



THE MUSCULOSKELETAL ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS CONSTITUTION

(1) TITLE

The title shall be 'Musculoskeletal Association of Chartered Physiotherapists' hereinafter termed the MACP.

The MACP is a recognised Professional Network of the CSP.

The MACP is recognised by the 'International Federation of Orthopaedic Manipulative Physical Therapists' (IFOMPT) which is a clinical sub group of the 'World Confederation for Physical Therapy' (WCPT), and recognised in this context by the CSP.

(2) AIMS AND OBJECTIVES

The overall aim of the MACP shall be:

To maintain and further develop clinical excellence in neuromusculoskeletal physiotherapy which will be of benefit to the current and future needs of both the profession and the general public.

Objectives:

- (i) Set and monitor standards of entry to the MACP.
- (ii) Encourage the continuing professional development of MACP members.
- (iii) Provide a forum for promoting the exchange of ideas and new developments in manual therapy, encouraging a broad based approach.
- (iv) Encourage research and development to enhance the overall understanding and management of neuromusculoskeletal disorders.
- (v) Promote and encourage the further development of clinical standards in neuromusculoskeletal physiotherapy.
- (vi) Maintain and develop links with universities, educational bodies, and other relevant national and international organisations.
- (vii) Represent neuromusculoskeletal physiotherapy on behalf of the CSP.

(3) MEMBERSHIP

These conditions of membership may be periodically reviewed by the Executive Committee and will then be subject to approval at the next Annual General Meeting (AGM).

3.1.1 Full Membership

Full membership will be composed of Chartered physiotherapists, or the equivalent qualification for overseas physiotherapists, who have successfully attained the level required for entry to the MACP. The payment of annual subscription fees is a requirement for ongoing MACP membership.

3.1.2 Honorary Fellowship

This may be granted to individuals who by their expertise or long term service have enhanced the standing of the MACP. The names of such members shall be notified in the membership directory.

3.1.3 Associate Membership

This category will be for Chartered physiotherapists undertaking an MACP validated pathway leading to membership. This category of membership will be for a time limited period as specified by the Executive Committee.

3.1.4 Overseas Membership

This category will be for full members who are currently not residing in the UK.

3.1.5 Overseas Trained Physiotherapists

Overseas trained physiotherapists who undertake a course of study in the UK which leads to membership of the MACP will be eligible for membership provided: a) they are a member of the CSP or b) if they are residing or practicing outside the UK and are a member of the governing body of their country and their governing body is a member of WCPT.

3.1.6 Physiotherapists who have successfully attained the level required for entry to a Full Member Organisation of the International Federation of Orthopaedic Manipulative Physical Therapists (IFOMPT MO), which has successfully been through the international monitoring processes of the IFOMPT Standards Committee, will be eligible to join the MACP as Full members. The Executive Committee will maintain a current list of eligible IFOMPT MOs'.

3.2 Subscriptions

The amount of the annual subscription will be decided by the MACP at the AGM. The annual subscription shall be payable on entry. All membership subscriptions become due for renewal on 1st October each year.

3.3 Exemptions

The Executive Committee reserves the right to vary the full rate of the annual subscription at its discretion.

3.4 Non Payment

Members who have not paid the current subscription in full by the end of October, will forfeit the privileges of membership. Members who have forfeited their membership and wish to re-join the association will normally be charged an additional administration fee to re-join, if their period of lapsed membership is less than five years, and a higher fee if over five years. Physiotherapists who become eligible to join the MACP but defer joining for up to five years will not be charged an administration fee to join. Members who are eligible to join the MACP but defer joining for over five years will normally be charged the higher administration fee and will have to provide evidence of their eligibility to join the MACP.

If a member does not pay and therefore lapses their membership their journal will be stopped – if that member then re-joins later in the year (including the administration fee) they will receive journals backdated to the beginning of the year.

3.5 President

The office of President shall be non elected and non executive, but the President may be invited to take the chair at important functions of the MACP. He/she shall take an active interest in the work and will undertake to further the aims of the MACP. The period of office for the President will be for a maximum of 5 years, which will be reviewed on an annual basis.

(4) EXECUTIVE COMMITTEE

- 4.1. The Executive Committee shall work towards the objectives of the MACP on behalf of the membership. Management of the business, both financial and professional, shall be vested in the Executive Committee.

The Executive Committee shall consist of a minimum of 10 and maximum of 15 members.

- 4.1.1 The Officers: the Chairperson, Vice Chairperson, Secretary, Treasurer, Professional Network Officer, Diversity Officer, IFOMPT Officer, Chairs of standing committees as specified by the Executive and executive members.

The executive committee may also include

- 4.1.2 Members of the MACP who have been co-opted onto the Executive Committee.

- 4.2. All Executive members and the co opted members will be elected at the AGM by ballot. Notification of vacancies will be distributed to the membership at least two months prior to the AGM. Nominations, with the written consent of the nominees, must be proposed and seconded and shall be submitted to the secretary in writing at least one month prior to the AGM. Nominations will be included in the papers sent to the membership at least two weeks prior to the AGM.

- 4.2.1 Proxy voting will be allowed on the day with names submitted to the Secretary. Proxy votes will not exceed ten per member.

- 4.2.2 Executive Committee members elected at the AGM may also serve as regional representatives, if so elected by a Regional Group, who shall elect their representative annually.

- 4.2.3 Members wishing to form a regional group must obtain the approval of the Executive Committee before a group can be recognised by the MACP.

4.3. Terms of Office

- 4.3.1 The Chairperson and Vice Chairperson shall be elected by the Executive Committee from that Committee's membership. This will occur annually at the first Executive Committee meeting following the AGM.

- 4.3.2 The Secretary and Treasurer shall normally serve for a period of three years, following which they shall be eligible for re-election for a further three year period, providing their total period of service on the Executive Committee does not exceed 6 years. They shall then stand down for a minimum of 2 years before being eligible for re-election.

- 4.3.3 All other Executive Committee members may normally serve for a 2 year period, following which they shall be eligible for re-election for 2 further 2 year periods providing their total period of service on the Executive Committee does not exceed 6 years. They shall then stand down for a minimum of 2 years before being eligible for re-election.

- 4.3.4. Executive Committee members, co-opted members or the EBR may also be a representative for another group or a society. If the Executive Committee perceives that there may be a conflict of interest with another group or society that member will be asked to resign.

- 4.3.5 Co-opted members will serve for a period of time specified by the Executive Committee at the time of their appointment. Their role shall be reviewed annually.

- 4.3.6 Normally, no Committee member, co opted member or Officer may stand for more than a 6 year period, in whatever capacity, without standing down for a 2 year period. However, a

further 2 year period of Committee service, in addition to those outlined above, may be approved for special circumstances at the discretion of the Executive Committee.

4.4. Roles and Responsibilities

4.4.1 Of the Executive Committee

The Executive Committee is accountable to the membership of the MACP and is empowered to conduct the affairs of the MACP on behalf of the members.

4.4.1.1 A quorum shall be one half of the total Executive Committee.

The Executive Committee will:

- (i) Report on and examine any proposed change to the Constitution and make recommendations to the membership at either an Extraordinary General Meeting (EGM) called for that purpose, or at the next AGM.
- (ii) Co opt further MACP members onto the Executive Committee if and when required for a specific purpose and for an identified period of time, decided at their co option. Such co opted members will be eligible to vote. The number of co opted members will not exceed more than 20% of the number of Executive Committee members.
- (iii) Set up Standing Committees with identified terms of reference. The Executive Committee may seek the services of any persons to act in an advisory role whether members of the MACP or not. Such persons will act in a non executive capacity.
- (iv) Form Working Parties when required for a specific purpose and for an identified period of time. Members of such groups will not necessarily be members of the MACP and will act in a non executive capacity and be accountable to the Executive Committee.
- (v) Maintain close links with the CSP and will respond promptly to any request for information from the CSP.
- (vi) Nominate MACP members to liaise with other professional groups as appropriate.
- (vii) Produce criteria for the development and procedures of Standing Committees and Working Parties of the MACP. This will be provided in an appendix to the Constitution. This will include terms of reference, objectives and time scales.

4.4.2 Executive committee members will be expected to undertake their allocated roles with an appropriate demonstration of commitment. A demonstration of commitment to the role will include the attendance of the majority of executive committee meetings, during their term of office, unless extraordinary mediating circumstances are conveyed to the Chair.

4.4.3 Vacancies on the Executive Committee for whatever reason may be filled at the discretion of the Executive Committee, only for the remainder of the vacated term.

4.4.4 Of the Chairperson

It shall be the duty of the Chairperson, at the discretion of the Executive Committee to:

- (i) Chair at the AGM and Special Meetings of the MACP, unless the President has been invited to do so.
- (ii) Chair at Executive Committee meetings.
- (iii) Be the official spokesperson of the Executive Committee.
- (iv) Prepare, together with the Secretary, the agenda for meetings of the MACP.
- (v) Facilitate progress of the affairs of the MACP through the Executive Committee.

4.4.5 Of the Vice Chairperson

It shall be the duty of the Vice Chairperson to work alongside the Chairperson and act as an alternate when necessary.

4.4.6 Of the Secretary

It shall be the duty of the Secretary to:

- (i) Receive all reports from all the Standing Committees of the MACP and store them with any other transactions as agreed by the Executive Committee.
- (ii) Notify members of the time, date and place of the Executive Committee meetings and of AGM or other special meetings of the Executive.
- (iii) Prepare together with the Chairperson the agenda for meetings of the MACP as outlined in the Rules of Order in the appendix. This should be presented to members normally not less than two weeks prior to the meeting.
- (iv) Conduct correspondence on behalf of the MACP.
- (v) Attend meetings of the MACP, to record minutes and present them for endorsement as agreed by the Executive Committee at the next Executive Committee meeting.
- (vi) Ensure an up to date register of members is maintained.
- (vii) Ensure safe keeping of all correspondence, records, archives and other manuscripts of the MACP.
- (viii) Perform all other duties that usually pertain to the office of Secretary and complete all business in this department arising during the term of office.

4.4.7 Of the Treasurer

It shall be the duty of the Treasurer to:

- (i) Be responsible for the collection of all monies due to the MACP and be accountable for their safe keeping in a separate bank account in the MACP name.
- (ii) Ensure all members are sent a reminder of their dues at the beginning of the fiscal year.
- (iii) Liaise and give advice to Standing Committees and Working Parties as appropriate.
- (iv) Be responsible for the payment of all disbursements by cheque.
- (v) Keep a record of all receipts and disbursements and payment of all legitimate accounts.
- (vi) Deposit at the bank specimen signatures of at least two other members of the executive who are authorised by the Executive Committee to counter sign orders for payment.
- (vii) Arrange for the reviewing and approving of the accounts for accuracy by an accountant, prior to their presentation at the AGM.
- (viii) Present a full and comprehensive account of the financial condition of the MACP at each AGM.

4.4.8 Of the Professional Network Officer

The role of the Professional Network officer is to liaise between the MACP Executive Committee and the CSP Professional Network Groups, and to represent the views of the MACP in relevant meetings and discussions.

4.4.9 Of the Diversity officer

The role of the Diversity Officer is to ensure that discrimination in relation to age, disability, gender, race and sexuality does not exist, diversity is recognised and equality is guaranteed within CI/OG activities.

It is also the responsibility of the Diversity Officer to know or have access to current legislation and CSP policy affecting diversity issues and to keep the executive committee up to date with any emerging initiatives.

All members of the Executive Committee will be required to return all documents and property of the MACP within one month of completion of their term of office.

4.5. Meetings of the MACP

4.5.1 The Executive Committee will meet not less than three times annually.

4.5.2 General meetings of the MACP shall be held as frequently as may be determined, by the Executive Committee and not less than one per year. One such meeting shall be designated the AGM and this shall not be held more than 13 calendar months following the previous AGM.

4.5.3 An Extraordinary or other Special Meeting of the MACP may be called at the discretion of the Executive Committee following a majority vote, or by the written request of not less than 10% of the membership of the MACP. At least 14 days notice of such a meeting shall be given to the membership by the secretary. These meetings shall consist of at least 50 members or 15% of the membership whichever is smaller at the time. No other business other than that stipulated in the notice may be discussed and voted on at such a meeting.

(5) ALTERATIONS TO THE CONSTITUTION OF THE MACP

Authority to change this Constitution and standing orders is vested in the membership who alone have the power to dictate its policy. Any suggested changes to the constitution must be made available to the membership not less than one month prior to the AGM.

Such alterations must receive a two thirds majority vote cast at the AGM or EGM called for this purpose. All (and only) full members and Honorary Fellows of the MACP will be entitled to vote either at the AGM/EGM or via a postal ballot. Such postal votes must be received by the Secretary one week prior to the AGM/EGM. Members shall be notified of amendments adopted.

(6) CESSATION

6.1 This may be done at an AGM/EGM.

6.1.2 The motion must receive a two thirds majority vote. All full members and Honorary Fellows of the MACP will be entitled to vote at the AGM/EGM or via a postal ballot. Such postal votes must be received by the Secretary one week prior to the AGM/EGM.

6.1.3 The meeting shall decide the allocation of the MACP assets and distribution of assets must be discussed with and approved by the CSP. (contact, Director of Finance, 14 Bedford Row, London WC1R 4ED).

6.1.4 Twenty-eight clear days notice of cessation shall be given to all members.

6.1.5 Notification of cessation shall be lodged with the Council of the CSP.

6.1.6 In the event of cessation, CSP shall be entitled to recoup the balance of the year's capitation fees.

- (7)** If in the opinion of the MACP, any proposed policy of the MACP may conflict with, or otherwise affect the declared policy of the Chartered Society of Physiotherapy (CSP), the MACP shall liaise with (and seek the views of) the CSP prior to its implementation.

APPENDIX 1

Rules of Order.

All meetings of the MACP shall be governed by the Parliamentary rules and usages as determined by the Executive Committee.

The order of business shall normally be:

Apologies for absence

Matters arising from minutes of previous meeting / review of action points

Correspondence

Reports

Chairs report

Treasurers report

CEPD report

IFOMPT report

Diversity report

Research officer report

Communication officer report

Professional Network report

Political horizon scanning

Strategy update

A.O.B.

At any meeting however, a specified motion may be made to change the announced order of business if the said motion is adopted by a majority vote of the membership present. The meeting shall proceed in accordance with the terms of the motion.

APPENDIX 2

Standing Orders for Standing Committees

Standing Committees shall consist of:

Communications Committee (CC)

Committee for Education and Professional Development (CEPD)

Research and Clinical Effectiveness Committee (RCEC)

Standing Committees are:

- (i) Set up for a specific function identified by the MACP.
- (ii) Formed by the Executive Committee and chaired by a member of the Executive Committee. The Standing Committee may include past members of the executive committee. Standing Committees shall have the authority to seek the services of any persons to act in an advisory capacity only whether members of the MACP or not.

Standing Committees will:

- (I) Designate a member to act as Secretary.
- (ii) Formulate terms of reference to be approved by the Executive Committee on a regular basis and adhere to a constitution agreed by the executive committee.
- (iii) Submit annual objectives and budget to the Executive Committee.
- (iv) Be accountable to the Executive Committee and ultimately responsible to the MACP.
- (v) Meet as necessary, but not less than twice a year.
- (vi) Submit written reports via their Chairman to the Executive Committee prior to each Executive Committee meeting.
- (vii) Seek advice from the Treasurer of the MACP who will be involved in the formulation of any financial or legal proposals prior to their submission to the Executive Committee.
- (viii) Require prior authorisation from the Executive Committee for any activity undertaken which has financial or legal implications for the MACP.
- (ix) Maintain close links with the CSP and other professional groups via the Executive Committee.

Procedures:

- (i) Vacancies on each Standing Committee will be filled at the discretion of the Executive Committee.
- (ii) Members will normally serve for a maximum period of six years.
- (ii) Rules of order of business will comply with those identified in Appendix I of the Constitution

Terms of Reference for Working Parties

Working Parties will:

- (i) Be set up for a specific purpose and for a specified time by the Executive Committee.
- (ii) Be accountable to the Executive Committee and ultimately responsible to the MACP.
- (iii) Formulate an action plan for submission to the Executive Committee.
- (iv) Provide written reports to the Executive Committee as requested.

- (v) Require authorisation by the Executive Committee for any activity with financial implications for the MACP. In these instances advice from the Treasurer of the MACP will be sought.
- (vi) Liaise as appropriate with other Standing Committees and Working Parties.

Procedures

- (i) Members of Working Parties may include non members of the MACP.
- (ii) Vacancies on each Working Party will be filled at the discretion of the Chair of the Working Party and the Executive Committee informed.