

# ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS IN NEUROLOGY

## REVISED CONSTITUTION

November 2008

(Revised from previous Constitution dated November 2004 & 17th July, 1996)

### 1. TITLE

- 1.1 This Clinical Interest Group shall be known as the 'Association of Chartered Physiotherapists in Neurology'. Herein referred to as ACPIN, or 'The Group'.

### 2. TERMS OF REFERENCE

2.1 To promote and facilitate collaborative interaction between ACPIN members across all fields of practice including clinical, research and education.

2.2 To promote evidence informed practice and continuing professional development of ACPIN members by assisting in the exchange and dissemination of knowledge and ideas within the area of neurology.

2.3 To provide encouragement and support for members to participate in good quality research (with a diversity of methodologies) and evaluation of practice at all levels

2.4 To maintain and continue to develop a reciprocal communication process with the Chartered Society of Physiotherapy on all issues related to neurology.

2.5 To foster and encourage collaborative working between ACPIN, other professional groups, related organisations i.e. third sector, government departments and members of the public.

- 2.6 Any other objective not in conflict with 2.1 to 2.5 above which appears to be appropriate to the needs and interests of the members of ACPIN.

3. **ACPIN** shall not take any action or express any view which in any way affects or concerns the general policy of the Chartered Society of Physiotherapy (CSP) without the express agreement of the Council of the Chartered Society.

### 4. MEMBERSHIP

Membership shall be available upon completion of an application form and payment of the appropriate subscription in the following terms:-

- 4.1 **Full members** shall be registered Chartered Physiotherapists in good standing with the CSP (This section includes CSP members who live overseas. This is the only group entitled to full voting rights).
- 4.2 **Associate members** shall have a professional interest in neurology and thus, in the opinion of the Executive Committee are suitable to become associate members of ACPIN. Associate members will not have the right to vote in any ACPIN election, nor to hold any elected post within ACPIN. Assistants whose names appear on the register maintained by the Chartered Society of Physiotherapy shall be eligible for associate membership e.g. CSP registered assistants, occupational therapists, orthotists, medics etc
- 4.3 **Overseas members** shall be qualified Physiotherapists who are members of any professional body which is recognised by the CSP (i.e. belong to the World Confederation of Physical Therapists) and who are in good standing with that body.
- 4.4 **Student members** shall be Undergraduate Physiotherapists who are student members of the Chartered Society of Physiotherapy.

## 5. REGIONAL STRUCTURE

### 5.1 Application Procedure

Applications for full, associate and student membership shall be submitted in the first instance to the membership secretary. A new member will be allocated to one Regional Group, according to the location of his or her place of work or residence in accordance with the map annexed hereto. A member who works or lives close to the boundary of any region may elect to join an adjacent region.

### 5.2 Capitation

Regional Groups shall be entitled to receive a proportion of the annual subscription paid by each member allocated at a level determined by the National Committee.

It shall be open to the National Committee to set different levels of local subscription allocations among Regional Groups.

### 5.3 Regional Constitutions

Each Regional Group shall adopt a written constitution in accordance with guidelines at Appendix 1 of this constitution. A Regional Group may not amend its own constitution without prior agreement of the National Committee, signed by a resolution passed by a majority of committee members present.

## 6. EXECUTIVE COMMITTEE

### Shall comprise of:

- 6.1 Nine honorary officers, Chair, Vice Chair, Secretary, Treasurer, Membership Secretary, Research Officer, Public Relations Officer, Minute Secretary, Diversity Officer Post, or any others holding office in accordance with Clause 7.2 below.
- 6.2 Not more than four full members elected at the Annual General Meeting (AGM) who shall be entitled to serve as members of the Executive Committee for such period as shall be permitted in the case of an Honorary Officer.
- 6.3 The Executive Committee shall be empowered to co-opt four members to serve in addition to those elected members, should the need arise. The total number of co-opted members shall never exceed one third of the total membership of the

committee. The Executive Committee hereafter referred to as Executive shall be responsible for the general management of the Group.

- 6.4 If any Executive Committee member fails to attend two-thirds of the yearly total of meetings without good reason, where good reason is decided at the discretion of the majority of the remaining Executive members, their term of office shall be deemed to have lapsed. The vacancy may be filled by the Executive Committee at its discretion.

## **7. THE HONORARY OFFICERS**

- 7.1 Only full members shall be eligible for election as Honorary Officers. Any candidate for election as an Honorary Officer must submit a written nomination, countersigned by at least two other full members to the Chair.
- 7.2 The Honorary Officers, whose numbers shall not exceed nine, shall comprise Chair, Secretary, Treasurer, Membership Secretary, Research Officer and Diversity Officer and such other officers that the Executive consider expedient for the efficient management of the affairs of the Group.
- 7.3 Honorary Officers shall be elected by ballot of enfranchised members of the group at the AGM, save and except the Chair, who shall be elected by a ballot of all Executive Committee Members at the first Executive Committee Meeting to be held after the AGM in the year of the Chair's retirement.
- 7.4 Honorary Officers will hold office for two years, and may offer themselves for re-election for not more than three consecutive terms. (Giving a maximum of six years service). A former Honorary Officer may offer him or herself for first election not less than two years after retirement from any earlier honorary office. An Honorary Officer may transfer from one honorary office to another for the aggregate length of continuous service. An Honorary Officer shall not exceed a period of six years, as set out above. (See exception below for Chair).
- 7.5 The Chair Person must be on the Executive Committee for a minimum of two years prior to becoming Chair for up to a maximum of four years i.e. two terms with at least one year prior to taking the Chair as Vice Chair.
- 7.6 In normal circumstances the Chair and Secretary shall not retire in the same year as each other.
- 7.7 Retiring Honorary Officers shall leave office at the AGM and newly elected replacements take office immediately, so that the Chair shall hand over office at the first National Committee Meeting following the AGM.
- 7.8 The Office of President shall be occupied by a person suitably qualified and distinguished who has been invited by the Executive Committee for a period not exceeding four years. The President shall be entitled to attend all meetings of the Executive, but shall not have voting rights.
- 7.9 Should any casual vacancy arise among the Honorary Office, except Chair, that vacancy shall be filled by co-option of a suitably qualified member of the Group, who shall hold office until the next AGM. A casual vacancy for the Chair shall be filled by vote of the National Committee as set out above. Any period of office served as a result of the appointment following a casual vacancy shall not count towards the maximum six year period of office for any member of the Executive Committee.

7.10 Committee members will hold office for two years and may offer themselves up for re-election for not more than two consecutive terms for a maximum of 4 years. However, a Committee Member who goes on to hold an Honorary Officer's post can remain in this Honorary post for up to six years, offering themselves up for re-election at two yearly intervals during this period. Thus maximum service on the Executive Committee can total ten years.

## **8. NATIONAL COMMITTEE**

8.1 The National Committee shall consist of the Executive and one Representative elected from each Region. This may be the Regional Chair or the Regional Representative and shall be full members of the Regional Group whom they represent.

## **9. ANNUAL GENERAL MEETING (AGM)**

9.1 The AGM shall be held in the month of March at a convenient time and place, to be decided by the Executive, providing that no more than 54 weeks shall elapse between AGM's.

9.2 Notice the date, time and place of the AGM shall be given to all members by the Chair not less than 28 clear days in advance. Such notice shall be accompanied by a provisional agenda.

9.3 The AGM shall receive reports from the Honorary Officers, consider the accounts, and appoint an Auditor for the following year, hold elections for office by means of a secret ballot and transact such other business as notified to the Secretary in writing not less than 14 days before the said AGM.

## **10. EXTRA-ORDINARY GENERAL MEETING (EGM)**

10.1 An EGM may be called by the Secretary upon receipt of instructions from the Executive or upon written representation from not less than one third of the full membership.

10.2 Not less than 28 days clear notice of an EGM shall be given, specifying date, time and place, to all members of the Group. Such notice shall also include an agenda which comprises a full and exhaustive programme for the business which is to be considered at any such meeting.

## **11. VOTING**

11.1 All voting at Annual General Meetings or Extraordinary General Meetings shall be by secret written ballot conducted as directed by the Secretary. The Secretary shall devise ballot papers, a means of collection of the ballot and appoint tellers to count the ballot and inform the Secretary of the result which shall then be announced.

11.2 Any full member may appoint another full member to act as his or her proxy at any Annual or Extraordinary General Meeting by giving notice in writing to the Secretary. Such notice specifying whether the said proxy is directed to vote in accordance with the wishes of the members or given discretion in the casting of any vote.

11.3 Voting at all Committee Meetings shall be by a show of hands.

11.4 An Annual General Meeting or Extraordinary Meeting shall not be deemed quorate unless at least 50 full members, or one third of the total full membership attend, whichever be the less.

11.5 Any Committee Meeting shall require a quorum of not less than one third of the membership of the Committee.

## **12. WINDING UP / DISSOLUTION**

The Group may be wound up by a resolution passed at an Annual or Extraordinary General Meeting supported by a simple majority of full members casting votes. In the event of a motion to wind the Group up being passed the assets of the Group shall be handed over to the Members Benevolent Fund of the Chartered Society of Physiotherapy.

## **13. AMENDMENT**

This constitution may only be amended by a resolution passed by an Annual or Extraordinary General Meeting of the group provided:-

13.1 The proposed amendment has been notified to the Secretary in writing and is supported by the signatures of not less than ten full members.

13.2 At least 14 clear days notice has been given to each full member of the proposed amendment.

13.3 The proposed amendment receives the support of at least two thirds of the votes cast at the relevant meeting.

13.4 The amendments must be approved at CIGLC and PPC at the Chartered Society of Physiotherapy

## **APPENDIX**

When formulating a Constitution, Regional Groups shall have regard to the provisions of the National Constitution, and in particular shall adopt the provisions of Articles 1 to 5 thereof.

Regional Groups shall make provision for the election of a Regional Committee not less than one month before each Annual General Meeting of the National Group.

That Committee must include a Regional Representative who shall serve for two years on the National Committee. It is envisaged that each Region will also elect a Secretary and a Treasurer. The same time limits on service on a Regional Committee shall apply as in the case of the National Committee and Executive.

Not less than four meetings should be required to be held each year within normal circumstances.

Quorum shall be one third of the Regional membership.ACPIN

Amendment to the Constitution shall be at a Regional Annual General Meeting or Extraordinary General Meeting, but shall only take effect when it has been approved by Resolution of the National Executive and by CIGLC and PPC at the CSP.

Winding up shall be by resolution of the members, save that if full memberships falls below 10 a Regional Group will be deemed to have been wound up and its remaining members shall be allocated to other convenient group(s).

Regional assets shall pass automatically to the National Group.

A copy of the Constitution of each Regional Group must be supplied to the National Honorary Secretary.

The appropriate provisions of this Constitution may be adopted by Regional Groups by the making of amendments to meet the specific needs of such groups. It is envisaged that each Regional Group will adopt this Constitution subject to such amendments.