



CONSTITUTION AND RULES

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CONSTITUTION

- C1. The name of the Association shall be the Association of Laser Safety Professionals, which may be abbreviated to ALSP.
- C2. The aims of the Association are -
- to provide a forum in the UK for laser safety expertise,
 - to establish, promote and maintain high standards in the provision of laser safety services,
 - to award the qualification of Certificated Laser Protection Adviser to those who are sufficiently competent and knowledgeable in matters of laser safety,
 - to organise meetings, events and other appropriate activities relating to laser safety.
- C3. Membership of the Association is open to experienced, practising laser safety professionals who possess, and can demonstrate, a sufficiently high-level of knowledge of, and competence in, laser safety. Admission of any person to membership of the Association shall be at the discretion of the Committee.
- C4. Persons admitted to membership of the Association shall be granted Certification as Laser Protection Advisers in the particular field or fields (that is, medical & cosmetic laser safety and/or non-medical laser safety) in which they have demonstrated their knowledge and competence.
- C5. The general running and operation of the Association shall be carried out by the Committee. The Committee shall comprise a Chairman, a General Secretary, a Membership Secretary and a Treasurer, together with such other Committee Officers and Ordinary Committee Members as the Committee shall from time to time deem appropriate. All members of the Committee shall serve for a nominal period of one year (that is, until the Annual General Meeting following their election), but may, if they wish, offer themselves for re-election at the Annual General Meeting.
- C6. An Annual General Meeting, open to all members of the Association, shall be held during every calendar year within 15 months of the previous Annual General Meeting. The purpose of the Annual General Meeting shall be –

to receive, and if appropriate to accept, the accounts of the Association covering the preceding calendar year,

to hear reports from the Committee on the affairs of the Association,

to elect Officers and Ordinary Members of the Committee to serve until the next Annual General Meeting,

to conduct any other appropriate items of business.

- C7. Any Member of the Association who fails to pay within a reasonable period of time any sum due to the Association shall be removed from membership of the Association and shall have their certification as a Laser Protection Adviser by the Association invalidated.
- C8. The Committee shall have the power to remove from membership of the Association any person whose behaviour or activities are deemed by the Committee to be detrimental to the affairs of the Association or to the profession of laser safety. Any such person so removed shall have their certification as a Laser Protection Adviser by the Association invalidated.

RULES

1 Membership

- R1.1 Applications for membership shall be assessed against a detailed set of criteria (the Membership Criteria) established by the Association. These criteria shall be made publicly available. The Membership Criteria are the responsibility of the Committee and may be revised by the Committee at any time. Any revision of the Membership Criteria will come into affect on a date specified by the Committee, but this date shall not be earlier than three months after the revised Criteria have been made publicly available.
- R1.2 Candidates for membership must apply in writing to the Membership Secretary and must submit a completed application form and a curriculum vitae, together with any additional documentation which they believe may be helpful in supporting their application. The curriculum vitae must substantiate the candidate's claim, made on the application form, to possess substantial experience and competence in laser safety. Every candidate must have the written support of two professional referees. The referees should, and at least one referee must, have direct personal knowledge of the laser-safety work of the candidate. Following a review of the candidate's submitted documentation, including references, by at least two Assessors, who shall be Members of the Association appointed by the Committee, the candidate's application may be rejected if, in the opinion of the Assessors, it fails to demonstrate that the candidate possesses sufficient experience and competence in accordance with the Membership Criteria.
- R1.3 Candidates whose submitted application is considered by the Assessors to demonstrate that the candidate appears likely to possess sufficient experience and competence in accordance with the Membership Criteria, the candidate will be invited to attend for an interview, at the candidate's own expense, with at least two Assessors (who need not be the Assessors who conducted the initial application review). Following this interview, the Assessors will decide whether or not the candidate satisfies the Membership Criteria, and the candidate will be notified of this decision within a reasonable period of time by the Membership Secretary.
- R1.4 Any candidate for membership whose application is rejected by the Assessors, whether following the initial review of the candidate's submitted application or after an interview with the Assessors, may appeal against this decision by writing to the Membership Secretary within four weeks of being notified of their rejection. This appeal will be considered by the full Committee of the Association, who may seek further information concerning the candidate and

may wish to conduct a further interview. For an appeal to be successful at least two thirds of the committee must support it. The Committee's decision in this matter is final.

2 General Meetings

- R2.1 At least six weeks notice of an Annual General Meeting must be given by the General Secretary (by letter or email) to all current Members of the Association, indicating the date, time and location of the meeting and the business to be conducted. This notice shall include an invitation to nominate Members to stand for election to the Committee.
- R2.2 Nominations for Committee membership must include the name of a Proposer and Secunder (both of whom must be current Members of the Association), and indicate the willingness of the nominated person to stand for election, and must be submitted in writing to the General Secretary at least two weeks prior to the meeting.
- R2.3 An Extraordinary General Meeting may be called by the Committee to conduct urgent or special business. At least four weeks notice of an Extraordinary General Meeting must be given by the General Secretary (by letter or email) to all current Members of the Association, indicating the date, time and location of the meeting and the business to be conducted. An Extraordinary General Meeting must be called by the Committee if it is instructed to do so by a written request submitted to the General Secretary and supported by the signatures of at least 25% of the current Members. The meeting must take place within two months of receipt by the General Secretary of the written request by Members to call an Extraordinary General Meeting.
- R2.4 Any proposal to amend the Rules or Constitution of the Association must be submitted in writing to the General Secretary and have the support of at least two Members. Any such proposal must be included in the advance notice of a General Meeting and sent out to all current Members at least six weeks (four weeks in the case of an Extraordinary General Meeting) before the meeting is due to be held.
- R2.5 All current Members of the Association shall be entitled to attend, discuss proposals and vote at any General Meeting. No proxy voting shall be permitted. All decisions made at such a meeting shall be by a simple majority of those present, except in the case of proposed changes to the Constitution

which, if approved by simple majority voting by those present at a General Meeting, must then be submitted by the General Secretary for ratification in a postal or email vote of all Members. This postal or email vote must take place within six weeks of the General Meeting at which the proposal was accepted.

- R2.6 A quorum for any General Meeting shall be eight Members, or one third of the total membership, whichever is smaller.
- R2.7 A General Meeting shall be conducted by the Chairman or, in his or her absence, by another Committee Member nominated by the Chairman to be Acting Chairman for the meeting. The Chairman or Acting Chairman shall have a casting vote in the event of a tied vote. Other business not included in the advance notification of a General Meeting and not involving a proposed change to the Rules or Constitution may, at the discretion of the Chairman or the Acting Chairman, be discussed and voted on at a General Meeting.

3 Fees

- R3.1 Candidates applying for membership of the Association must pay a non-refundable Application Fee. This fee is payable in two parts. The first (smaller) payment must accompany the candidate's written application. The second (larger) payment must be made after the candidate is invited to attend for interview with the Assessors but before the interview takes place.
- R3.2 Where a candidate's application is accepted following an interview with the Assessors, the candidate must pay the Membership Fee before they can be admitted to membership and before their Certificate as a Laser Protection Adviser can be issued. The Membership Fee shall be the current Annual Membership Fee for those joining the Association during the first six months of any calendar year, or 50% of the current Annual Membership Fee for those joining the Association during the last six months of any calendar year.
- R3.3 All Members of the Association shall pay annually the current Annual Membership Fee. Such fees, once paid, are non-refundable. Members may resign from the Association at any time by writing to the Membership Secretary. Any Member who fails without good reason to pay the Annual Membership Fee within three months of the start of any calendar year will be removed from Membership of the Association and have their certification as a Laser Protection Adviser by the Association invalidated.
- R3.4 The current Application and Annual Membership fees shall be as set out in a Schedule that is made publicly available. This Schedule may be revised,

whenever considered appropriate and following the recommendation of the Committee, at a General Meeting. Any revision of fees agreed at a General Meeting shall come into affect on the next first day of January.

- R3.5 Fees collected by the Association shall be used for the general running and operation of the Association, as determined by the Committee. No Member shall receive any payment from the Association other than for the reimbursement of reasonable expenses incurred on behalf of the Association and approved by the Committee.

4 Certification as a Laser Protection Adviser

- R4.1 Those persons who have satisfied the Membership Criteria to become Members of the Association are deemed to have also met the minimum requirements necessary to act as a Laser Protection Adviser and will be Certificated as such by the Association. Laser Protection Adviser Certification is awarded by the Association in two categories, (i) medical and cosmetic laser safety and (ii) non-medical laser safety. All Members will be certificated in one or other category, or in both, depending on the area or areas in which they have demonstrated their experience and competence.
- R4.2 Laser Protection Adviser Certification will be awarded to Members by the Association for a period of five years, after which it is renewable. Members may apply to renew their certification by submission of a Certification Renewal Form to the Membership Secretary confirming that (i) they remain professionally active in laser safety, and (ii) they have continued to develop their knowledge of and competence in laser safety, giving examples of how this has been achieved. The renewal application may be submitted up to six months before the expiry of the current certificate, and in this case the new certificate will be dated from the date of expiry of the current certificate, and will be valid for a further five years from that date.
- R4.3 Every Member shall be allocated a Membership Number by the Association. A list of the names of all current Members (excepting Retired Members) together with their Membership Number shall be publicly available on the Association's website.
- R4.4 Members who fail to renew their certification within six months of its renewal becoming due, except as covered by Rule 4.4, will be removed from membership of the Association.

- R4.5 Existing Members who retire from active professional work in laser safety and for whom continuing certification as a Laser Protection Adviser is inappropriate may continue to be Members of the Association on payment each year of 50% of the current Annual Membership Fee. This is the only circumstance under which Members of the Association will not also be certificated as Laser Protection Advisers.

5 Committee

- R5.1 The Committee shall meet and correspond as necessary in order to manage and operate the affairs of the Association for the benefit of the Association and for the promotion of laser safety.
- R5.2 A quorum at any Committee meeting shall be five.
- R5.3 The Chairman or, in his or her absence, an Acting Chairman chosen by the Committee shall conduct Committee meetings and seek to obtain consensus amongst the Committee in all its dealings. Where consensus cannot be achieved, decisions shall be made by simple majority voting. Where there is no majority the Chairman (or in his or her absence the Acting Chairman) shall have a casting vote.
- R5.4 The General Secretary shall produce minutes of all Committee and General meetings, and deal with the general administrative affairs of the Association, as agreed by the Committee.
- R5.5 The Membership Secretary shall maintain Membership and Certification records, and deal with all correspondence relating to membership applications, renewals and bone-fide certification enquiries.
- R5.6 The Treasurer shall have charge and keep a proper account of the Association's funds, and prepare an annual Statement of Account for each Annual General Meeting, which must first be approved by a suitably qualified person who is not a Member of the Association. Each annual Statement of Account, having first been approved as previously specified, shall be presented to Members at the following Annual General Meeting.
- R5.7 The Committee may co-opt any Member of the Association onto the Committee, but only for the period remaining until the next Annual General Meeting.

6 Members' Code of Conduct

- R6.1 Every Member shall promote best practice in all matters of laser safety in accordance with national and international standards and guidelines, and shall seek to prevent avoidable accidents and any avoidable adverse impact on the environment.
- R6.2 Every Member of the Association shall maintain, develop and update their competence in laser safety as appropriate to their area or areas of professional work.
- R6.3 No Member may offer professional advice or accept any assignment of work in any area that is outside their field of professional competence.
- R6.4 Every Member must respect the confidentiality of any person or organisation by whom they are asked to provide advice, and must immediately declare to such a person or organisation any potential conflict of interest which it might be reasonably supposed could compromise the independence of the advice given.
- R6.5 No Member may, without good reason and without ensuring adequate support and supervision, delegate to any person who is not a certificated LPA any site visit made for the purpose of undertaking a risk assessment, safety audit or similar activity, or any meeting with a client at which it is intended to offer laser safety guidance or advice. Any Member who delegates such professional work must personally supervise the person to whom they have delegated the activity, and must satisfy themselves that the deputising person has sufficient awareness and understanding of, and competence in, all relevant matters of laser safety. The Member is responsible for the activities carried out on their behalf by the deputising person, and for all professional guidance and advice that may be given to the client as a consequence of the delegated activity. The non-certificated status of the deputising person must be made known to the client prior to the commencement of the delegated activity, and the client's approval for such delegation obtained. Inappropriate, inadequately supervised, or unnecessary delegation by any Member may be regarded as professional misconduct.
- R6.6 Professional misconduct by any Member of the Association, or any credible implication of such misconduct that is brought to the attention of the Committee, shall be investigated on behalf of the Association by a subcommittee of three people appointed by the Committee for this purpose. At least two members of the subcommittee must be Members of the Association. The subcommittee shall, having investigated the alleged misconduct, inform

the Committee in writing of its findings and recommendations. If serious misconduct is substantiated, the Committee may issue a written warning to the Member concerned or may remove the person from membership of the Association. Any such person so removed shall have their certification as a Laser Protection Adviser by the Association invalidated.

- R6.7 Any Member who receives a written warning or who is informed that they are to be removed from membership of the Association following an investigation of alleged misconduct in accordance with Rule 6.6 may appeal to the Association against this decision. This appeal must be submitted in writing to the Membership Secretary within four weeks of being notified of the outcome of the misconduct investigation. The appeal will be considered by the full Committee of the Association excluding any members of the Committee who were also members of the investigating subcommittee. The decision of the Committee with regard to the appeal shall be in accordance with Rule 5.3 and will be final.

ANNEX

SCHEDULE OF FEES

(All fees are non-refundable. Refer to rules R3.1 to R3.5 for details of when these fees become payable.)

Application fees –

payable on initial application:	£50
payable following invitation for interview	£200

Annual membership fee – £50