**ATOCP Constitution**

**Name: Association of Trauma and Orthopaedic Chartered Physiotherapist:**

**Mission Statement:**

*“To be recognised as a world class network, facilitating evidence based excellent patient care, in trauma and orthopaedic physiotherapy”*

**Objectives for 2018-2020:**

**The ATOCP Objectives are summarised into the below 7 headings. Each one is expanded in the ATCOP strategy, which can be found on the ATCOP website; www.atocp.csp.org.uk**

 1: National Executive Committee

 Nominated roles for 2 years

 2: Local regions

 Establish subcommittee and map out Stakeholders. To run educational evenings and day conferences.

 3: Education/CPD

 To run a national conference and establish partnerships with other relevant networks.

 4: Research

 To provide an overview or current research and participate where appropriate.

 5: Communication

 To disseminate a newsletter to members on line and to keep informed via social medial platforms.

 6: Engagement with Stakeholders

 To map out stakeholders and to establish effective working relationships.

 7: Sponsorship

 To offer annual sponsorship to members on application to support their development and promotion of Trauma and Orthopaedic Physiotherapists.

1: **National Executive Committee:**

**The duty of this committee will be to be the voice of their members, ensuring the Associations strategy is upheld, provides administration and management control of its affairs.**

* A minimum of 10 members will form the National Executive Committee; Chair, vice chair, secretary, treasurer, membership secretary, regional representatives.
* Other roles can be assigned by the National Executive Committee as appropriate and required.
* Each role will be elected at the Annual General Meeting (AGM) by the member standing for the position, and then a being voted in by a minimum of 2 other members.
* Where there are 2 or more offering to stand for the position then a counted vote at the AGM will be required to identify the member’s choice.
* Each elected role will remain in office for a minimum of 2 years. At the end of each 2 year term the appointment will need to be approved at the AGM.
* The Committee may, at any time, appoint a member to fulfil a casual vacancy. This member, whose appointment shall be approved at the next AGM, shall have the powers and privileges of the National Executive Committee and period of office shall terminate in the same year as that of the member replaced.
* The number of committee members required to constitute a quorum shall be determined by the members of the National Executive Committee at their first meeting and should not be less than 50% of the total number.

**2: Membership**

**The people whom the National Executive Committee speaks on behalf, to ensure their voice, research, projects are represented at the appropriate forums.**

* Full and associate members of the ATOCP (i.e qualified and student physiotherapists, lecturers, managers, clinical researchers, researchers, support workers) who have paid their appropriate annual ATOCP subscription fees.
* All members must have the right to vote.
* All members of the ATOCP must have HCPC or equivalent registration.
* All international physiotherapist network members must be registered with their country’s governing body.
* All members have access to the ATOCP website once their subscription has been confirmed.
* The National Executive Committee have the power to remove a member from the database for inappropriate conduct or inability to prove payment.
* All members will be contacted by email for updates, newsletters, research trials unless they have requested not to receive information via email as in accordance with the GDPR regulations 2018.
* All members’ details, including full name, email address and CSP number are to be held on a password protected database, held by the membership secretary only. No paper copy details will be kept as the association does not have access to a secure lockable facility. In accordance with the GDPR regulations 2018.
* These details are also held by the CSP on their encrypted database, in accordance with the GDPR regulations 2018.

**3: Annual General Meeting:**

**A yearly meeting attended by a minimum of 20 ATOCP members, where the committee members are elected and voted in, the yearly account summary is presented and a summary of the objectives presented.**

* 21 days’ notice of the meeting shall be provided.
* To elect by ballot or otherwise the National Executive Committee
* The present the Chair’s annual report
* To present the years Accounts summary

**4: Extraordinary Meeting:**

**In specific circumstances an additional general meeting may be requested.**

* The Hon Secretary shall call and arrange and Extraordinary General meeting
* It is set in motion on the receipt of instructions from the Executive Committee.
* On receipt of written requisition signed by a given percentage of the membership.
* 14 days clear notice shall be given to the members of the Extraordinary General Meeting.
* A minimum of 20 ATOCP members must be present.

**Additional Points**:

*Quorum: No business shall be transacted at either the AGM or Extraordinary General Meeting unless a quorum is present. A quorum shall consist of 20 members personally present*.

*Voting by Proxy: Any member not able to attend the AGM or Extraordinary General Meeting shall be able to vote by proxy on an issue arising at the previous meeting*

**5: Audit and Accounts:**

**The Association has one main account where the member’s subscriptions are paid into. This account is to then be used to support and develop the objectives set by the National Executive Committee laid out in the 2 yearly strategies. This is to be used to achieve the ATCOP mission statement**.

* The members are required to pay subscriptions on an annual basis.
* The pay a yearly subscription via an online payment system which then works as a direct yearly payment unless cancelled by the member.
* They are able to pay the subscription as a one off payment by bank transfer or cheque.
* The financial year for the ATCOP will be parallel to the Bank of England, ending on the 31st March.
* The Association shall cause true accounts to be kept of all the monies received and expended.
* The accounts will be inspected annually by an appropriate independent financial advisor.
* The treasurer will be required to produce an annual report and present to the members at the AGM to show transparency of the income/expenditure of the Association.
* The National Executive Committee will have the ability to raise the subscriptions to ensure that the development of the Associations strategies is enabled. This will be done with appropriate notification to the members.
* If, as in the circumstances of standing orders, the subscriptions cannot be altered then the National Executive Committee have the power to suspend/cancel the membership till alternative methods of payment can be proven. This is to be done with appropriate notification period and information of alternative payment options to the affected members
* The Hon Treasurer will also hold the bank details for all the regional branches with the signatures personal contact details to ensure access can be gained to the regional accounts as individuals on these committees move away.

**6: Regional Bank Accounts**

**Each regional branch of the ATOCP will have access to their own back account, to enable local education evenings and promotion of the ATOCP.**

* The branch needs to be endorsed by the Hon Chair of the National Executive Committee of the ATOCP.
* Have assigned a minimum of a Chair and Treasure of the new/re-launch Branch
* Each Regional Branch will keep accurate financial records that are to be presented to the Hon Chair at the end of the financial year.
* Any previous existing accounts have been attempted to access and closed as appropriate.
* Each account will require two signatures on the, one of whom sits on the National Executive Committee.
* If a Regional Branch folds the bank account should be closed and the funds transferred to the main account to ensure access to the funds continues to enable future promotion and development of the ATCOP.
* The Hon Treasurer will hold the personal contact details and the bank account details of each Regional Branch to support access to dormant bank accounts in the unfortunate event of folding of a Regional Branch.
* Each branch will receive a start-up fee of £1000 from the main account to support promotion and attraction to events held by the branch linking to the National Executive Committee strategies.

**7: Alteration to the Constitution:**

***No alteration shall be made to the constitution except at an Extraordinary/Annual Meeting. The notice convening such a meeting shall specify the proposed changes. Resolutions altering the Constitution shall not be considered carried unless three quarters of the members present vote in favour.***

**8: Cessation of the ATOCP:**

***This may be done at the AGM or at an Extraordinary General Meeting. Notice to be clear 21 days. The meeting shall decide the allocation of assets of the group. The CSP will be informed and consulted on the allocation of any remaining assets.***