



# ASSOCIATION OF PAEDIATRIC CHARTERED PHYSIOTHERAPISTS

## CONSTITUTION

### TITLE

- The title of the Association shall be:  
**'Association of Paediatric Chartered Physiotherapists'.**

### OBJECTIVES

The objectives of the association shall be as follows:

- to provide a forum to promote the exchange of ideas between those interested in paediatrics;
- to promote best practice for those working with children and young people;
- to promote and facilitate continuous professional development and educational opportunities in paediatric physiotherapy;
- to encourage research and development in paediatric physiotherapy and related fields to enhance the evidence base of physiotherapy;
- to develop and maintain links with other relevant organisations in the UK and overseas;
- to represent paediatric physiotherapy on behalf of the Chartered Society of Physiotherapy (CSP);
- to promote the role and benefits of paediatric physiotherapy.

### MEMBERSHIP

- At least 70% of the Association's members will be members of the CSP.

#### Full Membership

- Full, Associate (i.e. physiotherapists, lecturers, managers, support workers), student and retired members of the CSP are eligible for full membership of APCP.
- All UK physiotherapists and support workers, whether working in the UK or abroad, must be CSP members to be eligible for membership of APCP.
- All UK practising physiotherapists must be HPC registered.
- Full members will have full voting rights.

#### Allied Membership

- All international physiotherapists who are not members of the CSP are eligible for allied membership of APCP but must be a member of their own country's governing body.
- Other professionals with an interest in paediatric physiotherapy are eligible for allied membership of APCP, but must hold an equivalent qualification and be a member of their own professional body or association.
- Allied members will not have voting rights.

N.B Retired paediatric physiotherapists who are no longer members of the CSP, and therefore not eligible for membership, may subscribe to the APCP Journal and Newsletter.

### **Honorary Membership**

- Honorary membership is open to individuals who are considered to have made a significant contribution to the Association or to the paediatric physiotherapy profession.
- All APCP Chairs are awarded Honorary membership at the end of their term of office.
- Additional Honorary members are nominated and elected by the membership.
- Honorary members need not be members of the CSP but will only have voting rights if they are current members of the CSP.

### **Membership Subscription**

- An annual membership subscription as authorised by the Association will be paid.
- The annual subscription for associates, students, unemployed and retired members will be at a reduced rate (normally 50% of full membership subscription).
- There will be no membership subscription for Honorary members.

### **NATIONAL COMMITTEE**

- The National Committee will consist of up to 16 nationally elected members plus a locally elected representative from each of the Association's Regions and a representative from each of the Association's Specialist Groups.
- The National Committee will manage the day-to-day affairs of the Association.

### **Nationally Elected Committee Members**

- Nationally elected committee members will be elected by the Association's members at the Annual General Meeting (AGM).
- Nationally elected members will serve a 4-year term and then will be eligible for re-election for a second 4-year term, following which they will only be considered for re-election after a period of 2 years has elapsed (8-year rule).
- In the event of a Regional Representative / Specialist Group Representative being elected to one of the nationally elected places on National Committee, time served as Regional Representative/Specialist Group Representative will be included as part of the member's 8-year term of office.
- Committee members are expected to attend all meetings where possible and to contribute to the activities of the committee.
- Committee members may be asked to step down if they fail to attend two consecutive meetings or if the other members of the committee unanimously agree that the member is not contributing to the activities of the committee.

### **Regional Representatives and Specialist Group Representatives**

- Regional Representatives and Specialist Group Representatives will be elected by their respective committees.
- In the event of a Regional Representative/Specialist Group Representative being elected to one of the nationally elected places on National Committee, a new representative for that Region/Specialist Group will need to be identified.
- Regional Representatives and Specialist Group Representatives are expected to attend all National Committee meetings where possible or to send an alternate from the Region/Specialist Group.

## **Elected Officers**

- The National Committee **will** have the following executive officers:
  - Chair
  - Vice-Chair
  - Secretary
  - Treasurer
- In addition to the above mandatory executive officers, the National Committee **may** elect a number of other officers as required – these may include:
  - Education Officer
  - Research Officer
  - Media and Publications Officer
  - Journal Editor
  - Newsletter Editor
  - iCSP Facilitator
  - Public Relations Officer (PRO)
- Officers are elected by National Committee and, with the exception of the Chair and Vice Chair, are elected for a 2-year term and then will be eligible for re-election for a second 2-year term.
- A Vice Chair will normally be elected to serve a 2-year term with the expectation that s/he will succeed to the office of National Chair for further 2-year term.
- The Chair will normally stand down from the National Committee at the end of the end of their term of office.
- There will be a number of nationally elected committee members without office.
- Elected officers due to stand down from National Committee under the 8-year rule, may be co-opted at the discretion of the National Committee to allow them to complete their term of office.

## **Co-opted Committee Members**

- The National Committee will have the right to co-opt members to fulfil specific functions, as deemed necessary.
- The number of co-opted members will not exceed one-third of the National Committee members.
- Co-opted membership will be reviewed annually prior to the AGM.

## **Sub-Committees**

- Sub-committees will be formed as deemed necessary by the National Committee.
- The Chair of each sub-committee will be a National Committee member, but other committee members will be members of the Association and others with appropriate expertise.
- The majority of sub-committee members will be members of the Association.

## **COMMITTEE ELECTIONS.**

- Election of committee members will be based on a single non-transferable vote.
- Proxies will not be allowed.
- The National Chair will have a casting vote when necessary.

## **National Committee**

- A notice of National Committee vacancies will be circulated to members at least 3 months prior to the National AGM.
- All nominees must be members of the Association and must be proposed and seconded by members of the Association.
- Where committee nominations exceed the number of vacancies, an email ballot of members will be undertaken prior to the AGM.
- Where nominations do not exceed the number of vacancies, the nominees will be elected unopposed.
- National Committee officers will be elected by the National Committee following the AGM each year.

## **Regional Representatives**

- Regional Representatives will be elected by their Regional Committees

## **Specialist Group Representatives**

- Specialist Group Representatives will be elected by their Specialist Group Committees

## **HONORARIUM**

- The executive officers (National Chair, National Vice Chair, National Treasurer and National Secretary) will receive an annual honorarium, the value of which will be agreed by National Committee and reviewed each year.

## **REGIONAL AND SPECIALIST GROUP COMMITTEES**

- The number and location of these shall be at the discretion of the National Committee in response to feedback from the membership.
- Within each Region or Specialist Group there will be an elected committee to consider the local business of the Association in conjunction with the National Committee.
- There is a separate constitution for the Association's Regions and Specialist Groups

## **ANNUAL GENERAL MEETING**

- The AGM will normally be held in the last 4 months of the year during the Annual Conference.
- Notification of the date, time and location of the AGM will be circulated to members not less than 3 months prior to the meeting.
- Reports will be submitted to the AGM by the Chairman, Treasurer, and other officers as deemed necessary by National Committee.
- A majority of the National Committee should be present at the AGM otherwise the AGM must be postponed and re-arranged at the earliest convenient date.
- Regional Representatives/Specialist Group Representatives that are unable to attend, should arrange to send an alternate.
- Admission to the AGM is for full members of the Association only.
- A quorum of 30 members or 5% of the membership (excluding National Committee members), whichever is smaller, is required.

## PROCEDURES

- A record of business proceedings will be taken at all meetings of the National Committee and will be made available to all members of the Association on request.
- A special meeting of the Association may be convened by the National Chair, or by a requisition in writing signed by not less than 20% of ordinary members of the Association. Members will be notified 14 days before the meeting. The business at such meetings will be limited to the agenda.
- Items for the agenda of a National Committee meeting must be submitted in writing to the National Secretary at least one calendar month before the date of the meeting. Provision for any other business may be given.
- The rules of debate at all meetings of the Association will correspond to those of the CSP.
- Notice and agenda for all National Committee meetings will be sent in writing to those persons eligible to attend by the National Secretary of the Association, at least 14 days before the meeting.
- Any amendments to this Constitution must be submitted in writing for consideration at the AGM, and agreed by at least two thirds of the voting members present.
- All regional accounts and national accounts are required to be submitted for examination by the end of February each year. A report of the examined annual accounts will be available at regional and national AGMs.
- The APCP accountants will be adopted at the AGM.

## CESSATION

- A recommendation for the cessation of the Association will come from the National Committee to the AGM and will only occur if agreed by at least two thirds of the voting members present. The CSP will be entitled to re-coup the balance of the capitation fees. Any funds remaining after completion of all accounting procedures will pass to the CSP Benevolent Fund.
- A recommendation for merger of the Association with another Professional Network will come from the National Committee to the AGM and will only occur if agreed by at least two thirds of the voting members present. Any funds remaining after completion of all accounting procedures will pass to the new group.
- Nothing in the Constitution, either expressed or implied, will conflict with the Charter and Byelaws of the CSP. No action will be taken by the Association in any matter affecting the general policy of the CSP, without the consent of the CSP Council.