

ACPOM-IT 

CONSTITUTION



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CONSTITUTION FOR THE ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS IN ORTHOPAEDIC MEDICINE WITH AN INTEREST IN INJECTION THERAPY

1. NAME

The name of the professional network shall be THE ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS IN ORTHOPAEDIC MEDICINE WITH AN INTEREST IN INJECTION THERAPY, hereinafter referred to as ACPOMIT.

This association is a recognised Professional Network that has an affiliation with the Chartered Society of Physiotherapists (CSP). In order to maintain affiliation with the CSP, ACPOMIT need to ensure a membership of at least 100 members. Of the total membership, 70% must be CSP members.

2. OBJECTIVES

The objectives and purpose of ACPOMIT shall be:

- a. To provide a forum to promote the exchange of ideas between members interested in Orthopaedic Medicine and Injection Therapy.
- b. To support CSP in clinical guidance and promote high standards of practice for those working in Orthopaedic Medicine and Injection Therapy.
- c. To organise regular educational meetings through conferences and study sessions, where health professionals interested in orthopaedic medicine and injection therapy can meet, present and learn.
- d. To encourage research and development in Orthopaedic Medicine and Injection Therapy.
- e. To develop and maintain links with other relevant organisations in the UK and overseas.
- f. To represent Orthopaedic Medicine and Injection Therapy to the general public and the medical profession.

All monies raised by ACPOMIT will contribute to further ACPOMIT's objectives.

3. NO ACTION SHALL BE TAKEN BY A PROFESSIONAL NETWORK IN ANY MATTER AFFECTING THE GENERAL POLICY OF CSP WITHOUT CONSENSUS OF COUNCIL

4. MEMBERSHIP

a. **HONORARY MEMBERS**

This category of membership may be offered by the executive committee to eminent health professionals in the field who have contributed in the field of Orthopaedic Medicine or Injection Therapy. Honorary members will not pay an annual subscription but will have full voting rights at the AGM.

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b. FULL MEMBERS

This category of membership is only open to UK physiotherapists, managers, lecturers, support workers or student physiotherapists, who are members of the CSP, and have an interest in Orthopaedic Medicine and/or Injection Therapy.

Only full members will have full voting rights at the AGM. Full members will pay an annual subscription fee due in October each year, and this is paid in advance.

(This category should constitute at least 70% of the total membership - as per CSP affiliation agreement).

c. ASSOCIATE MEMBERS

This category of membership will be open to non-CSP members. This may include international physiotherapists, who should have a membership with their own country's governing body (equivalent to HPC), and can demonstrate an interest in Orthopaedic Medicine and/or Injection Therapy. This category may also include medical practitioners, podiatrists or nurse practitioners who have an equivalent professional qualification or membership with their own professional body, and who can demonstrate an interest in Orthopaedic Medicine and/or Injection Therapy. Associate members will pay annual membership fee due in October each year, payable in advance. Associate members do not have full voting rights at the AGM.

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

Full and Associate Members are recommended to remain active by attendance of one conference or study day organised by ACPOMIT every three years. In the event of a member being unable to attend, he or she should communicate this to the ACPOMIT Secretary in advance of the AGM.

Members are also encouraged to maintain their clinical skills by administering a minimum of 10 injections per year.

Failure to fulfill these commitments, without acceptable cause, may result in loss of membership.

5. ROLE OF THE EXECUTIVE COMMITTEE

The executive committee is working on behalf of the membership towards the objectives of the professional network. Management of the business, both financial and professional, shall be vested in the executive committee. The executive committee will consist of:

Elected officers & Co-opted members as necessary to fulfill the objectives of ACPOMIT.

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6. ELECTION OF EXECUTIVE OFFICERS

- Officers shall be full members of ACPOMIT.
- Officers shall consist of a minimum:
 - Chair
 - Vice Chair
 - Secretary
 - Treasurer
- The following Officer positions are recommended:
 - CPD Officer
 - Research Officer
 - Public Relations Officer
 - Equality & Diversity Officer
 - IT Officer
- Nominations for new Officer positions shall be voted on at the AGM.
- Officers shall retire after a period of 2 years, unless they take on another officer position.
- Subsequent re-election following a retirement period of 2 years is permitted.
- Co-opted members can be appointed onto the Executive Committee in order to fulfill specific objectives of the association. Co-opted members should not exceed the number of the executive committee. Their role should be reviewed annually and they should be eligible for co-option onto the executive for a maximum of 2 years. Co-opted members are not eligible to vote at executive committee meetings.
- Expenses: Members of the executive shall be reimbursed for costs incurred on behalf of ACPOMIT. This will include; postage, photocopying, stationary, telephone calls. Travelling expense and subsistence will be reimbursed except when it is paid by the CSP for meetings done on behalf of the CSP.
- Communication between the executive will utilise face-to-face meetings, email and conference calls.

7. SUB-GROUPS

Criteria for the development and procedures of working parties and sub groups of ACPOMIT shall be provided in an appendix to the constitution. This will include terms of reference, objectives and timescales. An example of this could be audit, courses, prescribing, and policy writing.

8. ANNUAL GENERAL MEETING

Twenty one clear days notice of the AGM will be given to all members in writing.

The business shall be:

- To elect new executive officers.
- To receive and adopt the annual report and audited accounts for the previous year.
- To appoint an auditor for the ensuing year.
- To transact any other business.

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9. EXTRAORDINARY GENERAL MEETING (EGM)

The secretary shall call and arrange an EGM on receipt of:

- Instructions from the executive committee.
- A written requisition signed by at least 10% of the membership.
- Fourteen clear days notice shall be given to all members.
- The business of an EGM shall be limited to that for which it was called.

Proxies may be held at the AGM and EGM. The number of proxy votes held by any one member shall not exceed 10 and may be used on a specific agenda item and any amendments arising subsequently.

10. QUORUM

Executive Committee:

This shall consist of one half of the total number of executive committee members, which could include full members who are appointed as co-opted members.

AGM or EGM:

This shall consist of 50 Full Members or 10% of the membership whichever is the smaller at the time.

11. CESSATION OF THE GROUP

- This may be done at an AGM or EGM.
- The meeting shall decide the allocation of the group's assets.
- The CSP is entitled to recoup the balance of that year's capitation fee or equivalent.
- Twenty one clear days notice of cessation shall be given to all members.
- Notification of cessation shall be lodged with the Council of the CSP.

12. ALTERATIONS OF THE CONSTITUTION

The constitution may only be altered by vote of Quorum present at an AGM/EGM. Details of each proposed alteration shall be sent to each member not less than 28 days before the date of the AGM/EGM.