



Constitution

British Association of Chartered Physiotherapists in limb Absence Rehabilitation (BACPAR)

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1. TITLE

The British Association of Chartered Physiotherapists in Amputee Rehabilitation.

2. OBJECTIVES

- To encourage, promote and facilitate interchange of knowledge, skills and ideas
- To improve communication and understanding between all disciplines working in the field of rehabilitation of amputation, limb loss and congenital limb absence, including prosthetic and non prosthetic rehabilitation
- To improve post-registration education in this specialty
- To encourage research in this specialty
- To provide support and information between members and contact with similar organisations nationally and internationally

3. MEMBERSHIP

Full Membership:

Full Membership is open to any Physiotherapist. Physiotherapists in the UK must also be members of CSP in order for us to maintain our Chartered title, and of the HCPC. Therapists working outside the UK must be registered with the appropriate governing body of the country in which they are working (should one be in place).

Full membership is also open to individuals in Therapy Support Roles who have a significant part of their workload associated with amputees. Therapy Support workers do not need to be members of the CSP although this is encouraged. They will receive full membership at a reduced rate.

Physiotherapy Departmental Membership:

Physiotherapy Departmental Membership is available to any physiotherapy department and may have full BACPAR membership status. This allows 2 relevant team members to attend as delegates (this can include other members of the MDT, but ideally at least one delegate should be a physiotherapist) at membership rates but allows only one vote at the AGM.

Allied Associate Membership:

Allied Associate Membership is available (at the discretion of the National Executive Committee) to;

- a) other Healthcare Professionals and Academics. All such members will have membership of a health or professional body or association as appropriate to their role.

- b) any pre-registration student of physiotherapy and will pay an reduced fee.

Allied Associate Members may vote at the BACPAR AGM and can hold certain seats on the executive committee at the discretion of the Executive.

All members will receive online access to two journals a year and be able to attend national and regional BACPAR events at reduced membership rates. Printed journals can be requested via the joining form if preferred.

4. EXECUTIVE OFFICERS

- a) Executive Officers consist of: Chair, Vice Chair, Treasurer, Secretary, Public Relations Officer (PRO), Membership Secretary and any other officers considered appropriate by the Executive Committee.

For BACPAR this is currently Education Officer, Journal Officer and Research Officer, Guidelines Officer and Social Media Officer

- b) The positions of Chair, Vice Chair, PRO will be held by Physiotherapists that are full BACPAR members that work in the UK
- c) Where a full member is not nominated for an Executive Officer role, allied associate members may be nominated at the discretion of the Executive Committee, except for the roles listed in 4 (b).
- d) Executive Officers shall hold office for 3 years and retire at the AGM, with the exception of the Chair, who will retire at the first committee meeting following the AGM. The Chair and Secretary shall not be permitted to retire in the same year.
- e) These officers shall be eligible for one period of successive re-election for the same post. In the event that no one is voted for a 3 year term, a retiring post can be extended by one year. 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 Executive Officers.

- The elected Regional Representatives.
- Co-opted members thought necessary to the function of the committee:
Currently SPARG Liaison Officer,

Co-opted members should not exceed 30% of the members referred to in 4a) and b).

- c) Regional Representatives and Co-opted members can hold office for 3 years and be re-elected for repeat term after which must be re-elected in each year. Shadow posts will be encouraged. Re-election of Regional Representatives can happen at a regional study day
- d) The Chair and Vice-Chair shall be elected from and by the Executive Committee following the AGM.
- e) The majority of executive members must be full members.
- f) An executive member may hold dual roles on the committee
- 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.

4. ANNUAL GENERAL MEETING (AGM)

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.

5. GENERAL MEETING (GM)

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

6. EXTRAORDINARY GENERAL MEETING (EGM)

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.

7. 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.

8. QUORUM

- a) COMMITTEE MEETING – A quorum shall consist of one third of the total committee roles 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.
- b) Subscriptions will be calculated in order to fulfil the work plan as set out by the Executive Committee at the Annual General Meeting.
- c) Accounts will be inspected / approved by outside accountants, or an appropriate independent financially qualified individual, and presented at the AGM.

12. INDEMNITY

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 AGM or EGM 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 AGM or EGM.
- b) The meeting shall consider the allocation of the assets of the group.
- c) Notice of cessation shall be twenty-eight clear days to members.
- d) Notification of the cessation shall be lodged in writing to the Chair of the Professional Committee of the CSP
- e) The allocation of any remaining assets held by the group will be decided at the final AGM or EGM.