**Royal College of Midwives *(insert name)* Branch Constitution**

**Introduction**

This Branch will be known as the ***(insert name)*** Branch of the Royal College of Midwives, and is constituted under the provisions of Section 4.7 of the RCM Rules (Sept 2011) which requires every Branch to adopt a constitution in a form approved by the General Secretary and appropriate to the circumstances of the RCM members.

The ***( insert name)*** Branch is affiliated to the ***(insert name)*** Branch (See Note 1).

The ***( insert name)*** Branch is affiliated to the ***(insert name)*** Midwifery Society (See Note 2).

The Branch will promote and advance excellence in midwifery practice and policy by enabling members of the Royal College of Midwives to meet together for professional, educational and social purposes. It will encourage, facilitate and support the building of a strong workplace organisation through the recruitment, retention and development of members and activists, as well as support the RCM in the delivery of its strategic objectives.

The Branch is accountable to the RCM through the submission of an Annual Financial Return, Branch Information Form and the production of an Annual Branch Review, which will enable the RCM to monitor branch activity and plan for Branch support.

**Branch Membership**

All RCM members working in workplace(s) within the Branch’s geographical boundary will be members of the Branch. Membership of the Branch is open to any member of the RCM who wishes to belong to it or who is allocated to it because of working in the area that it covers.

**Branch Organisation**

The activities of the Branch are organised on behalf of its members by the Branch Committee, which consists of the President **(Optional)**, Chairperson, Secretary and Treasurer (See Note 3). The members of the Committee will be elected annually at the Annual General Meeting (See Notes 4 & 5).

The Branch Chairperson will preside over all general meetings (See Notes 6 & 7). The Branch Secretary is responsible for the smooth running of the Branch and ensuring that members are kept informed of Branch/Headquarters activities. They will produce an Annual Branch Review, which once agreed at the Annual General Meeting (AGM) will be submitted to RCM Headquarters. The Branch Secretary will also notify RCM Headquarters of changes in membership on an annual basis and when there are changes of Branch Officers and Workplace Representatives (See Note 8).

The Branch Treasurer is responsible for the financial stewardship of Branch funds on behalf of the Branch and RCM Headquarters, which includes preparing the annual financial return which is submitted to RCM Headquarters (See Note 9).

**Branch Meetings**

The Branch Committee will arrange an annual programme of meetings and events to meet the needs of its local members. The Branch will hold at least one general meeting for all members each year, the Annual General Meeting (AGM). This meeting will be held early in the New Year to enable the Branch to elect their Branch Officers and Workplace Representatives for the year ahead and approve their annual financial return and annual Branch Review before they are submitted to RCM Headquarters (See Note 10).

The Agenda of each full Branch meeting will include a report from the Steward, Health and Safety Representative, Learning Representative and MSW Advocate (See Note 11).

In order that binding decisions can be made on behalf of all members entitled to attend, it will be agreed that a minimum of 5 RCM members will form a quorum for this purpose. Decisions relating to matters under discussion will be reached by a show of hands. However, where it is considered appropriate that confidentiality should be preserved, a ballot will be arranged. If equal votes are received for and against a motion, the Chairperson will exercise a second or casting vote to enable a decision to be made. Ballots can be conducted electronically.

**(\*For notes please refer to Branch Constitution information on pages 38 – 41 of the** [**Branch Governance Handbook**](https://www.rcm.org.uk/media/4599/branch-governance-handbook-2020.pdf)**)**