



# Constitution

## British Association of Chartered Physiotherapists in Amputee Rehabilitation (BACPAR)

### 1. TITLE

The title shall be:

The British Association of Chartered Physiotherapists in Amputee Rehabilitation.

### 2. OBJECTIVES

- a) To encourage, promote and facilitate interchange of knowledge, skills and ideas between members of BACPAR.
- b) To improve communication and understanding between all disciplines working in the field of amputation and limb deficiency rehabilitation.
- c) To improve post registration education in this speciality.
- d) To encourage research in this speciality.
- e) To provide support and information between members and contact with similar organisations nationally and internationally.

### 3. MEMBERSHIP

Full membership:

Any chartered physiotherapist, technical instructor or assistant who has paid the current annual subscription to the CSP may join BACPAR on the payment of the membership fee as notified annually.

Physiotherapy Departmental membership:

Any physiotherapy department may have full membership status which allows 2 delegates, whom are CSP members, to attend study days at membership rates but only one vote at the AGM.

Associate Membership:

Open to those from allied professions and non-CSP members at the discretion of the national executive committee.

Honorary Membership:

Honorary members may be elected at an AGM after proposal by the national executive committee.

Student Membership:

Any student of physiotherapy may join as associate status, paying an annual reduced fee.

Only full members will have voting rights.

All members are entitled to attend national study days and regional events at member rate and receive two journals a year.

#### 4. HONORARY OFFICERS

- a) Honorary officers should be full members of BACPAR
  - a. Where a full member is not nominated for an honorary officer role, associate members may be nominated at the discretion of the executive committee.
- b) Honorary officers consist of: Honorary Chairman, Honorary Vice Chairman, Honorary Treasurer, Honorary Secretary, Honorary Public Relations Officer (PRO), Honorary Membership Secretary and any other officers considered appropriate by the Executive committee. For BACPAR this is currently Honorary Education Officer, Honorary Journal Officer, Honorary Research Officer and Honorary Clinical Interest Group Liaison Committee Officer.
- c) These officers shall hold office for 3 years and retire at the AGM, with the exception of the Chairman, who will retire at the first committee meeting following the AGM. The Chairman and Secretary shall not be permitted to retire in the same year.
- d) These officers shall be eligible for one period of successive re-election for the same post. Subsequent re-election following a period of retirement is permitted.

#### 5. EXECUTIVE COMMITTEE

- a) All full members have a right to be nominated and stand for election to the Executive Committee.
- b) The Executive Committee shall comprise of:  
The Honorary Officers.  
The elected regional representatives.  
Co-opted members thought necessary to the function of the committee:  
SPARG liaison officer, CPD co-ordinator, guidelines co-ordinator, interactive CSP officer, diversity officer, programme co-ordinator.  
These should not exceed 30% of the members referred to in 5a) and b).
- c) Chairman, Vice Chairman, regional reps and co-opted officers can hold office for three years and be re-elected for repeat term after which must be re-elected in each year. Shadow posts will be encouraged.
- d) The Chairman and Vice-Chairman shall be elected from and by the Executive Committee following the AGM.
- e) The following executive officers posts must be held by chartered physiotherapists: Chairman, Vice Chairman, Education, Research, PRO, CIGLCO, SPARG liaison officer and all regional reps.
- f) An executive member may hold dual roles on the committee e.g. Education officer and CPD co-ordinator.
- g) The Executive Committee may form sub-committees from amongst its members.
- h) Members of the executive must make every effort to attend meetings and if unable to do so must send their apologies. If they do not attend between AGMs their post may be put up for re-election at the discretion of the executive committee.

## 6. ANNUAL GENERAL MEETING

The business shall be:

- a) To receive and adopt the annual report and accounts for the previous year.
- b) Full members to elect, by ballot at the meeting, the honorary officers. with exception of the Chairman and Vice Chairman.
- c) To appoint an auditor for the ensuing year.
- d) To transact any other business.
- e) Twenty one clear days notice of the meeting will be given to all members.

## 7. GENERAL MEETING

To be called at the discretion of the Executive Committee. Twenty eight days clear notice to be given to members.

## 8. EXTRAORDINARY GENERAL MEETING

The Honorary Secretary shall call and arrange an EGM

- a) On receipt of instructions from the Executive Committee.
- b) On receipt of written instruction signed by 15 full members.
- c) Fourteen clear days notice shall be given to members of an EGM.

The business of an EGM shall be limited to the business for which it was called.

The EGM shall be chaired by the Chairman of BACPAR.

## 9. PROXY VOTES

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

## 10. QUORUM

- a) COMMITTEE MEETING – A quorum shall consist of one third of the total committee members at that time.
- b) AGM/GM/EGM – A quorum shall consist of 20% of the total voting membership or 20 full members whichever is the lesser.

## 11. FINANCE

- a). Subscriptions. All members shall pay an annual subscription to be recommended by the Executive Committee and approved by the membership at the Annual General Meeting. It must be calculated to fulfil the work plan as set out by the Executive Committee at the Annual General Meeting.

## 12. INDEMNITY

- a) 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.

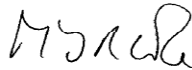
13. ALTERATION TO THE CONSTITUTION

- a). Any motion for the alteration of this Constitution shall be received by the Secretary from the Executive Committee at least twenty-eight days in advance of the Meeting at which it will be proposed.
- b). 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.

14. CESSATION OF BACPAR

- a) This may be done at the Annual, Extra and Ordinary General Meetings.
- b) The meeting shall consider the allocation of the assets of the group. Distribution of assets must be discussed with and approved by the CSP via the Director of Finance prior to any action being taken.
- c) Notice of cessation shall be twenty-eight clear days to members.
- d) Notification of the cessation shall be lodged in writing to Chair of the CIGLC and the Chair of the Professional Practice Committee the latter of whom will inform the CSP Council.
- e) Any money held by the group will be passed over to the CSP.

Signed: 1  
2009



Date: 28<sup>th</sup> September

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Date: 1<sup>st</sup> October 2009