

**ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS
FOR PEOPLE WITH LEARNING DISABILITIES**

**CONSTITUTION OF THE ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS FOR PEOPLE WITH LEARNING DISABILITIES**

1. The title of the Professional Network (PN) is 'The Association of Chartered Physiotherapists for People with Learning Disabilities' (ACPPLD).
2. The purpose of the ACPPLD is to support and advance the practice of physiotherapy for the population of people with a learning disability.

The remit of the PN is to:-

1. Encourage, promote and facilitate continuous professional development and the interchange of knowledge and skills between ACPPLD members, PN's and other agencies.
2. Promote the benefits of physiotherapy for people with a Learning Disability and their carers.
3. Promote and facilitate post graduate physiotherapy education in the field of learning disabilities.
4. Actively promote national policies and initiatives within the Learning Disability specialism.
5. Promote the role of the specialist physiotherapist.
6. Encourage and support the dissemination of information to and from regional groups.
7. Collaborate with the Chartered Society of Physiotherapy (CSP), promoting standards of good practice, clinical development and evidence based practice.
8. Encourage research and life long learning.
9. Represent and support the CSP's policy and strategy in the work of the PN.

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

3. Membership

An annual subscription to be recommended by the Executive Committee and presented for acceptance at the AGM.

Full and Associate members of the CSP (ie. Physiotherapists, lecturers, managers, support workers) will be eligible for membership to the ACPPLD.

Full and Associate members of the CSP have the right to vote.

All UK physiotherapists and support workers within a network must be CSP members.

All UK practising physiotherapist network members must be registered with the Health Care Professions Council (HCPC).

All international physiotherapist network members must be a member of their country's governing body.

Non CSP members (e.g. Speech & Language Therapists (SaLT); Occupational Therapists (OT); Nurses) must have the equivalent health/professional body membership. These members will have full voting rights.

4. Role of the Executive Committee

The executive committee works on behalf of the membership towards the objectives of the group. Management of the business both financial and professional shall be vested in the executive committee.

The executive committee will consist of: -

The elected officers and co-opted members necessary to fulfil the objectives of the group.

The chair will be a member of the executive committee and elected by them at the committee meeting immediately following the AGM.

5. Election of Executive Officers

(i) Officers shall be full members of the PN.

(ii) Officers shall consist of a minimum of:

Chairperson
Treasurer
Membership Officer
Minute secretary
Newsletter Editor
Regions Officer
Research and Continuous Professional Development Officer
Website officer
Social Media Officer
Representative Officer

Some officers may take on two roles.

(iii) Nomination for new executive committee members will be voted on at the AGM with roles and timescales agreed at the first executive committee meeting following the AGM.

(iv) Executive Committee members will be expected to serve a minimum two year term of office. Further terms can then be served following nomination and re-election at an AGM.

(v) Executive Committee members will be expected to attend a minimum of 75% of meetings over their two year term of office.

(vi) Co-opted members (should not exceed 20% of the executive committee) may be appointed onto executive in order to fulfil specific tasks in order to fulfil specific objectives of the group.

(vii) The quorum for making decisions shall be 50% of the serving members of the Committee.

(viii) The Executive Committee shall meet with the Area Representatives at least once a year. Area Representatives must be members of ACPPLD.

6. **Executive Committee Meetings**

The Executive Committee will meet a minimum of 4 times a year at venues agreed by the committee as well as the Area Representatives day, as mentioned in Section 5(viii)

7. **Regional Groups.**

Within the National ACPPLD there will be regional branches, which have a responsibility for:

- Ensuring their regional branch functions in accordance with the Constitution of the national group.
- Having a functioning Committee.
- Providing The National Executive Committee with copies of the Minutes of their AGM and of their accounts, which have been checked by a 'financially aware' person, on an annual basis, the format for which will be circulated by either the Treasurer or Secretary of the National Group.
- To send a representative to the Area Reps day, who will be expected to report on the regions activities of the previous year and any forthcoming events.
- To contribute to the hosting of the Annual Learning Event as required.

8. **Annual Representatives Conference (ARC)**

Two representatives from the ACPPLD will be nominated by the NEC to attend the ARC. It is recommended that this should be one member of the National Executive Committee and one ACPPLD member.

9. **Annual General Meeting**

Members will be given at least twenty-one days notice of the Annual General

Meeting. This notice will be posted on the members section of the ACPPLD website.

The business of the AGM will be:

- To elect members to the Executive Committee.
- To adopt the reports from the Chairperson and Treasurer.
- To present the annual accounts, which will have been inspected/approved by either an external accountant or an appropriate independent financially qualified individual, at the AGM for acceptance by the membership.
- To agree and, if appropriate, propose revisions to the Constitution. The core content of the constitution cannot be altered without agreement of the membership at either an AGM or EGM.
- To transact any other business that has been tabled, in writing, by the stated time on the preliminary notice.
- To approve the membership fees for the coming year.

Proxies may be held at an Annual General Meeting and Extraordinary General Meeting. No member shall hold more than 20 proxy votes. These votes may be used on a specific agenda item and any amendments subsequently arising.

The quorum is currently set at 10% of the current membership.

10. Extraordinary General Meetings

The Chair shall call and arrange an Extraordinary General Meeting:

(a) On receipt of instruction from the Executive Committee.

(b) On receipt of instructions from 10% of the membership of the group.

- 14 days clear notice shall be given.
- The meeting will be chaired by the Chairperson.
- The business shall be limited to the business for which the meeting was called.
- Proxies may be held at an Annual General Meeting (AGM) and Extraordinary General Meeting (EGM).
- No member shall hold more than 20 proxy votes.
- These votes may be used on a specific agenda item and any amendments subsequently arising.

The quorum is currently set at 10% of the current membership

11. Cessation of the Group

- (a) This may be done at an AGM or EGM.
- (b) The meeting shall decide the allocation of the group's assets. Any outstanding balance of the year's capitation fees must be returned to the CSP.
- (c) Twenty-eight clear days notice of cessation shall be given to all members.
- (d) Notification of cessation shall be lodged with the Council of the CSP.

Ratification of the Constitution

Date agreed by National Executive Committee:

Signature: *JB. Nihier.* Chair
Signature: Second NEC member

Date agreed by Membership at AGM:

Signature: Chair
Signature: Second NEC member.

Review Date: Annually by National Executive Committee in time for presentation at the AGM.