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# **STATUTES**

## **Standing Orders for Council and Committees and Other Regulations**

**Approved by Council: 12 December 2018 & 27 February 2019**

## STANDING ORDERS FOR COUNCIL AND COMMITTEES & OTHER REGULATIONS

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## **CSP STANDING ORDERS FOR COUNCIL AND COMMITTEES & OTHER REGULATIONS**

### **HONORARY OFFICERS**

#### **1. President and Vice-President**

- 1.1 Bye-Law 20 gives the Council power to appoint a President and one or more Vice-Presidents, who need not be members of the Society.
- 1.2 The President shall be invited to serve in that post by Council and shall hold office at the will of the Council.
- 1.3 Council agreed that the usual practice shall be to appoint one Vice-President, who shall normally have served as the immediate past Chair of Council. They shall hold office for two years from the first meeting of Council after the Council elections until the Annual General Meeting following the next biennial Council elections and shall be eligible for reappointment.

#### **2. Chair and Vice-Chair of Council**

- 2.1 The Council has the power to appoint a Chair and Vice-Chair, who must be Council Members, at the first Council meeting after each Council election.
- 2.2 Nomination Forms (including election statements) for these offices shall be submitted to the Chief Executive's office in writing prior to the Council meeting at which these roles are due to be elected. Such Nomination Forms shall then be circulated to Council Members.
- 2.3 The Council will from time to time agree arrangements for the conduct of elections, length of election addresses and any other matters to ensure the fair conduct of these elections.
- 2.4 The Chair and Vice-Chair shall hold office for two years and shall be eligible for re-election during their term of office as Council Members.

### **PROCEDURES FOR MEETINGS OF THE COUNCIL AND COMMITTEES**

#### **Ordinary Meetings**

#### **3. Notification of Items for Ordinary Meetings**

Members who wish to submit an item for Council's consideration should send a written notification to the Chief Executive's office and the Chair shall have discretion on whether to include it on the agenda.

#### **4. Agenda and Meeting Papers**

- 4.1 The Chair shall approve items to be included on the Agenda.
- 4.2 The Agenda must clearly state which items are confidential, and the Chair may request staff or conflicted Council/Committee Members to leave the meeting during discussion of such items.
- 4.3 At least five working days before each ordinary meeting of Council a copy of the agenda and meeting papers shall be circulated to each Council Member.
- 4.4 Additional urgent matters may be considered if the Chair thinks fit. Papers not circulated in advance may only be tabled with the express permission of the Chair.

#### **5. Frequency of Ordinary Meetings**

Council and Committees will usually meet four times a year.

#### **6. Extraordinary Meetings**

- 6.1 An Extraordinary Meeting of the Council may be convened by the Chair at any time and shall be convened within 28 days upon the requisition in writing of at least six members of the Council.
- 6.2 At least five business days before each Extraordinary Meeting of the Council a copy of the agenda and meeting papers shall be circulated to each Council Member.

#### **7. Attendance at meetings**

- 7.1 Council members are expected to attend all Council meetings and other events outlined in the Council Code of Conduct or to notify their apologies to the Chair in advance.
- 7.2 Members of the Leadership Team shall normally be in attendance without the right to speak unless so directed by the Chair.
- 7.3 The Chair may invite non-Council members to attend in connection with an item of business and to stay throughout the discussion of that item.
- 7.4 CSP Members and invited visitors may be admitted to observe Council & Committee meetings, except during discussion of confidential items. The Chair may invite such observers to speak but they shall have no right to vote.

#### **8. Code of Conduct**

Council Members shall act in accordance with the Council Code of Conduct as approved by Council from time to time.

## **9. Standing Financial Instructions and Scheme of Delegation**

The Council will refer to the CSP's Standing Financial Instructions, which set out the delegated authority for specific financial matters, and to the Council Scheme of Delegation when making key decisions.

## **10. Rules of debate**

- 10.1 The Chair is responsible for the direction and tone of the meeting, encouraging meaningful debate and moving the meeting to a timely decision. The Chair has discretion to allow or restrict the debate.
- 10.2 Council Members have a responsibility to engage in debate in a respectful and constructive manner. Speakers shall address the Chair, and direct their speeches strictly to the item or amendment under discussion.

## **11. Voting**

- 11.1 All proposals put to the vote shall be decided by a show of hands except if the vote concerns an election or when the Chair orders a ballot.
- 11.2 In the case of a tied vote, the Chair shall have a casting vote, and shall declare the result of the vote, which shall be final.
- 11.3 Unless Council Members request otherwise, votes will not be recorded against names.

## **12. Minutes**

- 12.1 Draft minutes of Council and Committee meetings shall be circulated to Council or Committee Members. Minutes will be formally approved at the next Council or Committee meeting.
- 12.2 Key messages shall be circulated to Council Members as soon as practicable after the meeting and shall be published online for Members to access.

## **13. Chair's Action**

- 13.1 The Chair is authorised to take action on behalf of Council between meetings on matters where immediate authority is required provided that, in such urgent cases, they must obtain the approval of the Vice-Chair and one other Council member.
- 13.2 Where Chair's Action is taken, details will be confirmed to Council Members and formally noted in the minutes of the next Council meeting.

## **14. Rules of Procedure for Committees**

Committees shall carry out such duties as are delegated to them by the Council under Bye-Law 25(7) and Council's Scheme of Delegation and in accordance with the Committee's Terms of Reference and shall report to, and act under the general direction of, the Council.

## **15. Appointment of Committee members**

- 15.1 Council will select Appointment Panels to consider applications from members, interview shortlisted candidates and make recommendations to Council.
- 15.2 Committee Members may serve a maximum of two four-year terms.
- 15.3 Council will agree the procedures for Members to apply for committee vacancies with the exception of the two lay people on the Finance, Risk & Audit Committee, which will be open to non-Members, and the Employment Committee members nominated by the National Group of Regional Stewards

## **16. Council Elections**

- 16.1 Election Packs should be sent to all eligible Members and should include the following information:
- a. the maximum length of nomination statements;
  - b. number of supporting signatures required;
  - c. guidance on canvassing;
  - d. the deadline for receipt of nominations;
  - e. appointment of an independent scrutineer;
  - f. opening and closing dates of the ballot;
- 16.2 The Returning Officer (the Chief Executive) should check the eligibility of members submitting a nomination for a Council seat and make necessary enquiries of those submitting nominations. If the Returning Officer rejects a nomination as ineligible, the candidate may submit an appeal to a panel consisting of three members with relevant governance experience for a rapid decision.
- 16.3 Once the Returning Officer or the appeal panel has agreed the eligibility of the Council candidates for election there can be no subsequent challenge to the eligibility of candidates during the election.

## **17. Use of the Seal**

- 17.1 The Seal of the Society should be kept locked, with two keys being provided. One key should be held by the Chief Executive and the other by the Director of Corporate Services & Infrastructure.
- 17.2 Every instrument under the Seal of the Society should be countersigned by two persons. The following persons are authorised to be countersignatories:
- The Chair of Council
  - The Vice-Chair of Council
  - Vice-Chair of Finance, Risk & Audit Committee
  - Chief Executive
  - Director, Corporate Services & Infrastructure
  - Director, Practice & Development

17.3 Documents authenticating real property transactions or deeds of trust shall be countersigned by one of the first three named above and either the Chief Executive or the Director, Corporate Services & Infrastructure.

17.4 A book shall be kept in which all sealings are recorded, each record being initialled by the countersignatories.

## **18. Amendment to Standing Orders and Regulations**

These Standing Orders and Regulations may be amended in accordance with Bye-Law 35 by a resolution of the Council passed by a majority of two-thirds of the Council Members present and confirmed by a simple majority at the next Council Meeting.

***[Approved by Council: 12 December, to be confirmed on 27 February 2019]***

## **FELLOWSHIP REGULATIONS**

1. Fellowship and Honorary Fellowship of the Chartered Society of Physiotherapy are awarded by Council on recommendations of the Fellowship Advisory Board (hereinafter the "Board") in accordance with the Royal Charter and Bye-Laws and these regulations.

### **Extract from the Bye-laws of the Chartered Society of Physiotherapy:**

#### **2. Honorary Fellows**

- 2.1 The Council may appoint Honorary Fellows from persons who have rendered distinguished service to the advancement of physiotherapy or any eminent persons whom the Council consider it appropriate to honour. Honorary Fellows shall:
  - a. have such privileges (not being inconsistent with the Charter and these Bye-Laws) as the Council shall confer on them;
  - b. receive a Diploma of Honorary Fellowship.
- 2.2 The Council may withdraw the title of Honorary Fellow, and any associated privileges it may have conferred upon any Honorary Fellow, at any time, following a two-thirds majority vote at a Council meeting

#### **2. Fellows**

The Council may elect any Member as a Fellow. Any Fellow so elected shall receive a Diploma of Fellowship and be entitled to use the titles set out in Bye-Law 4.

#### **3. Titles**

Subject to Bye-Law 9, a Fellow or Member shall be entitled to use the description, without abbreviation, of "Chartered Physiotherapist" and the designatory letters "FCSP" and the description "Fellow of the Chartered Society of Physiotherapy".

#### **4. Rights and privileges of Fellows and Honorary Fellows**

- 4.1 Honorary Fellows are entitled to use the description "Honorary Fellow of the Chartered Society of Physiotherapy". They shall not acquire any other rights and privileges of membership of the Chartered Society. Honorary Fellowship shall be conferred for life save only that it may be withdrawn at the direction of Council.
- 4.2 Fellows remain subject as members to the provisions of Bye-Law 6 (Cessation of Membership) and 8 (Suspension of Privileges).
- 4.3 Fellows and Honorary Fellows may be called upon jointly or severally to advise the Council and its committees on matters pertaining to the advancement of physiotherapy.



## **MEMBERSHIP REGULATIONS**

1. In accordance with Bye-Law 3, the Council hereby makes the following Regulations, which apply to Members, including Fellows.
2. Members may be divided into such grades as Council may see fit in order to assist with the effective provision of services or collection of subscriptions.
3. In addition to those rights and privileges conferred on Members in the Bye-Laws:
  - 3.1 subscribing Members shall be entitled to:
    - a. stand for and elect Council Members;
    - b. be voting members of Boards, regional networks and branches and attend their meetings;
    - c. vote for, or stand for election as CSP Stewards and Safety Representatives;
    - d. attend the CSP Annual Representative Conference;
    - e. elect voting representatives to that conference;
    - f. vote in industrial action ballots and consultative ballots where relevant;
    - g. benefit from such professional and trade union services as may be agreed from time to time by Council and published on the CSP website
    - h. vote on all matters at the AGM.

### **4. Registration fee**

Council may approve payment of registration fee(s) which will be published on the CSP website.

### **5. Subscriptions**

- 5.1 Subscriptions may be collected on such a basis as is operationally expedient subject to the oversight of Council of such arrangements.
- 5.2 If a subscription is not paid within 30 days of dispatch of notice that is due, the member's privileges of membership may be suspended under Bye-Law 8(5).

### **6. Voting rights**

Members whose privileges of membership have been suspended under Bye-Law 9 shall not be entitled to vote in elections for office in the Chartered Society; or to attend and vote at General Meetings.

### **7. Change of name**

The recorded name of a member held in the membership database may be changed on written request, provided appropriate proof of identity is provided.

## **8. Certificates**

The Society may, at its discretion, issue replacement certificates in the original name at registration (unless a marriage certificate or other evidence of change of name has been produced) and may levy a fee for issuing the certificate.

*Approved by Council: 23 March 2017*

## **STUDENT MEMBERSHIP REGULATIONS**

1. These regulations are made by the Council of the Chartered Society in accordance with the powers set out in Bye-Law 8(2).
- 2. Student membership**
  - 2.1 Subscribing Student members are those persons who are registered for qualifications recognised for membership of the Society and for whom a membership fee has been paid to the Society.
  - 2.2 Student membership fees shall be determined annually by the Council.
  - 2.3 Subscribing Student members shall have the right to stand for and vote in elections for Council members of Council and for student representatives.
  - 2.4 The rights and privileges of subscribing Student Members may be approved by Council and published in the Student Membership Regulations or on the CSP website.
  - 2.5 Subscribing Student Members shall have the right to vote in all matters at the AGM.
  - 2.6 Student Members are not entitled to participate in industrial action ballots or to elect stewards.
  - 2.7 Student Members may be divided into such grades as Council may see fit in order to assist with the effective provision of services or collection of subscriptions.

*[Approved by Council: 12 December 2018, to be confirmed in February 2019]*

## **ASSOCIATE REGULATIONS**

### **1. Preliminary**

- 1.1 These regulations are made by the Council of the Chartered Society of Physiotherapy (CSP) in accordance with the powers set out in Bye-Law 3(10).
- 1.2 A person shall be eligible for Associate member if:
  - (a) they are not a registered physiotherapist but deliver physiotherapy, or support the delivery of physiotherapy, as directed by a health or social care professional;
  - or
  - (b) they hold a qualification recognised by the CSP as a basis for admission into this membership grade.

### **2. Admission**

Associate membership of the Society is at the discretion of the Council acting in accordance with the Bye-Laws in force from time to time. (Bye-Law 3).

### **3. Subscriptions**

- 3.1 Associate members shall pay such subscriptions as may be determined by the Council in accordance with Bye-Laws 8(3)-(5).
- 3.2 Associate members whose privileges are suspended under Bye-Law 8(5) shall not be entitled to any of the rights and privileges conferred by these Regulations.
- 3.3 Associate members shall be removed from Associate membership in the circumstances set out in Bye-Laws 6(3) and (5).

### **4. Rights and privileges of membership**

- 4.1 Subscribing Associate members shall be entitled to:
  - a. Stand for and elect Council Members;
  - b. be voting members of Boards, regional networks and Branches and attend their meetings;
  - c. vote for, or stand for election as, CSP Stewards and Safety Representatives;
  - d. attend the CSP Annual Representative Conference;
  - e. elect voting representatives to that conference;
  - f. use all the Society's full range of member services;
  - f. vote in industrial action ballots and consultative ballots where relevant; and
  - g. Subscribing Associate members are entitled to vote on all matters at the AGM, unless prevented from so doing by the Charter or Bye-Laws.

### **5. Duties and conduct**

- 5.1 Associate members shall comply with a code of conduct which shall be approved by Council.
- 5.2 Breaches of this code shall constitute failure to observe the Charter and Bye-Laws.

### **6. Membership grades**

Associate members may be divided into such grades as Council may see fit in order to assist with the effective provision of services or collection of subscription.

*Approved by Council: 23 March 2017*

*[Approved by Council: 12 December 2018, to be reconfirmed on 27 February 2019]*

## **AFFILIATE MEMBER REGULATIONS**

### **1. Preliminary**

- 1.1 These regulations are made by the Council of the Chartered Society of Physiotherapy (CSP) in accordance with the powers set out in Bye-Law 3(10).
- 1.2 In these regulations the term ‘Affiliated member’ or ‘affiliate’, indicates a person admitted to the membership of the Society who is not eligible to become; a Member, Associate member or Student member, but who meets one or more of the following criteria:
  - (a) is a former CSP Student member pending their HCPC registration;
  - (b) is included on the *Register of MSK Animal Practitioners* and holds a physiotherapy qualification;
  - (c) is a physiotherapist or student physiotherapist who works or studies outside the UK or Crown Dependencies;
  - (d) is studying physiotherapy on a non-recognised course, or is planning to study physiotherapy in the UK or Crown Dependencies.

### **2. Admission**

- 2.1 Affiliated membership of the Society is at the discretion of the Council acting in accordance with the Bye-Laws in force from time to time. (Bye-Law 3).
- 2.2 Affiliated members may be divided into such grades as Council may see fit in order to assist with the effective provision of services or collection of subscriptions.

### **3. Subscriptions**

- 3.1 Affiliated members shall pay such registration fees and/or subscriptions as may be determined by the Council in accordance with Bye-Laws 8(3)-(5).
- 3.2 Affiliated members whose privileges are suspended under Bye-Law 8(5) shall not be entitled to any of the rights and privileges conferred by these Regulations.
- 3.3 Affiliated members shall be removed from membership in the circumstances set out in Bye-Law 6(3) and (5).

### **4. Rights and privileges of membership**

- 4.1 Subscribing Affiliated members shall be entitled to:
  - (a) attend regional network and branch meetings;
  - (b) vote for, or stand for election as, CSP Stewards and Safety Representatives where relevant;
  - (c) attend the CSP Annual Representative Conference;
  - (d) elect voting representatives to, or be elected as a representative to, the CSP Annual Representative Conference;
  - (e) vote in industrial action ballots and consultative ballots where relevant;
  - (f) use such services as the Society may deem appropriate.
- 4.2 Subscribing Affiliated members eligible under 1.2(a) above shall, in addition, be entitled to:
  - (a) stand for and vote for Council
  - (b) participate at the AGM.

**5. Duties and conduct**

5.1 Affiliated members shall comply with a code of conduct which may be approved by Council from time to time.

5.2 Breaches of this code shall constitute failure to observe the Charter and Bye-Laws.

*Approved by Council: 23 March 2017*

## **THE CHARTERED SOCIETY OF PHYSIOTHERAPY MODEL COUNTRY BOARD CONSTITUTION**

This model Constitution is provided for Boards to use when drawing up their own Constitution. Sections marked with an asterisk ( \* ) on the left hand margin may be adapted to suit local circumstances but the general objectives should be retained. Unmarked sections must be included.

1. \* The ----- Board is coterminous with the national boundary for Northern Ireland, Scotland or Wales.  
Boundaries may be crossed locally where required for a specific need, in consultation with, and working together with that area.

### **Title**

2. The title of the Board shall be "The Chartered Society of Physiotherapy .....Board"

### **Objects**

3. The objects of the national boards shall contain the following, in a format agreed by The CSP .....Board

- a) Provide a key link to the Chartered Society of Physiotherapy in relation to Northern Ireland / Scotland / Wales government policy and membership.
- b) Provide a key link to the Northern Ireland Assembly / Scottish Government / National Assembly for Wales which enables the Chartered Society of Physiotherapy to respond in a timely and effective manner to government health policy proposals, consultations, and representation of the profession.
- c) To further and safeguard the interests of the Chartered Society of Physiotherapy and its members in the Country
- d) Engage and support members, helping them to seek opportunities and raise awareness of the value of Physiotherapy
- e) Raise the profile of the Chartered Society of Physiotherapy and the profile of the CSP ..... Board to the membership, emphasising the value of CSP membership and support recruitment to the Chartered Society of Physiotherapy and the CSP .....Board
- f) Inform and influence policy formulated by Council
- g) Encourage collaboration to further the interests of physiotherapy in the country.
- h) \* Work together with branches to further the priorities of the country.
- i) Act as a consultative and liaison forum as a Board of the Chartered Society of Physiotherapy.

\* ANY OTHER LOCAL OBJECTIVES REQUIRED IDENTIFIED BY THE BOARD AND/OR THE CSP.

### **CSP policy**

4. No action shall be taken by the Board in any matter affecting the overall general policy of the Chartered Society of Physiotherapy without the consent of Council.

The CSP Boards for Northern Ireland, Scotland, and Wales provide a view, advice and information where there is no recognised CSP policy to inform a CSP position in response to national government initiatives or consultations, provided that the CSP is kept regularly informed of such developments.

In accordance with the Society's Charter and Bye-Laws, CSP overall policy on professional, educational or union matters can only be changed by a vote in the elected CSP Council and in conjunction with its standing committees.

### **Board Membership**

5. The "CSP ..... Board" shall represent all CSP fellows and members, including associates and students living or studying within the country.
6. The "CSP..... Board" shall consist of CSP fellows and members including associates and students in the country attending quarterly meetings.

The Board should seek to have representatives from the following **as a minimum**:

- (a) NHS - Key person (or small group working together sharing the responsibility) for a particular organisation, acting as a 'conduit of information' between central CSP and their workplace.
  - (b) Other workplaces – Key person from organisations outside the NHS including any private / independent hospitals, charities, schools, private practitioners, universities acting as a 'conduit of information' between central CSP and their workplace.
  - (c) Other members from across the profession - including managers, clinical specialists, consultants, stewards, health and safety officers, retired members, Professional Network representatives and any non-working members.
  - (d) Associates.
  - (e) Students from each university within a country.
  - (f) One Learning Champion or similar
7. No-one may be nominated, elected, or participate in the election or appointment of members of a Country Board unless she/he has paid an annual subscription for the current year to the Society.
  8. Casual vacancies may be filled at the discretion of the CSP ..... Board.
  9. Co-opted members are non-voting members.
  10. \* Each member of the Board may have a nominated alternate who shall attend Board meetings in the absence of the representative.
  11. No action of the Country Board shall be nullified by any casual vacancy however caused.

### **Board Executive Membership**

12. The "CSP ..... Board Executive" shall consist of as a minimum:

- (a) Honorary Chair
- (b) Honorary Vice Chair
- (c) Honorary Secretary
- (d) Honorary Treasurer
- (e) Honorary Communications Officer
- (f) The CSP ..... Board Representative to CSP Council
- (g) The Alternate to the CSP ..... Board Representative to CSP Council



- (h) \* One lead representative from any active CSP Branch in the country
- (i) \* One Learning Champion or similar
- (j) \* Any other person leading a formal objective / priority from within the Board's Annual Plan

It is expected that the majority of these would hold current HCPC registration and that the members in categories (f) and (g) would be bound by the CSP Committee election rules.

- 13. The chair or the vice-chair of the CSP ..... Board shall take the chair at all meetings. In the absence of both these officers, the members present shall elect one of the Executive to take the chair for that meeting.
- 14. The CSP ..... Board Executive members (other than the Representative to Council and Alternate) and Honorary Officers are nominated by the Board members, and elected at the AGM. They may serve for a term of \* two years and may not serve more than three consecutive terms in any one role (re-election thereafter may be sought after a break of one year).
- 15. Casual vacancies may be filled at the discretion of the CSP ..... Board Executive.
- 16. Board Members who do not attend at least two meetings in a Board Year will deemed to have resigned (unless there are mitigating circumstances)
- 17. The "CSP ..... Board Executive" may admit other health and social care staff and other persons to meetings as guests. Such persons shall not have the right to vote.

#### **Board Representative to Council**

- 18. (a) The Board Representative on the Council and the alternate shall be elected according to the terms laid down in the Bye-Laws and Election Regulations of the CSP for a period of four years. The Board Representative and the alternate shall be eligible for re-election for three terms of office.
- (b) If a vacancy arises in the office of Representative, the elected alternate shall fill the vacancy for the remainder of the term of office.
- (c) If the elected alternate shall then resign, there shall be a bye-election to be held under regulation approved by Council. Meanwhile, the Board shall approve a non-voting representative appointed to act until the next election.

#### **Annual General Meeting**

- 19. The constitution shall require an Annual General Meeting of the CSP..... Board, to be held during the first three months of the year. The business of the Annual General Meeting shall be:
  - (a) To elect the honorary officers
  - (b) To receive and adopt the annual report and accounts for the previous year;
  - (c) To appoint an independent person to verify the accounts for the ensuing year;

- (d) \* to transact any other business.

### **Quarterly Board Meetings**

20. CSP ..... Board Executive and CSP ..... Board Meetings shall be held not less than four times yearly in relation to the CSP Council meetings. The meeting format may be decided within the CSP .....Board and may include external speakers relating to their priorities or those of the CSP.
21. The Agenda will include Reports / discussions relating to:
- (a) CSP Quarterly Briefing and Priorities
  - (b) Country Priorities
  - (c) National and local Updates and information sharing
  - (d) CSP Council Report
  - (e) Any other business relating to the CSP ..... Board

### **Governance**

22. The Country Board governance and financial year will both run from 1 January to 31 December.
23. CSP staff and elected members representing the CSP may be in attendance at the CSP ..... Board meetings.
24. The quorum will be one third of the CSP ..... Board membership's members as on the day of the meeting.
25. The Honorary Secretary will circulate formal notice of meetings, which shall be convened to occur prior to CSP Council Meetings four times per year, to all members at least seven days in advance, together with a copy of the minutes of the previous meeting (if not previously circulated).
26. Matters of urgency will be dealt with between meetings by chair's action / strategy group with a report to the Board at the next meeting.
27. \*The CSP..... Board may establish working groups / committees at its discretion.

### **Planning and Finance**

28. The CSP ..... Board shall maintain authorised banking accounts in the CSP authorised bank, its own name and cheques drawn on the account shall be signed by two Honorary Officers of the CSP ..... Board / CSP HQ as appropriate, or as per CSP guidance for internet banking
29. The CSP ..... Board shall be required to submit a report at the year-end including a review of the year's activity in relation to the current year plan, including finances, together with plans and a budget for the following year

30. \*Where there are active branches the report should include the current activity and finance, and plans and budget for the following year for those Branches.
31. The CSP ..... Board shall finance its own activities in accordance with the purpose of the CSP and Board Plan. The CSP Council will make an annual grant to a Board on such terms as the Council may determine.
32. A verified copy of the independently reviewed accounts from 1 January to 31 December shall be sent to the Deputy Chief Executive / Director of Finance, Facilities and Membership by a date to be agreed between the Society and the CSP- .....Board each year.
33. The annual grant is conditional on the submission of verified accounts and plans from the CSP ..... Board to the CSP.
34. The CSP will support travel to quarterly meetings for named members of the CSP ..... Board. Any further support for travel may be paid for by the CSP ..... Board at their discretion.

#### **Cesser of Board**

35. The Council may disband the CSP ..... Board, in which event the Chair, Honorary Secretary, and Honorary Treasurer of the CSP ..... Board, shall, within three months, close the bank account and send all its records (including minutes, accounts, deeds, papers, documents and money) to the Deputy Chief Executive Officer of the Chartered Society of Physiotherapy.

#### **Alterations to the Constitution of Board**

36. The power to rescind or alter this model constitution shall be vested in the CSP Council. Council may review the CSP Model Board Constitution from time to time under its Royal Charter and Bye-Laws.

**March 2014**

## **THE CHARTERED SOCIETY OF PHYSIOTHERAPY MODEL ENGLISH REGIONAL NETWORK CONSTITUTION**

This model Constitution is provided for English Regional Networks to use when drawing up their own Constitution. Sections marked with an asterisk ( \* ) on the left hand margin may be adapted to suit local circumstances but the general objectives should be retained. Unmarked sections must be included.

### **1. Areas**

The areas of the English Regional Networks are decided by Council to fit with Health Service needs in England.

### **2. Title**

The title of the English Regional Network shall be "The Chartered Society of Physiotherapy ..... Regional Network ".

### **3. Objects**

The objects of the ..... Regional Network shall be:

- (a) Further and safeguard the interests of the Chartered Society of Physiotherapy and its members in the region.
- (b) Engage and support members, helping them to see opportunities and raise awareness of the value of Physiotherapy.
- (c) Raise the Chartered Society of Physiotherapy and English Regional Network's profiles to the regional membership, emphasising the value of membership and support recruitment to the Chartered Society of Physiotherapy and the .....English Regional Network.
- (d) Inform and influence policy formulated by Council.
- (e) Encourage collaboration to further the interests of Physiotherapy in the Region.
- (f) \* Work together with branches to further the priorities of the Region.
- (g) Act as a consultative and liaison forum as a network of the Chartered Society of Physiotherapy.
- (h) \* Any other local objectives required identified by the Board and/or the CSP

### **4. CSP policy**

No action shall be taken by the English Regional Networks in any matter affecting the general policy of the Chartered Society of Physiotherapy without the consent of the Council. In accordance with the Society's Charter and Bye-Laws, CSP policy on professional, educational or industrial relations can only be changed by a vote in the elected CSP Council, acting in conjunction with its standing committees.

### **5. Network Membership**

- 5.1 The membership of the ".....Regional Network" shall consist of all CSP Fellows and Members including Associates and Students living or studying within the Region.
- 5.2 The ".....Regional Network Team" shall consist of all CSP members, associates and students in the Region attending quarterly meetings. There should be representatives from the following:

- (a) NHS workplaces - Key person (or small group working together sharing the responsibility) for a particular organisation, acting as a 'conduit of information' between central CSP and their workplace.
- (b) Other workplaces – Key person from organisations outside the NHS including any private / independent hospitals, charities, schools, private practitioners, universities, acting as a 'conduit of information' between central CSP and their workplace.
- (c) Other members from across the profession including managers, clinical specialists, consultants, stewards, health and safety officers, retired members, Professional Network representatives and any non-working members.
- (d) Associates.
- (e) Students from each university within a region.

6. No-one may be nominated, elected, or participate in the election or appointment of members of an English Regional Network unless she/he has paid an annual subscription for the current year to the Society.

7. Casual vacancies may be filled at the discretion of the ..... Regional Network.

8. Co-opted members are non-voting members.

9. \*Each member of the ..... Regional Network may have a nominated alternate who shall attend meetings in the absence of the representative.

10. No action of the English Regional Networks shall be nullified by any casual vacancy however caused.

### **English Regional Network Core Group**

11. The “.....Regional Network Core Group” shall consist of:

- (a) Honorary Chair
- (b) Honorary Vice Chair
- (c) Honorary Secretary
- (d) Honorary Treasurer
- (e) Honorary Communications Officer
- (f) The English Regional Network Representative to CSP Council
- (g) The Alternate to the English Regional Network Representative to CSP Council
- (h) \* One lead representative from any active CSP Branch in the Region
- (i) \* One Learning Champion
- (j) \* Any other person leading a formal Regional Objective from within the Annual Plan.

It is expected that the majority of these would hold current HCPC registration and that the members in categories (f) and (g) would be bound by the CSP Committee election rules.

12. The chair or the vice-chair of the..... Regional Network shall take the chair at all meetings. In the absence of both these officers, the members present shall elect one of the Core Group to take the chair for that meeting.

13. The ..... Regional Network Core Group members (other than the Representative to Council and Alternate) and Honorary Officers are nominated by the .....

Regional Network at the AGM... They may serve for a term of two years and may not serve more than three consecutive terms in any one role (re-election thereafter may be sought after a break of one year).

14. Casual vacancies may be filled at the discretion of the ..... Regional Network Core Group
15. Regional Network Core Group Members who do not attend at least two meetings in a Network Year will deemed to have resigned (unless there are mitigating circumstances)
16. The “.....Regional Network Core Group” may admit other health and social care staff and other persons to meetings as guests. Such persons shall not have the right to vote.

### **English Regional Network Representative to Council**

17.. (a) The .....Regional Network Representative on the CSP Council and alternate shall be elected according to the terms laid down in the Bye-Laws and Election Regulations of the CSP for a period of four years. The .....Regional Network representative and the alternate shall be eligible for re-election for 3 terms of office.

(b). If a vacancy arises in the office of Representative, the elected alternate shall fill the vacancy for the remainder of the term of office.

(c). If the elected alternate shall then resign, there shall be a bye-election to be held under regulation approved by Council. Meanwhile, the .....Regional Network shall approve a non-voting representative appointed to act until the next election.

### **Annual General Meeting**

18. The constitution shall require an Annual General Meeting of the ..... Regional Network to be held during the first three months of the year. The business of the Annual General Meeting shall be:
  - a. To elect the honorary officers
  - b. To receive and adopt the annual report and accounts for the previous year;
  - c. To appoint an independent person to verify the accounts for the ensuing year;
  - d. \* to transact any other business.

### **Quarterly English Regional Network Meetings**

19. ....Regional Network Core and Team Meetings (Forums) shall be held not less than four times yearly in relation to the Council meetings. Meeting format may be decided within the.....English Regional Network and may include external speakers relating to their priorities or those of the CSP.
20. The Agenda will include Reports / discussions relating to:
  - (a) CSP Priorities
  - (b) Regional Priorities

- (c) Regional Update and information sharing
- (d) CSP Briefing for the quarter
- (e) CSP Council Report
- (f) Any other business relating to the ..... English Regional Network

## **Governance**

- 21. The English Regional Network governance and financial year will both run from 1 January to 31 December.
- 22. CSP staff and elected members representing the CSP or English Network Forum may be in attendance at ..... Regional Network meetings.
- 23. The quorum will be one third of the ..... Regional Network Core Group's members as at the day of the meeting.
- 24. The Honorary Secretary will circulate formal notice of meetings, which shall be convened to occur prior to CSP Council Meetings four times per year, to all members at least seven days in advance, together with a copy of the minutes of the previous meeting (if not previously circulated).
- 25. Matters of urgency will be dealt with between meetings by chair's action with a report to the ..... Network Regional Core Group at the next meeting.
- 26. \*The ..... Regional Network may establish working groups at its discretion.

## **Planning and Finance**

- 27. The ..... Regional Network shall maintain authorised banking accounts in the CSP authorised bank in its own name. Cheques drawn on the account shall be signed by two Honorary Officers of the Regional Network, or as per CSP guidance for internet banking
- 28. The ..... Regional Network shall be required to submit a report at the year-end including a review of the year's activity in relation to the current year plan, including finances, together with plans and a budget for the following year.
- 29. \*Where there are active branches the report should include the current activity and finance, and plans and budget for the following year for those Branches.
- 30. The ..... Regional Network shall finance its own activities. The CSP Council will make an annual grant to an English Regional Networks on such terms as the Council may determine.
- 32. A verified copy of the independently reviewed accounts from 1 January to 31 December shall be sent to the Deputy Chief Executive / Director of Finance, Facilities and Membership by a date to be agreed between the Society and English Regional Networks each year.
- 33. The annual grant is conditional on the submission of verified accounts and plans from the ..... Regional Network to the CSP.

34. The CSP will provide additional travel grant to the..... Regional Network to provide some support for travel to quarterly meetings. This is used at the discretion of the Network.

**Cesser of Network**

35. The Council may disband the .....English Regional Network, in which event the Chair, Honorary Secretary, and Honorary Treasurer of the .....English Regional Network, shall, within three months, close the bank account and send all its records (including minutes, accounts, deeds, papers, documents and money) to the Deputy Chief Executive Officer of the Chartered Society of Physiotherapy.

**Alterations to the Constitution of Networks**

36. The power to rescind or alter this model constitution shall be vested in the CSP Council. Council may review the CSP Model English Regional Network Constitution from time to time under its Royal Charter and Bye-Laws.

*June 2014*



Branch Regulations  
From November 2002

**1. Branch Regulations**

These regulations have been made by the Council of the Chartered Society of Physiotherapy in accordance with Article 18 of the Royal Charter and Bye-Law 54 to govern the conduct of Branches and sub-Branches. Branches shall be formed to cover the whole of the United Kingdom; the Council shall designate the area to be covered by each Branch.

**2. Title**

The title of a Branch shall be "The ..... Branch of the Chartered Society of Physiotherapy".

**3. Objects**

The objects of a Branch shall include the following:

- a. to exchange views on professional, social and economic subjects connected with the interests of the profession, and to further the objects of the Chartered Society;
- b. to assist in the implementation of any policy formulated by the Council;
- c. to make the profession more widely known in the area served by the Branch;
- d. to further the interests and safeguard the welfare of Branch members; and any other purposes not incompatible with the above or these regulations.

No action shall be taken by a Branch in any matter affecting the general policy of the Chartered Society of Physiotherapy without the consent of the Council.

**4. Membership**

- 4.1 All subscribing Fellows and Members of the Chartered Society, and Associates on the List shall be full voting members of the appropriate Branch and eligible for all Branch offices, provided their privileges of membership have not been suspended under Bye-Law 13(5).
- 4.2. The words "full voting rights" signify the eligibility to vote on all issues considered by the Branch including trade union, clinical, professional and educational matters that affect fully qualified members, students and associates
- 4.3. Fellows, Members and Associates on the List will be attached to the Branch covering the address they give to the Society unless otherwise indicated by the member concerned. They may transfer to another Branch if they wish; this will be arranged through the Chief Executive Officer of the Chartered Society who shall notify the respective Branch Secretaries. Cards of Branch membership shall be issued by the Chief Executive Officer of the Chartered Society.
- 4.4. Membership of more than one Branch is not permitted, but reciprocal hospitality among Branches shall be adopted and shall convey all privileges of ordinary membership, except the right to vote. Such hospitality shall also be accorded to student members of the Society.

4.5. Branch executive committees may elect honorary members of the Branch and admit other health care staff and others to Branch meetings. Such persons shall not have the right to vote or to participate in business meetings.

## **5. Constitution**

5.1 Branches shall adopt a constitution which conforms with these regulations, which shall prevail in case of conflict. The model branch constitution is offered as guidance.

5.2. The agreed constitution and any changes thereto shall be notified to the Chief Executive Officer of the Society by the Secretary of the Branch.

5.3 The constitution shall provide:

- a. for the election of honorary officers, an executive committee and representatives to the CSP Annual Representative Conference and to the Board from and by full voting members defined in paragraph 5 above;
- b. for their terms of office, which shall not exceed three years (but it may allow re-election);
- c. for their powers of co-option;
- b. for a quorum of the executive committee which shall not be less than three persons;
- c. for the calling of meetings;
- d. for the filling by the executive committee of casual vacancies.

5.4 Management of the business and the annual programme of the Branch activities shall be vested in the executive committee.

## **6. Annual General Meeting**

6.1 The constitution shall require an Annual General Meeting of the branch to be held during the first three months of the year. The business of the Annual General Meeting shall be:

- a. to elect (by ballot or otherwise at the meeting, or by postal ballot) the executive committee, representatives and honorary officers, with the exception, if desired, of the chairman of the executive committee;
- b. to receive and adopt the annual report and accounts for the previous year;
- c. to appoint an auditor for the ensuing year;
- d. to transact any other business.

6.2 The constitution shall provide:

- a. for the calling of Extraordinary General Meetings;
- b. for the notice to be given of meetings;
- c. for the quorum.

## **7. Finance**

- 7.1 The Chartered Society will contribute capitation fees to Branch funds annually in December. These will be paid in respect of all members attached to each Branch as at 15 December.
- 7.2 Capitation fees in respect of any one accounting year will not be paid if accounts have not been received by the Society within two years of the end of that accounting year.
- 7.3 A banking account shall be maintained in the name of the Branch and appropriate arrangements with regard to signatories should be implemented by the Executive Committee to protect the Branches' funds.
- 7.4 A Branch shall finance its own activities but Council may make special grants for particular educational or other approved developments.
- 7.5 Branch accounts shall be audited annually and approved by Branch members at the Annual General Meeting. A certified copy of the audited accounts to the previous 31 December, signed by the Chairman and Honorary Treasurer, and returned to the Deputy Chief Executive/Director of Finance, Systems and Facilities by the end of the second week in February of each year.
- 7.6 If a Branch fails to forward a copy of its accounts by 5 April, the right to send a representative to the relevant Board, to the Annual Representative Conference and any other CSP meeting, and the payment of capitation fees shall be suspended until such accounts are received by the Chief Executive Officer of the Chartered Society.

## **8. Restructuring of Branch**

- 8.1 If it appears desirable to the executive committee of a Branch that the Branch shall be divided into smaller branches, or amalgamated with another branch, they shall give at least two months notice of the proposal before calling an Extraordinary General Meeting of the Branch. If at least two-thirds of the members present vote in favour of the proposal an application that the Branch shall be so restructured shall be submitted to Council.
- 8.2 When a Branch is restructured the Chairman, Honorary Secretary and Honorary Treasurer of the Branch shall within three months complete the accounts and send all its records (including minute books, account books, deeds, papers, documents, money and securities for money) to the Chief Executive Officer of the Chartered Society of Physiotherapy, unless it is agreed that they should pass to the successor branch or branches.
- 8.3 If it should prove impossible to convene a properly constituted branch executive committee, the existing officers may continue to administer the Branch for a period of six months. They, or failing them, the Chief Executive Officer of the Society shall then convene an Extraordinary General Meeting of the branch - or of parts of the branch - with a view to electing a new executive committee, or to restructuring the branch.

## **9. Sub-branches**

- 9.1 The Council may, on the application of the parent Branch supported by the written request of thirty subscribing Fellows or Members practising or residing in the area of the proposed Sub-branch, form a Sub-branch.
- 9.2 A Sub-branch shall, so far as possible, be administered in accordance with the rules for Branches and shall be answerable to its parent Branch and the Council for the proper conduct of its affairs.
- 9.3 A Sub-branch may appoint a representative to be a member of the Executive Committee of its parent Branch.

## **10. Alterations to the Branch Regulations**

The power to rescind or alter these rules shall be vested in the Council.

*June 2014*