a Treasurer who shall succeed to this office from that of Junior Treasurer and who shall serve for two years. Following this, they shall not be eligible for further re-election to the role of Treasurer for a minimum period of two years. The Treasurer shall keep the accounts, be responsible for the expenditure of the Association and shall present a financial report at every council meeting and to the Annual General Meeting. And in co-operation with the administrative assistance, be responsible for the collection of subscriptions and the external audit of accounts.
- Rule 9 There shall be a Junior Treasurer who shall be elected two years prior to taking up office as Treasurer and shall succeed automatically to the office of Treasurer.
- Rule 10 There shall be an Education Lead who shall succeed to this office from that of Deputy Education Lead and who shall serve for a minimum of two years. The Education Lead shall be responsible for activities and professional development of cardiovascular nurses and allied professionals, and for promoting education opportunities for the membership.
- Rule 11 There shall be a Deputy Education Lead who shall be elected two years prior to taking up office as Education Lead and shall succeed automatically to the office of Education Lead. The deputy education lead will support the Education Lead in activities and professional development of cardiovascular nurses and allied professionals, and in promoting education opportunities for the membership.
- Rule 12 There shall be a Research Forum Lead who shall succeed to this office from that of Research Forum Deputy and shall serve for two years. Following this, they shall not be eligible for further re-election to the Research Forum Lead for a minimum of two years. The Research Forum Lead shall lead in areas of promoting and engagement activities to promote cardiovascular nursing and allied professional research, innovation and evidence-based practice.

- Rule 13 There shall be a Research Forum Deputy who shall be elected two years prior to taking up office as Research Forum Lead and shall succeed automatically to the office of Research Forum lead. The Research Forum Deputy shall assist the Research Forum lead in activities relevant to nursing and allied professional research and scholarship.
- Rule 14 There shall be an Equality, Diversity and Inclusion (EDI) officer who shall be elected for two years. The EDI officer shall be responsible for ensuring activities of the organisation are representative and inclusive of people from diverse backgrounds.
- Rule 15 There shall be a communications officer who shall be elected for a period of two years. The communications officer shall be responsible for overseeing communications with memberships and promoting BACHP and its activities through the website and social media channels.
- Rule 16 Nominations of ordinary members for the offices of President Elect, Treasurer, Junior Treasurer, Honorary Secretary, Deputy Education Lead and Junior Secretary and for members of the Council may be made and seconded by two ordinary members and sent in by them jointly in writing with the consent of the nominee to the Honorary Secretary by February 1st.
- Rule 17 The business of the Association shall be conducted by the Council, which shall consist of the President, President Elect, Treasurer, Junior Treasurer, Honorary Secretary and Junior Secretary, Research Forum Lead and Deputy, EDI Lead, Education Lead, Deputy Education lead and no less than four ordinary members. To reach a decision on Council business there must be a minimum of five council members present, one of whom should be the President or President Elect. Council members are required to attend three of the four meetings per year to remain on council. Failure to attend two consecutive meetings may result in termination of their position. Council members unable to attend a meeting should notify the Honorary Secretary of their planned absence. The Honorary Secretary will advise them if a written report/update is required from them, for presentation in their absence. Extraordinary meetings may be called by the President. The council shall have the power to co-opt ordinary members as required, and to appoint some committees to consider and help to formulate policies for aspects of the BACHP's work, as appropriate.
- Rule 18 Ordinary members elected to Council shall serve for two years and shall represent various aspects of the Association. They shall be eligible for re-election for a further period of two years. Following this, they may be elected to other council officer and lead roles. they shall not be eligible for further re-election to the position of ordinary member for a minimum period of two years.

Membership of the Association:

- Rule 19 Co-opted members of BACHP council will be decided by the majority of BACHP council. A co-opted member will serve on BACHP council for a period of two years. A co-opted member is

determined to be someone who has an area of expertise that fulfils a significant contribution to BACHP council in areas that other council members lack expertise in.

- Rule 20a Membership shall be open to any registered nurse and healthcare professional working in, supporting, or undertaking research related to cardiovascular care. The annual subscription entitles them to receive a quarterly newsletter and other communications from the Association's office (e.g. calls for abstracts, notice of courses, conferences, events and other relevant meetings), and full participation in business meetings and voting rights.
- Rule 20b Membership shall be open to student nurses, trainee allied professionals and other healthcare professionals in training whose primary interest is in the practice and research of cardiac care. A reduced annual subscription shall give them the same entitlements as detailed in Rule 13a.
- Rule 21 The Secretarial Team led by the Honorary Secretary will consider membership applications.
- Rule 22 There shall be no limit to the number of ordinary members. Ordinary members from overseas are required to have a clear and continuing link with cardiac care in Britain.
- Rule 23 The subscription shall be fixed by council and is payable annually. It shall be paid by direct debit unless determined otherwise by council. Subscription reminders shall be provided for three months by the administrative support, after which time non-payment of subscription shall be considered the equivalent of resignation.
- Rule 24 Members may be expelled from the Association if found to be in breach of professional codes of conduct, or if their actions are thought in any way to jeopardise or bring into disrepute the standing of the Association. The decision of the Council will be final.

Meetings of the Association:

- Rule 25 An Annual National Conference shall be held, and additional meetings may be arranged at the discretion of Council.
- Rule 26 Research papers shall be given as oral presentation or moderated posters. Presentation shall be spoken, not read, and speakers shall conform to the timetable arranged by the council.
- Rule 27 The Annual General Meeting shall be held during the course of the Annual National Conference or online if necessary. Extraordinary meetings may be called at the discretion of the council.
- Rule 28 The accounts of the Association shall be submitted to the Association by the treasurer at each Annual General Meeting.