



## HCCI CONSTITUTION

### FORMATION

1. The body hereby constituted shall be known as the **Home and Community Care Ireland** organisation and shall henceforth be referred to as the "Organisation".

### AIMS OF THE ORGANISATION

2. The Organisation is constituted in order to promote the following aims;
  - a. To foster and promote high quality standards of home and community care services
  - b. To represent the views of its members on developments affecting the sector
  - c. To inform members of developments affecting the sector
  - d. To influence the legislative, judicial, and regulatory processes with respect to issues of importance to the home care sector
  - e. To promote the training and development for those individuals and organisations which provide home and community care

### STRUCTURE AND ADMINISTRATION OF THE ORGANISATION

3. The Directors of the Organisation shall consist of a Chairperson, a Vice Chairperson, an Honorary Secretary and an Honorary Treasurer plus two other

directors. Officers of the Organisation must represent paid up full members, with the exception of the Chairperson, who shall be independent

4. The Organisation shall be administered by the Board of Directors, henceforth called the "The Board". A quorum for the board shall consist of four full members. The Board shall meet at least four times each year, the convenor being the Chairperson. The Chairperson shall also convene four Member meetings per year at least one of which shall be held outside Dublin.
5. Full Membership of the Organisation shall be open to private and independent companies who provide home care that is not funded by Government block grants, who meet the membership criteria (see separate document) and who solemnly agree to be bound by the Organisation's Code of Conduct.
6. The Board of Directors is the final authority in implementing policies and procedures as specified in the Constitution and Code of Conduct. Further, it is the responsibility of the Board of Directors to ensure that appropriate procedures are followed in revising the Constitution.
7. The Chairperson shall be the Chief Executive officer of the Association. The Chairperson shall chair all meetings of the Organisation and its Board of Directors. The Vice Chairman shall act in place of the Chairperson as necessary.
8. The Board is granted the power to open a bank account into which all monies received shall be lodged. Cheques shall be signed by the Honorary Treasurer as well as by the Chairperson or Honorary Secretary.
9. All officers of the organisation shall be indemnified by the organisation for any out of pocket expenses incurred in executing their duties on behalf of the organisation.
10. The Organisation may affiliate with other organisations and may allow other organisations affiliate with it providing this affiliation is in the best interest of the Organisation. The Executive Board has final authority to approve such affiliations.

## **FULL MEMBERSHIP**

11. Any applications for full membership must meet the criteria as agreed by the members.
12. Any private non-charitable provider of home or community care may apply to the organisation as long as they meet the membership criterion.
13. The election of full members shall be proposed by The Board at the next members meeting.
14. Every full member shall pay an annual subscription fee to the Organisation. The membership fee shall be determined and proposed by The Board for Members' approval. Those applying in year one will pay an enhanced rate to offset the independent Quality Audit required as a prerequisite to full Membership.
15. Only paid up full members of the organisation may describe themselves as "Member Home and Community Care Ireland".

## **16. CODE OF CONDUCT**

In order to further the stated aims of the Organisation it is a prerequisite that members agree to be bound by the Code of Conduct. These broad principles set the foundation upon which members can provide top quality care in the home.

### **Clients and Carers**

Treat clients and carers with Dignity and Respect.

### **Client Information**

The client has the right to be informed of the services offered by the home care provider and consequently, be given explanation, in advance, about the service/s that is to be provided, the types of Carers who will provide care, and the frequency of the visits that are proposed.

### **Client Assessment**

Clients have the right to initial and on-going participation in the development of their plan of care and to be allowed to exercise the full range of care opportunities available

to them. In cases where the client is unable to participate fully in forming the plan of care their wishes insofar as they are expressed and are practical should be addressed.

### **Privacy and Confidentiality**

Clients have the right to privacy and confidentiality. Clients have a right to request information held on their case, and the client's consent must be sought before any information is communicated to a third party. Client records must be held in accordance with the Data Protection Act 1988.

### **17. Managed Care Services and Employment**

In order to protect both clients and carers, all members are obliged to directly employ and supervise all carers and provide a managed care service to its clients, and ensure that all relevant tax, social insurance and statutory employment obligations are complied with.

### **18. Declaration of Interests**

Directors, shareholders and senior managers of member companies should declare any direct or indirect interests in a similar service or business that competes in service provision with the home and community care industry.

Directors, shareholders and senior managers of member companies should not be directly or indirectly interested in a competing service or business which does not directly employ and supervise carers and provide managed care services within the home and community care industry.

### **19. Disrepute**

Members must at all times conduct themselves in a manner that will not bring home care and/or the Home and Community Care (HCCI) Organisation into disrepute. All members will operate and conduct themselves in accordance with the Organisation's Constitution and standards. Membership may be withdrawn where their continued membership may adversely affect the organisation.

## **20. ANNUAL GENERAL MEETING**

There shall be an Annual General Meeting (henceforth referred to as the AGM) of Home and Community Care Ireland.

Fourteen days' notice of the AGM will be announced to all members.

A quorum for the AGM shall be one third full members.

The outgoing Chairperson shall conduct the meeting until the Chairperson and the Vice-Chair are elected.

The Treasurer shall issue a financial statement each year at the AGM.

At the AGM an election shall be held to fill each position on The Board (In this Constitution "year" shall refer to the 12-month period from 1st January to 31st December).

Any elections held shall be by secret ballot.

Members may submit motions to an AGM. Any such motion shall be passed if and only if it is approved by a simple majority of the members present at that meeting as long it is not inconsistent with the Constitution of the Organisation.

The Board shall have the power to co-opt up to two additional members on The Board in any one year. The duration of service for such a member shall be for the remaining part of the year in which co-option was made.

## **21. AMENDMENTS TO THE CONSTITUTION**

Changes to this Constitution by way of altering any existing article or introducing any new article must be done according to the following procedure:

- a. A proposal (supported by at least four members of the organisation) to change the Constitution is approved by a majority of The Board members.

- b. The proposal is then brought to the next Members Meeting where it must be approved by at least 2/3 of the ordinary members present at that meeting.

I agree to come together and associate as “Home and Community Care Ireland.” I furthermore agree to abide by and uphold the Constitution of the Organisation and to further its aims.

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**Name**

**Company**

**Date**