

ASSOCIATION OF PAEDIATRIC CHARTERED PHYSIOTHERAPISTS  
CONSTITUTION

**MEMBERSHIP**

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

**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 I-IPC registered,
- Full members will have full voting rights, Allied Membership

**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 National Committee.
- Honorary members need not be members of the CSP but will only have voting rights if they are current members of the CSP.
- Fellowship Members- this is a lifetime Award but they must be a paid up member of the APCP.

**Membership Subscription**

- An annual membership subscription as authorised by the Association will be paid by full members and Fellowship Members.
- 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 and an honorary president.
- The National Committee will manage the day-to-day affairs of the Association.
- The President is selected by the National Committee. This is a role with no defined term of office.

### **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.
- 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 Committee Representatives**

- Regional Representatives and Specialist Committee Representatives will be elected by their respective committees.
- In the event of a Regional Representative/Specialist Committee Representative being elected to one of the nationally elected places on National Committee, a new representative for that Region/Specialist Committee will need to be identified by Committee
- Regional Representatives and Specialist Committee Representatives are expected to attend all National Committee meetings, where possible or to send an alternate from the Region/Specialist Committee.
- If a Regional Representative or a Specialist Committee representative is elected to National Committee any previous time served in this role on the National Committee does not count towards time served on the on National Committee

### **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
  - 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 , 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.

### **Working Party or Project Groups**

- Working Party or Project Groups will be formed as deemed necessary by the National Committee.
- The Chair of each Working Party or Project Group will be a National Committee member, but other committee members will be members of the Association and others with appropriate expertise.
- The majority of Working Party or Project Group members will be members of the Association.

### **COMMITTEE ELECTION**

- 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 Committee Representatives**

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

## **REGIONAL AND SPECIALIST 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.