



CONSTITUTION

1. TITLE

The title of the association will be THE ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS INTERESTED IN VESTIBULAR REHABILITATION (ACPIVR)

2. OBJECTIVES

- 2.1 To provide a forum to promote the exchange of ideas between those interested in vestibular rehabilitation
- 2.2 To promote best practice for those working with children and adults who are diagnosed with vestibular dysfunction
- 2.3 To promote and facilitate CPD and educational opportunities in the physiotherapy management of vestibular dysfunction
- 2.4 To encourage research and development in the physiotherapy management of vestibular dysfunction and related fields to enhance the research base of physiotherapy
- 2.5 To develop and maintain links with other relevant organisations in the UK and overseas
- 2.6 To represent physiotherapy in the field of Vestibular Rehabilitation on behalf of the CSP
- 2.7 To promote the benefits of physiotherapy in the management of vestibular dysfunction

3. No action will be taken by ACPIVR in any matter affecting the general policy of the CSP without the consent of CSP Council

4. MEMBERSHIP

4.1 Full Membership.

Full membership of the Association will be open to all physiotherapists who are members of the CSP. They will have full voting rights. An annual subscription as authorised by the Association will be paid. All full members shall have the right to be nominated and stand for election to the Executive Committee.

4.2 Associate Membership

Associate membership is offered to associate members of the Chartered Society of Physiotherapists including support workers and also to student members of the CSP. It is also offered to other Allied Health Professionals who in the opinion of the executive committee, are suitably qualified professional people (i.e., with an

equivalent qualification or health/professional body membership) and who can demonstrate an interest in Vestibular Rehabilitation.

4.2.1 It confers all rights similar to full membership with the exception of speaking at an Annual General meeting or Extraordinary General Meeting unless specifically invited by the Chairman to do so. Associate members and students will not be eligible to be elected onto the committee.

4.2.2 Subscription for Associate Membership will be determined and reviewed annually by the Executive

4.3 Membership of the Association shall end

4.3.1 when the member ceases to pay a subscription to the Association, or

4.3.2 when the member ceases to pay a subscription to the Chartered Society of Physiotherapy

4.4 Overseas membership

Overseas members who are British trained and members of the CSP, or physiotherapists who have trained and live overseas and who are members of their country's governing body may be members.

4.5 Annual Fee

An annual membership fee is payable to ACPIVR. The Executive Committee recommend an annual membership rate which is voted on at the ACPIVR Annual General Meeting (AGM). The membership period is for 1 year, starting when members join (or next renew). Members will be contacted prior to their year ending and any rolling payment being collected so they can opt out and cancel their membership if wanted.

4.6 Membership of the Association shall not be construed as conferring any particular skill, expertise or title. Members shall not announce nor declare their membership to any third party in such manner or circumstance as may claim or imply the possession of such particular skill expertise or title.

5. ELECTION OF EXECUTIVE OFFICERS

5.1 Officers will be full members of ACPIVR

5.2 Officers will consist of a minimum of Chair; vice chair, secretary; treasurer; vice treasurer; diversity officer; research officer; education officer; membership secretary; public relations officer; editor and iCSP facilitator

5.3 Nominations for new officer positions

5.3.1 Chair and vice chair will be elected by the executive committee at the last executive committee meeting before the AGM and members advised at the AGM

5.3.2 All other officer positions will be voted with two named nominations and a majority of hands from members at AGM

5.4 In normal circumstances, the Chair and Secretary will not retire in the same year. Officers, with the exemption of regional officers, shall hold office for two years and will be eligible for one period of successive re-election

5.5 If an executive officer is due to retire from the national committee they may be co-opted to continue their term of office for one year only.

5.6 Officers can hold office consecutively in different posts for up to a maximum of eight years.

5.7 Subsequent re-election following a retirement period of two years is permitted.

5.8 Co-opted members should not exceed 20% of the executive committee and may be appointed onto the Executive committee in order to fulfil specific objectives of the association. Their role will be reviewed annually, and they will be eligible for co-option onto the Committee for a maximum of two years. Co-opted members are eligible to vote

5.9 Regional officers will be appointed where practicable

5.10 Quorum

Executive Committee

This will consist of one third of the total number of Executive Committee members, which should include chartered physiotherapists who are appointed as co-opted members.

6. MEETINGS

6.1 The Association may invite individuals and representatives of other organisations to attend any meetings in an advisory/interested and non-voting capacity.

6.2 General Meetings

6.2.1 The quorum for all General Meetings of the Association shall be 20 members or 20% of the membership whichever is the lesser.

6.2.2 At any General Meeting of the Association each member shall have one vote exercisable in person. Voting shall be by simple majority. In the event of a tie the Chair shall have a second and casting vote.

6.2.3 All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings.

6.3 Annual General Meeting

6.3.1 An Annual General Meeting shall be held within twelve months of the previous AGM.

6.3.2 The Secretary shall give at least 21 clear days' written notice of the Annual General Meeting to all members including the wording of any motions to be proposed.

6.3.3 The business shall include

- Receiving the annual reports of the officers of the Executive Committee
- Receiving the approved accounts
- To elect by ballot the officers of the Executive with the exception of the Chair and Vice-Chair.
- Appointing accountants
- Fixing the annual subscription
- Considering motions of which due notice has been given

6.4 Extraordinary general meetings

6.4.1 An Extraordinary General Meeting shall be called by the Secretary on receipt of:

- instructions from the Executive Committee , or
- the written and signed requisition of 15 full members. The requisition shall include the reason(s) for the meeting and the wording for any motion to be proposed.

6.4.2 The Secretary shall give at least 14 clear days' written notice to all members including the wording of any motions to be proposed.

6.4.3 The business of an Extraordinary General Meeting shall be limited to that for which it has been called

6.5 Committee meetings

6.5.1 Committee meetings may be called by the Chair or Secretary. The quorum for committee meetings shall be 3 members or 20% of the committee membership whichever is the lesser.

6.5.2 There will be three committee meetings a year and officers must receive notice of meetings at least 6 weeks before

6.5.3 Committee members should attend (in person or electronically) at least 2 out of the three meetings. Any committee member not attending at least two meetings a year without mitigating circumstances will be contacted by the committee and asked if they wish to continue.

7 INTEREST

7.1 No member may debate (except to provide information) or vote on any matter in which they are personally directly or indirectly interested whether financially or otherwise. All interests must be declared.

8. FINANCE

8.1 All monies raised by or on behalf of the ACPIVR shall be applied solely to further its stated aims. This shall include the repayment against receipts of reasonable out-of-pocket expenditures incurred by its officers or others when carrying out activities on behalf of the Association.

8.2 The Treasurer shall keep proper accounts of the finances of the Association and detailed records of all its financial transactions.

8.3 All financial commitments of the Association to third parties shall be signed by the Treasurer and one other designated Committee member. It will be settled only against detailed accounts.

8.4 The accounts shall be inspected and approved at least once a year by Accountants appointed for that purpose at the Annual General Meeting. Copies of the approved accounts for the last financial year shall be presented to the Annual General Meeting

8.5 Accounts shall be opened with such financial institutions as the Executive Committee shall from time-to-time decide. The Executive Committee shall authorise as signatories to the account the Treasurer and two others of its members. Not less than two signatories shall sign all cheques.

8.6 Subscriptions. All members shall pay an annual subscription to be recommended by the Executive. It must be calculated to fulfil the budget as set out by the Executive Committee at the Annual General Meeting

9. INDEMNITY

9.1 No member shall be held liable to the Association for any financial loss arising from any expenditure of its funds unless made fraudulently or negligently which shall include failure to take internal or external appropriate advice.

9.2 No member shall be held liable to the Association for any losses arising from the negligence or fraud of any of the Association's employees, volunteers or other agents providing that reasonable supervision of such parties has been exercised.

10. ALTERATION TO THE CONSTITUTION

10.1 Any motion for the alteration of this Constitution shall be received by the Secretary from the Executive Committee at least fifty-six days before the Meeting at which it will be proposed.

10.2 Any motion to alter this Constitution shall require to be passed by a two-thirds majority of those members present in person and voting at the Meeting at which it is proposed.

11. CESSATION OF THE GROUP

11.1 This may be done at an AGM, EGM or General Meeting

11.2 Twenty-eight clear days' notice of cessation must be given to all members

11.3 Notification of cessation will be lodged with the CSP

11.4 On cessation of the group the CSP is entitled to recoup the balance of the capitation fees paid for the year. A final audit report must be sent to the Director of Finance and Facilities at the CSP, 14 Bedford Row, London WC1 4ED. Any outstanding monies are jointly owned by the ACPIVR membership who will decide on the disposal of assets after agreement with the CSP. The CSP is able to hold any balance of monies on behalf of ACPIVR until such time it is re-formed

Signature..... Print Name.....

Position held in group.....

Contact address.....

.....

.....

Tel no.....

E-mail address.....