



At the Council Chamber, Whitehall

THE 19th DAY OF APRIL 2017

BY THE LORDS OF HER MAJESTY'S MOST HONOURABLE
PRIVY COUNCIL

The Privy Council have approved the amendments to the Bye-Laws of the Chartered Society of Physiotherapy as set out in the Schedule to this Order.

SCHEDULE

AMENDMENTS TO THE BYE-LAWS OF THE CHARTERED SOCIETY OF PHYSIOTHERAPY

1. In Bye-Law 3:
 - (a) **delete** paragraph (11);
 - (b) **renumber** paragraphs (12) to (14) as (11) to (13);
 - (c) **delete** paragraph (15);
 - (d) **renumber** paragraphs (16) to (18) as (14) to (16);
 - (e) **delete** paragraph 19;
 - (f) **renumber** paragraphs (20) to (23) as (17) to (20);
 - (g) **delete** paragraph (24).
2. In Bye-Law 6(3)(b) **delete** "provisions of these Byelaws" and **substitute** "complaints procedure agreed by Council".
3. **Delete** Bye-Law 7 including the heading "DISCIPLINARY PROCEDURES".
4. **Renumber** Bye-Laws 8 to 38 as Bye-Laws 7 to 37.

5. In renumbered Bye-Law 8:

(a) in paragraph (3) *delete* “and membership services”;

(b) *insert* new paragraph (4):

“(4) Any member who has been suspended by the statutory regulator or is subject to an on-going investigation following a complaint to the CSP shall have all or part of the rights privileges or services of CSP membership suspended in line with CSP policy.”.

6. In renumbered Bye-Law 24(a) *delete* “6 or 7” and *substitute* “2 or 6”.

7. *Delete* renumbered Bye-law 35 and heading and *substitute*:

“EXPECTATIONS ON MEMBERS PROFESSIONALISM”

35. (1) The conduct of members shall conform to the ‘Expectations on members’ professionalism’, or any successive guidance.

(2) Expectations on members’ professionalism may be altered or added to or rescinded by a resolution of the Society in General Meeting.

(3) The Council may issue guidance on the interpretation of the Expectations on members’ professionalism.”.



14 Bedford Row, London WC1R 4ED
Tel +44 (0)20 7306 6666
www.csp.org.uk

Statutes

Royal Charter, Bye-Laws and Standing Orders for Council and Committees

Approved by:

Council: June & September 2016

AGM: November 2016

Privy Council: 19 April 2017

Statutes

ROYAL CHARTER DATED 9 JUNE 1920	8
Incorporation.....	9
Objects	10
Vesting of property	11
Members.....	11
Fellows, Associates and supplementary lists.....	11
The Council	12
Patron and Honorary Officers	12
Committees	12
Branches and Boards	12
Power to make Bye-laws	13
Bye-laws contained in Schedule.....	13
Construction	13
BYE-LAWS	15
Construction	15
Honorary Fellows.....	16
Membership.....	16
Members.....	16
Fellows	17
Associate Members	17
Student Members	17
Lists	18
Affiliated Members.....	18
Titles.....	19
Registers.....	19
Cessation of membership.....	19
Subscriptions.....	20
Suspension of privileges.....	21

Post-registration qualifications	21
General meetings	22
Notice of meetings	22
Special General Meetings.....	22
Failure to give or receive notice	23
Proceedings at General Meetings	23
Quorum.....	23
Voting	24
Adjournment	24
Voting entitlement.....	24
Voting by proxy.....	25
Presidents and Vice Presidents.....	25
The Council	
Constitution of Membership	25
Election of Council members.....	26
Retirement from Council.....	28
Cessation of Membership of the Council	28
Proceedings of Council	28
Saving provision	29
Minutes	29
Payment of travelling expenses and other monies to members of Council.....	30
Recognition of Institutions and Courses	30
Disabled Members	30
The Chief Executive and Substitutes	31
Publications	31
Accounts and Audit.....	31
Rules, Regulations and Standing Orders	31
Expectations on Members Professionalism.....	32
Interest Groups	32
Representatives Conference.....	32

STANDING ORDERS FOR COUNCIL & COMMITTEES

Honorary Officers	33
Proceedings at meetings of the Council	
Ordinary Meetings	
Special Meetings	
Notice of motions	
Attendance at meetings	34
Quorum	
Reports of the committees	
Financial controls	
Rules of debate	35
Voting	
Observers and visitors	
Confidential business	36
Records of proceedings	
Suspension of Standing Orders	
Committees	36
Elected members	37
Nominated members	
Co-opted members	
Chairmen of committees	
Committee business	
Review of committees	
Rights of alternates to Council and standing committees	
Election procedures	38
Finance & Resources Committee	39
Terms of Reference	
Communications & Marketing Group	40
Composition	
Quorum	
Chair	
Number of meetings	
Terms of Reference	
Equality & Diversity Group Terms of Reference	43
Human Resources Group	45
Terms of reference	
Composition	
Quorum	
Industrial Relations Committee	46
Composition	
Quorum	
Terms of Reference	

Practice and Development Committee	47
Definition of PDC.....	
Terms of Reference	
Accountability.....	
Quorum	
Composition	
Frequency of Meetings.....	
Annual Representative Conference (ARC) Constitution	51
Membership	
Attendance and voting at Representative Conference	
The Chair and Vice Chair	
Members of Council	
Membership of the Conference Agenda Committee.....	
Terms of reference of the Agenda Committee	54
Meetings.....	
Agenda.....	
Motions.....	
Compositing	
Amendments	
Emergency motions.....	
References back	
Amendments to Constitution	
Fellowship Regulations.....	58
Honorary Fellows	
Fellows.....	
Titles	
Rights and privileges of Fellows and Honorary Fellows	
Professional Awards Committee.....	59
Criteria for award.....	
Procedures for application and nomination	
Membership regulations	62
Registration fee	
Subscriptions.....	
Voting rights	
Credit card payment.....	
Change of name.....	
Certificates	
Student Membership Regulations	65
Student membership	
Student Delegate Conference.....	
Student Executive Committee.....	
Regions.....	
Amendment to these regulations.....	

Associate Regulations (Support Workers)	68
Preliminary	
Subscriptions.....	
Rights and privileges of membership	
Duties and conduct	
The Associates Committee	
Model Country Board Constitution	72
Title	
Objects.....	
CSP policy	
Membership	
Honorary Officers.....	
Board Representative to Council	
Governance	
Finance	
Cesser of Board	
Alterations to the Constitution of Boards	
Model English Regional Network Constitution	77
Objects	
CSP Policy.....	
Membership.....	
ERN Core Group	
Honorary Officers.....	
Annual General Meeting	
Governance.....	
Alteration to Constitution	
Branch Regulations	82
Title	
Objects.....	
Membership	
Honorary Officers	
Annual General Meeting	
Finance	
Restructuring of Branch	
Sub-Branches	
Alterations to the Branch Regulations	
Rules for use of the Seal	86
Chartered Society of Physiotherapy Charitable Trust Trust Deed	87
Members' Benevolent Fund scheme made by the Charity Commissioners	92

Statutes

ROYAL CHARTER DATED 9 JUNE 1920

George the fifth by the Grace of God of the United Kingdom of Great Britain and Ireland and of the British Dominions beyond the Seas, King, Defender of the Faith.

To all to whom these Presents shall come, Greeting.

Whereas Evelyn Winifrede Bliss, of No 13 Philbeach Gardens, Kensington, in the County of London, spinster, the Chairman of a Society or Company called “The Incorporated Society of Trained Masseuses” (hereinafter referred to as ‘The Incorporated Society’), Lucy Marianne Robinson, of No 17 Priory Mansions, Drayton Gardens, in the same County, Spinster, one of the Founders of the Incorporated Society, and William Milligan, of No 12 John Street, Manchester, in the County of Lancaster, Knight, MD, the Chairman of another Society called “The Institute of Massage and Remedial Gymnastics” (hereinafter referred to as ‘the Institute’), and others of Our loving subjects, members of such Societies respectively, and others have by their Petition represented to Us:

- i. That the Incorporated Society was founded in the year 1894 in order to raise the standard of Massage and to improve the professional position of women taking up that work; that in the year 1905 its advantages were extended to men; that Regulations were made for the training and for the examination of candidates, the granting of Certificates, and the keeping of a Register of Members; that arrangements were instituted for the delivering of lectures, the giving of demonstrations, and the providing of a reference Library; that an organisation was established to which members might apply for advice and help; and that the same Society was incorporated in the year 1900 under the then Companies’ Act, and by licence of Our Board of Trade without the addition of the word ‘Limited’.
- ii. That the aggregate number of persons holding the Certificate of the Incorporated Society up to the end of March 1919 was 5,981, amongst whom are the leading Masseuses and Masseurs in the United Kingdom; and they all have been qualified to practise their profession by passing the Examinations prescribed by the said Society from whose Certificate-holders the Almeric Paget Military Massage Corps has been almost exclusively recruited, and whose Certificates have been recognised and accepted by the Lords Commissioners of the Admiralty, the War Office, the British Red Cross Society, Public Bodies, Members of the Medical Profession, and the Public generally and that the majority of persons holding the said Society’s Certificates are engaged in various Hospitals and elsewhere, under the supervision of the above-mentioned Authorities.

- iii. That the Institute was founded and incorporated in the year 1916 under the Companies (Consolidation) Act, 1908, and by licence of Our Board of Trade without the addition of the word 'Limited', to improve the training and status of persons (both male and female) engaged in Massage, medical Gymnastics, Electrotherapy and Kindred subjects, and that its Members now number 89.
- iv. That the said Societies, have been incorporated under licence by Our Board of Trade, and not being established for the purposes of gain, according to their respective Memoranda of Association no portion of their income and property could be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise, by way of profit to the Members, except as therein mentioned, but the Societies aim at improving the training and status and elevating the profession of persons engaged in Massage, Medical Gymnastics, and Electrotherapeutics, and Kindred methods of treatment, by imposing the attainment of a high degree of professional education and knowledge as a condition of membership, and by requiring the observance of strict rules of conduct on the part of their Members.

And whereas by their said Petition the Petitioners prayed that We would be graciously pleased in the exercise of Our Royal Prerogative, to grant to them a Charter of Incorporation in terms of the Draft hereunto annexed or such other terms as to us should seem proper.

And whereas it appears to us that it would tend to improve the status and public usefulness of the profession of persons practising treatment by Massage, Medical Gymnastics and Electricity if the prayer of the said petition were granted.

Now therefore We, having taken the said petition into Our Royal consideration, and being satisfied that the intentions of the Petitioners are laudable and deserving of encouragement, have constituted, erected and incorporated, and we, by Our Prerogative Royal and of Our especial Grace and certain Knowledge and mere motion, by these presents for Us, and Our Royal Successors, do hereby grant, appoint, and declare as follows:

Incorporation

1. We do constitute, erect, and incorporate into one Body politic and corporate by the name of the Chartered Society of Physiotherapy the said Evelyn Winifrede Bliss, Lucy Marianne Robinson and William Milligan, Knight, and such other persons as are by this Our Charter made or declared to be Members, or shall hereafter be admitted as Members thereof with perpetual succession and a common Seal, and with power to alter and renew the same at discretion, Willing and Ordaining that the said Body corporate (hereinafter referred to as 'the Chartered Society') shall, and may, sue and be sued in all Courts, and be capable in law to take and hold any personal property, and do all matters and things incidental or appertaining to a Body Corporate, but so that the Chartered Society shall apply its profits (if any), or other income, in promoting its objects, and shall not at anytime pay any dividends to its Members.

Objects

2. The objects for which the Chartered Society is established and incorporated are:
 - i. To improve the training, education and professional status of persons engaged in the practice of massage, medical gymnastics, electrotherapeutics or kindred methods of treatment and to foster and develop the use of these and kindred forms of treatment.
 - ii. To promote for such persons a curriculum and a standard or standards of qualification.
 - iii. To institute and conduct examinations in the practice of massage, medical gymnastics, electrotherapeutics or kindred forms of treatment and in the teaching of the practice of any such methods of treatment and to grant certificates of proficiency and diplomas to persons qualified to practise or to teach the practice of any such methods of treatment.
 - iv. To make and maintain lists of persons whom the Council of the Chartered Society shall consider to be qualified to practise or to teach the practice of any such methods of treatment as aforesaid.
 - v. To hold such examinations as aforesaid and to grant such certificates as aforesaid jointly with other bodies.
 - vi. To take measures against any person who has never held a certificate or diploma of the Chartered Society or whose name has been removed from the list of the holders of any such certificates or diplomas to prevent such person claiming to possess or holding himself out as possessing a certificate or diploma of the Chartered Society.
 - vii. To promote conferences, public meetings and lectures in connection with the general work of the Chartered Society.
 - viii. To provide and maintain offices, lecture rooms and libraries with all requisite equipment.
 - ix. To establish or aid in the establishment of club rooms for the use of Members.
 - x. To publish a newspaper, journal, magazine, calendar and such other publications as the Chartered Society may think necessary or desirable to promote the object of the Chartered Society.
 - xi. To establish a bureau to which Members may apply for advice and help in professional matters.
 - xii. To found and maintain schemes alone or in conjunction with other bodies for the benefit of Members in the practice of their profession and in times of adversity, sickness and old age.
 - xiii. To do anything incidental to or conducive to the carrying out of the above objects or any of them.

Vesting of property

3. All property now belonging to, or held in trust for, the Incorporated Society or for the Institute shall from the date of these Presents vest in the Chartered Society.

Members

4. The Members of the Chartered Society shall consist of such of the persons who have been admitted to membership in accordance with the provision of the Bye-Laws of the Chartered Society for the time being in force (hereinafter called 'the Bye-Laws') otherwise than as Associates or Associate members as shall not have ceased to be members in accordance with the provisions of the Bye-Laws. The Members shall have such rights and privileges and be liable to make such payments as may from time to time be prescribed by the Bye-laws.
5. If any person ceases, for any cause whatever, to be a Member of the Chartered Society, he shall not, nor shall his representative have, any interest in, or claim against, the funds of the property of the Chartered Society.

Fellows, Associates and supplementary lists

6. Members of the Chartered Society may be appointed Fellows and a person so appointed shall so long as he or she remains a Member continue to enjoy all rights and privileges of membership together with all the other rights and privileges to which under the Bye-Laws Fellows may for the time being be entitled.
7. Members of the Chartered Society and other persons may be appointed Honorary Fellows of the Chartered Society and every person so appointed shall until he or she is removed from his position as such be entitled to such rights and privileges other than (in the case of persons who are not Members of the Chartered Society) the right to vote at meetings of the Chartered Society as may be prescribed by or in accordance with the Bye-Laws.
8. The Associates of the Chartered Society shall consist of such of the persons who have been admitted to be Associates or Associate Members in accordance with the provisions of the Bye-Laws for the time being in force as shall not have ceased to be Associates or Associate Members in accordance with the provisions of the Bye-Laws. Associates shall not be Members of the Chartered Society but shall enjoy such privileges as may from time to time be prescribed by or in accordance with the provisions of the Bye-Laws.
9. The conditions of the admission of Associates and the conditions on which persons so admitted shall cease to be Associates shall be prescribed by or in accordance with the Bye-Laws.
10. If any person ceases from any cause to be an Associate of the Chartered Society neither such Associate nor the personal representative of such an Associate shall have any interest in or claim against the funds of the property of the Chartered Society.

11. The Chartered Society may establish and maintain such Lists as the Council may from time to time determine, with the approval of the Privy Council, in accordance with the Bye-laws, of persons who have acquired prescribed experience and training in fields relating to the practice of massage, medical gymnastics, electrotherapeutics or kindred forms of treatment.
12. The conditions of entry on and of removal from any such Lists and the privileges of the persons whose names are for the time being entered thereon shall be determined in accordance with the provisions of the Bye-Laws.

The Council

13. The Affairs of the Chartered Society shall be managed by a Body to be called the Council, which shall be the Governing Body of the Chartered Society.
14. The Council shall consist of such number of persons possessing such qualifications who shall hold office for such period and shall retire therefrom in such rotation as may be prescribed by the Bye-Laws.

Patron and Honorary Officers

15. There shall be a Patron of the Chartered Society. On any vacancy occurring in the Office of Patron the Council may appoint a person willing to act as such to be the Patron of the Chartered Society.
16. The Chartered Society shall have such Honorary Officers as the Bye-Laws may prescribe and such Honorary Officers shall be appointed and removed and be entitled to such privileges as the Bye-Laws or the Council in pursuance of the Bye-Laws shall prescribe. The Bye-Laws may provide that all or any of the Honorary Officers shall be entitled to attend, or to attend and vote at meetings of the Council.

Committees

17. The Council may delegate any of their powers to Committees consisting of members of the Council, with or without any other persons not members of the Council, as the Council think fit. Any Committee so formed shall, in the exercise of the powers so delegated, conform to any Bye-Laws or Rules that may, from time to time, be imposed on it by the Council.

Branches and Boards

18. The Council may at any time form branches and sub-branches consisting of Members practising or residing in particular areas. Every such branch or sub-branch shall be conducted in accordance with regulations prescribed by the Council in accordance with the Bye-Laws and may at any time be dissolved by the Council.
19. The Council may at any time form Boards to represent Members practising or residing in particular areas. Every such Board shall be conducted in accordance with regulations prescribed by the Council in accordance with the Bye-Laws and may at any time be dissolved by the Council.

Power to make Bye-laws

20. At any General Meeting it shall be lawful for the Members of the Chartered Society, or such of them as shall be then present, to ordain and make such Bye-Laws as to them or the majority of them, shall seem proper for the regulation and good government of the Chartered Society, and of the Members and affairs thereof, and generally for carrying out the objects for which the Society is founded into full and complete effect; and the said Bye-Laws or any of them from time to time, to alter, change, or annul, as the said Members, or the majority of them shall think fit; so, nevertheless, that all and singular such Bye-Laws be reasonable, and not repugnant or contrary to the provision of these Presents or to the Laws and Statutes of our Realm, and that notice of intention to make, alter, change or annul any Bye-Law is given with the notice convening any General Meeting at which the same shall be done, but no such Bye-Laws shall come into force until approved by the Lords of the Privy Council, of which approval a certificate under the hand of the Clerk of the Council shall be conclusive evidence.

Bye-laws contained in Schedule

21. The Bye-Laws contained in the Schedule hereto shall be the Bye-Laws of the Chartered Society until altered, changed or annulled, in the manner hereinbefore provided.

Construction

22. In this Our Charter words importing the Masculine Gender shall include the Feminine Gender, and vice versa, and words in the Singular Number shall include the Plural, and in the Plural Number include the Singular.

Lastly we do by these Presents for Us and Our Royal Successors grant unto the Chartered Society hereby established, and their Successors, that these our Letters Patent, or the enrolment or exemplification thereof, shall be in and by all things good, firm, valid, sufficient and effectual in Law, according to the true intent and meaning thereof, and shall be taken, construed, and judged in the most favourable and beneficial sense for the best advantage of the Chartered Society and their Successors as well in all Our Courts of Record as elsewhere by all and singular Judges, Justices, Officers, Ministers, and other subjects whatsoever, of Us, Our Heirs, or Successors; any non-recital, mis-recital, or any other omission, imperfection, defect, matter, cause, or thing whatsoever to the contrary thereof, in anywise notwithstanding.

The Council may, by resolution in that behalf, passed at any Meeting by a majority of not less than two-thirds of the members present and voting (being an absolute majority of the whole Council), and confirmed at a Meeting held not less than one month, nor more than four months afterwards, by a like majority, alter, amend, or add to this Our Charter, and such alteration, amendment, or addition, shall, when allowed by Us, Our Heirs or Successors in Council, become effectual so that this, Our Charter shall thence forward continue and operate as though it had been originally granted and made accordingly. This provision shall apply to this Our Charter, as altered, amended or added to in manner aforesaid.

Moreover, we reserve to ourselves power from time to time to alter, or add to these presents by Supplemental Charter.

In Witness whereof We have caused these Our Letters to be made patent.

Witness Ourselves at Westminster, the ninth day of June, in the year of our Lord 1920, and in the Eleventh Year of Our Reign.

By Warrant under the King's Sign Manual

Seal

Schuster

BYE-LAWS

Construction

1. (1) In these Bye-Laws (where not repugnant to the context):
 - (a) "the Society" means the Chartered Society of Physiotherapy;
 - (b) "the Charter" means the Royal Charter granted in the year 1920 and incorporating the Society and any amendment thereof, and any Supplemental Charter for the time being held by the Society;
 - (c) "the Bye-Laws" means the Bye-Laws for the time being of the Society;
 - (d) "Member" means a member of the Society (in accordance with Article 4 of the Charter) in any of the grades of Member, Fellow or Student member, but not an Honorary Fellow, Associate, List or Affiliated member;
 - (e) "associate" or "associate member" means an Associate member of the Society;
 - (f) "list member" means a List member of the Society;
 - (g) "affiliate" or "affiliated member" means an Affiliated member of the Society;
 - (h) "physiotherapist" means a Physiotherapist or Physical Therapist, and includes any other physiotherapy professional title regulated by the Statutory Regulator from time to time;
 - (i) "the office" means the Head Office of the Society;
 - (j) "the Register" means the appropriate Register maintained under Bye-Law 5;
 - (k) "Statutory Regulator" means the body responsible for the registration and professional regulation of physiotherapists.
- (2) Terms used in these Bye-Laws which are also used in the Charter shall bear the same respective meanings.
- (3) References in these Bye-Laws to any legislative provision shall be construed as references to the same as amended or re-enacted.
- (4) The Interpretation Act 1978 shall apply for the purpose of the interpretation of the Bye-Laws as it applies for the interpretation of an Act of Parliament.
- (5) The Bye-Laws shall be construed so as not to conflict with the Charter.

- (6) The Council shall decide any questions which may arise on the construction or operation of the Bye-Laws or the rules, regulations and standing orders made under the Bye-Laws, and the decision of the Council on any such questions shall be final and binding on all members.
- (7) References in the Bye-Laws to different categories of the membership shall be construed to include List members where appropriate.

Honorary Fellows

2. (1) The Council may appoint Honorary Fellows from persons who have rendered distinguished service to the advancement of physiotherapy or any eminent persons whom the Council consider it appropriate to honour. Honorary Fellows shall:
 - (a) have such privileges (not being inconsistent with the Charter and these Bye-Laws) as the Council shall confer on them;
 - (b) receive a Diploma of Honorary Fellowship.
- (2) The Council may withdraw the title of Honorary Fellow, and any associated privileges it may have conferred upon any Honorary Fellow, at any time, following a two-thirds majority vote at a Council meeting.

MEMBERSHIP

3. (1) Membership of the Society is at the discretion of the Council acting in accordance with the Bye-Laws in force from time to time.
- (2) The Society shall have six categories within its membership:
 - (a) Members;
 - (b) Fellows;
 - (c) Associates;
 - (d) Student members;
 - (e) List members and
 - (f) Affiliated member.

Members

- (3) A person shall be eligible to become a Member of the Society if registered with or eligible for registration as a physiotherapist, or physical therapist, or any other professional physiotherapy title recognised by the statutory regulatory body.
- (4) Members must be qualified in one of the following manners:
 - (a) by holding a degree, or equivalent qualification, in physiotherapy recognised by the Council; or

- (b) by holding a qualification to practise physiotherapy issued by some authority (other than the Society), whether in the United Kingdom or elsewhere, recognised by the Council for this purpose and by passing such further tests (if any) or having had such experience or practice in the United Kingdom as the Council may prescribe generally and/or in the special case of that particular person.
- (5) Members and Affiliated members if engaged in practice in the UK are required to be registered with the Statutory Regulator.
- (6) Physiotherapists who are retired or in another occupation may be Members of the Society.
- (7) Before admission to Membership a person shall pay the appropriate registration fee and satisfy any other requirements for the time being prescribed by the Council.
- (8) Upon entry of the name of a person in the Society's Register of Chartered Physiotherapists that person shall become a Member and shall receive a certificate of Membership, which shall at all times remain the property of the Society.

Fellows

- (9) The Council may elect any Member or Fellow. Any Fellow so elected shall receive a Diploma of Fellowship and be entitled to use the titles set out in Bye-Law 4.

Associate members

- (10) The Council shall from time to time prescribe regulations relating to the admission of Associates; the rights, duties and privileges of Associates; and otherwise as may be necessary for regulating their relations with the Society.
- (11) Associates and Associate members may not hold themselves out as qualified physiotherapists.

Student Members

- (12) Council may admit to Student membership any person who is registered by a UK institution to study physiotherapy on a qualifying course leading to Health Professions Council ("HCPC") registration and/or Chartered Society of Physiotherapy ("CSP") recognition as a Chartered Physiotherapist.
- (13) The Council shall from time to time prescribe regulations relating to the admission of Student members; the rights, duties and privileges of Student members; and otherwise as may be necessary for regulating their relations with the Society;
- (14) Student members cannot hold themselves out as qualified Physiotherapists.

Lists

- (15) The Council may establish a List (in this Bye-Law referred to as "the List") in which shall be entered the names of persons who are not Members but who are linked with the work of physiotherapists.
- (16) The Council shall make regulations prescribing
 - (a) the procedure for admission to the List;
 - (b) the rights, duties, conduct and privileges of persons entered on the List;
 - (c) the circumstances in which any National or Scottish Vocational Qualifications or other qualifications may be entered alongside names on the List.
 - (d) the subscription for entry in the List;
 - (e) the representation of listed persons by the Society and generally regulating their relations with the Society.
- (17) Persons entered on the List may not hold themselves out as qualified physiotherapists.

Affiliated Members

- (18) Affiliated members are physiotherapists who have qualified from non-CSP recognised courses in the UK or overseas in accordance with Bye-Law 3(4)(b). They will have the opportunity to apply for Chartered Status in accordance with regulations which the Council of the CSP may prescribe from time to time. (This provision does not apply to Irish Republic degrees recognised by the Irish Society of Chartered Physiotherapists for graduates under the agreement with the CSP for reciprocal recognition of degree courses).
- (19) Council may admit to affiliated membership:
 - (a) HCPC registered physiotherapists who qualified overseas; or
 - (b) HCPC registered physiotherapy graduates from any UK university course which is not recognised by the CSP.
- (20) Upon entry of the name of a person in the Society's Register of Affiliated Physiotherapists that person shall become an affiliated member and shall receive a certificate of affiliated membership which shall at all times remain the property of the Society.

TITLES

4. Subject to Bye-Law 9, a Fellow or Member shall be entitled to use the description, without abbreviation, of “Chartered Physiotherapist”; and, in addition:
 - (a) a member shall be entitled to use the designatory letters “MCSP”; and the description “Member of the Chartered Society of Physiotherapy”
 - (b) a Fellow shall be entitled to use the designatory letters “FCSP” and the description “Fellow of the Chartered Society of Physiotherapy”.

REGISTERS

5. (1) The Society shall retain Registers of its Members, Fellows, Associate, Student members, List members and Affiliate members, in which their name and address shall be entered containing the following particulars:
 - (a) the date of their entry on the Register;
 - (b) if appropriate, their qualification as a physiotherapist;
 - (c) any other qualification held by that person and approved by the Council for inclusion in the Registers;
 - (d) if applicable, the date they ceased to be a Member, Fellow, Associate, Student member, List member or Affiliated member;
 - (e) any conditions of practise Order which may have been imposed by the Society or the Statutory Regulator;
 - (f) any other factual information (such as employer or clinical specialty) which may be collected from CSP Membership Surveys.
- (2) The Registers may be maintained in any appropriate form.
- (3) Information on the Registers may be analysed and used by the Society for membership and research processes.

CESSATION OF MEMBERSHIP

6. (1) A Member or Affiliated member shall cease to be such following erasure from a statutory register of physiotherapists.
- (2) A Student member shall cease to be a Student member on discontinuing qualifying studies.
- (3) Subject to paragraphs (1) and (2) a Member, Associate, Student member, List member or Affiliate member shall cease to be such if:

- (a) by notice in writing to the Society he or she resigns (unless the Council declines to accept their resignation); or
 - (b) the Society removes them from membership in accordance with the complaints procedure agreed by Council.
- (4) On ceasing to be a member in accordance with sub paragraph (1) or (3) the Member shall forthwith:
- (a) cease to use the descriptions set out in Bye-Law 4; and
 - (b) return their practice certificate, diploma and badge of membership to the Society.
- (5) A Member, Associate, Student member or List member who has ceased to be a member, or as the case may be a List member, shall also cease to be a member of any Branch or Interest Group of the Society.

SUBSCRIPTIONS

7. (1) The Council may from time to time prescribe subscriptions for members, but if the rate of any increase is over 5% more than the rate of increase in the Government Index of Retail Prices for the twelve months ending nine months before the due date for payment, that subscription shall come into force only after it has been approved by a General Meeting of the Society.
- (2) The Council shall have power:
- (a) to establish different classes within each of the grades of membership;
 - (b) to confer on any particular class different rights and privileges from those conferred on any other class; and
 - (c) to provide that different subscriptions shall be payable by different classes, that subscriptions may be fixed for different periods, and that any particular classes may be exempt from payment.
- (3) Once in every year the Council shall cause to be published and circulated to all Members, Fellows, Associates, Student members, List members and Affiliated members, the subscription to be paid by each class, the times of payments and any other particulars relating to subscriptions. Such publication shall be sufficient notice to all concerned of the matters contained therein.
- (4) If any member fails to pay the appropriate subscription within two months after it becomes due the Chief Executive shall give that member notice of the fact.
- (5) If the subscription is not paid within 30 days from the date of the notice, that member's privileges of membership shall be suspended.

SUSPENSION OF PRIVILEGES

8. (1) A Member, Associate, Student member, List member or Affiliated member, whose privileges are suspended under Bye-Law 8(5):
 - (a) shall not be entitled to any of the rights, privileges or membership services conferred by the Charter or by or pursuant to these Bye-Laws or may from time to time be specified by the Council;
 - (b) shall not be eligible for membership of the Council, to vote in the election of its members or to speak or vote at General Meetings;
 - (c) if a Fellow or Member, shall not be entitled to use the title, designatory letters, and descriptions set out in Bye-Law 4.
- (2) Paragraph (1)(c) above shall not apply to a Fellow or a Member who became either a Fellow or a Member before 31 December 1986.
- (3) On subsequent payment of a subscription the said privileges shall be restored with effect from the date of receipt of the payment.
- (4) Any member who has been suspended by the statutory regulator or is subject to an on-going investigation following a complaint to the CSP shall have all or part of the rights privileges or services of CSP membership suspended in line with CSP policy.

POST-REGISTRATION QUALIFICATIONS

9. A member who has successfully completed post-registration experience and studies, complying with such requirements as the Council may establish, may receive a certificate or diploma or some other form of recognition in such form as the Council may determine.

GENERAL MEETINGS

10. (1) An Annual General Meeting of the Society shall be held not more than 15 months after the preceding Annual General Meeting.
- (2) Special General Meetings will be convened in accordance with Bye-Laws 12 and 13.
- (3) Annual or Special General Meetings shall be held at such time and place as shall be appointed by the Council, or, in the case of a meeting convened by the Chairman of the Council, by the said Chair.

NOTICE OF MEETINGS

11. (1) Particulars of the place, day and hour of every Annual General Meeting shall be published in the Journal of the Society at least three months before the date fixed for such meetings.
- (2) At least one month's notice of every Special General Meeting specifying the place, date and hour of the meeting, and stating the general nature of the business to be transacted thereat shall be published as if for an Annual General Meeting.

SPECIAL GENERAL MEETINGS

12. The Council or the Chair of the Council may at any time order a Special General Meeting to be called and shall do so on the requisition in writing of at least 250 Members, Fellows, Associate or Student members. In the case of such a requisition the following provisions shall have effect:
 - (a) the requisition must set out any proposed resolution which the Special General Meeting is requisitioned to consider and must be signed by the requisitionists and deposited at the Office, and may consist of several documents in like form, each signed by one or more requisitionists;
 - (b) if the Special General Meeting so requisitioned is not called within 42 days from the date of the deposit of the requisition the requisitionists or a majority of them may call a Special General Meeting, but any Special General Meeting so called shall not be held after three months from the date of such deposit;
 - (c) any Special General Meeting called under this Bye-Law by the requisitionists shall be called in the same manner as nearly as possible as that in which General Meetings are to be called by the Council and in default of any place being appointed by the Council for holding thereof the Special General Meeting shall be held at the Office;
 - (d) the business of the Meeting shall be limited to the consideration of any proposed resolution set out in the requisition.

FAILURE TO GIVE OR RECEIVE NOTICE

13. The accidental omission to give any such notice to or the non-receipt of any such notice by any member shall not invalidate any resolution passed at any such Meeting.

PROCEEDINGS AT GENERAL MEETINGS

14. (1) The business of an Annual General Meeting shall be to receive and consider the income and expenditure account and balance sheet and the report of the Council and of the auditors; to announce the names of the members elected to the Council in place of those retiring; to elect an auditor or auditors; to elect members of Committees of any fund whose members must by the terms of the instrument constituting the fund be elected at the Annual General Meeting;

and to discuss scientific, professional or other matters which in the opinion of the Chair of the Council are of importance to the members.

- (2) Any Member, Fellow, Associate or Student member desiring to propose a motion for consideration at the Annual General Meeting other than that relating to the business mentioned in the preceding Bye-Law must give notice thereof to the Chief Executive at least three months before the date of the Meeting. Unless the Chair of the Council shall otherwise decide, the motion shall be notified to all categories of members, at least one month before the meeting, and be debated.
- (3) If it is passed by the Meeting, the resolution shall be referred to the Council for consideration and the Council shall if necessary report to the next Annual General Meeting, or to a Special General Meeting, if the Annual General Meeting at which it was passed so resolves.

General Meetings – Quorum

15. (1) Fifty Members, Fellows, Associate or Student members personally present and entitled to vote shall be a quorum for a General Meeting, and no business shall be transacted at any General Meeting unless the quorum requisite be present throughout the business.
- (2) If within 30 minutes, from the time appointed, a quorum is not present, the General Meeting shall be dissolved.
- (3) The President or, in his absence or if he shall be unwilling to act, a Vice-President of the Society, shall take the chair at a General Meeting. If none of them be present within 15 minutes after the time specified for the start of the General Meeting and willing to act, the members personally present shall choose another member of the Council to take the chair.

Voting at General Meetings

16. (1) Every question submitted to a General Meeting for a vote shall be decided in the first instance by a show of hands of Members, Fellows, Associate and Student members present, and in the case of a tie the Chair shall, both on a show of hands and on a poll, have a casting vote in addition to the vote to which he or she may be entitled as a member.
- (2) At any General Meeting, unless a poll is demanded by the Chair or by at least 12 Members, Fellows, Associate or Student members personally present and entitled to vote at such Meeting, a declaration by the Chair that a resolution has been carried, or carried by a particular majority, or lost, and an entry to that effect in the book of proceedings of the Society, shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against such resolution.

- (3) If a poll is demanded as aforesaid, it shall be taken in such manner and at such time and place as the Chair of the General Meeting directs, and either at once or after an interval or adjournment or otherwise, and the result of the poll shall be deemed to be the resolution of the General Meeting at which the poll was demanded.

Adjournment of General Meetings

17. (1) The Chair of a General Meeting may, with the consent of the General Meeting (and shall if so directed by the General Meeting), adjourn the same from time to time and from place to place, but no business shall be transacted at any adjourned General Meeting other than the business left unfinished at the General Meeting from which the adjournment took place. When a General Meeting is adjourned for 30 days or more notice of the adjourned General Meeting shall be given as in the case of an original General Meeting; save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned Meeting.
- (2) The demand of a poll shall not prevent the continuance of a General Meeting for the transaction of any business, other than the question on which a poll has been demanded. Any poll duly demanded on the election of a Chair of a General Meeting or on any question of adjournment shall be taken at the General Meeting without adjournment.

VOTING ENTITLEMENT

18. (1) A member of the Council who is not a member of the Society shall be entitled to receive notice of and to attend and to speak at General Meetings; but not to vote thereat.
- (2) Votes may be given either personally or by proxy. The instrument appointing a proxy shall be in writing under the hand of the principal. No person (other than the Chair of the Meeting) shall be appointed a proxy who is not a Member, Fellow, Associate or Student member. Proxies may be used for all proposals on the agenda of the meeting, or as indicated by the item numbers on the proxy instrument, and subsequent amendments or proposals resulting therefrom.
- (3) On a show of hands every person present and entitled to vote shall have one vote, and on a poll every person entitled to vote who is present or nominated by proxy shall have one vote.

VOTING BY PROXY

19. (1) An instrument appointing a proxy shall indicate the meeting to which it is to apply (and it shall apply to any adjournment thereof), the person (who may be the Chair of the meeting) who is to be appointed as proxy, the name and address of the member giving the proxy. If desired, it may instruct the proxy as to how the vote is to be cast on each proposal. If so instructed, the proxy must vote accordingly.

- (2) To be effective the instrument appointing a proxy shall be deposited at the Office 120 hours before the time fixed for the holding of the General Meeting or adjourned General Meeting at which the person named in such instrument proposes to vote.
- (3) A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy, provided that no intimation in writing of such death, insanity or revocation shall have been received at the Office before the commencement of the General Meeting or adjourned General Meeting at which the proxy is used.
- (4) No objection shall be raised to any vote except at the General Meeting or adjourned General Meeting at which the vote objected to is given or tendered, and every vote not disallowed at such General Meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the Chair of the General Meeting, whose decision shall be final and conclusive.

PRESIDENT AND VICE-PRESIDENTS

20. The Council may appoint a President of the Society, and one or more Vice-Presidents, who need not be members. They shall hold office at the will of the Council.

THE COUNCIL

21. The Council shall consist of the following persons:

- (1) Eleven Fellows or Members (the "nationally elected members") elected by Fellows and Members as follows:
 - (a) two Fellows or Members who declare at the nomination date that they are principally employed by a higher education authority as a teacher at a recognised school of physiotherapy;
 - (b) one Fellow or Member who declares that at the nomination date they are principally engaged in research;
 - (c) two Fellows or Members who declare that at the nomination date they are principally employed in independent practice.

"Independent practice" is defined as: qualified Fellows or Members working wholly or predominantly as self-employed private practitioners; qualified Fellows or Members working wholly or predominantly as private practitioners employed by another; qualified Fellows or Members working wholly or predominantly as self-employed consultants;
 - (d) one Fellow or Member who declares that at the nomination date he or she is principally engaged in employment in any way other than as set out in (a)-(c) and (e);

- (e) five Fellows or Members who declare that at the nomination date they are principally engaged in employment by the National Health Service.
- (2) One student member who shall be elected by Student members.
- (3) One person elected by and from the Associates or any list maintained under Bye-Law 3.
- (4) Not less than twelve Fellows or Members ("the Regional Representatives") elected from their number by subscribing Fellows or Members residing or practising within each NHS region and based upon such demographic principles as the Council may from time to time determine.
- (5) Two persons co-opted by the Council who shall represent such special interests as the Council may from time to time determine.

Election of Council members

22. The following provisions shall apply to the elected members of the Council.

- (1) Members elected other than as students, shall retire at the Annual General Meeting held in the fourth year following their election.
- (2) Student members shall retire at the Annual General Meeting held in the year following their election
- (3) Prior to the Annual General Meeting in each year at which vacancies are to arise, a postal ballot shall be held for the purpose of such election from those nominated in accordance with the next following provision, unless such a ballot shall be unnecessary by the reason of the fact that there are no more candidates than vacancies in the constituency concerned.
- (4) Candidates for election other than under Bye-Law 22(3) shall each have been nominated by not less than twelve members eligible to vote on the election of members of Council in that category. A candidate for election under Bye-Law 22(3) shall have been nominated by two other persons entered on that List. A Fellow or Member may stand for election both as a Board Representative and as a nationally elected member.
- (5) The procedure for nominating candidates, the appointment of scrutineers, any required transitional arrangements and for the conduct and counting of the ballot shall be as from time to time set out in regulations to be made by the Council; provided that:
 - (a) such regulations shall conform to the requirements of any applicable legislation;
 - (b) the elections shall take place according to the principles of transferable voting.

- (6) If there are insufficient candidates nominated to fill the available Council places for a four year term, a bye-election should take place within the appropriate constituency twelve months after the date of the original Council elections. Any Fellow or Member filling a vacancy under this Bye-Law shall hold office for the remainder of the four year term for which the original Council vacancy was first advertised.
- (7) Members of the Council co-opted under Bye-Law 22(5) shall take office upon their acceptance of an invitation to serve as a co-opted member. They shall retire at the Annual General Meeting held in the fourth year following their co-option.
- (8) Nominees for nationally elected members and Regional Representatives shall designate a person to serve as the alternate if the candidate is elected. Such an alternate may vote in the proceedings of Council if the nominee is unable to attend.
- (9) Any elected Fellow or Member who can no longer sustain the declaration made at the nomination date as required under Bye-Law 22(1) shall resign from Council. The vacancy will be filled by the Alternate for the remainder of the term.
- (10) In the event of the Alternate being ineligible a Bye-Election shall take place within the appropriate constituency.
- (11) Any Fellow or Member filling a vacancy under paragraph (10) shall hold office for the remainder of the term for which the member replaced was elected.

RETIREMENT FROM COUNCIL

23. All retiring members of the Council shall hold office until the close of the Annual General Meeting at which they are due to retire but they shall notwithstanding have been eligible for re-election to continue in office thereafter. The new members of the Council shall commence in office immediately after the close of the Annual General Meeting at which they assume office.

CESSATION OF MEMBERSHIP OF THE COUNCIL

24. A member of the Council shall *ipso facto* cease to be a member thereof:
 - (a) on resignation or removal in accordance with Bye-Law 2 or 6 ;
 - (b) if his or her privileges of membership are suspended under Bye-Law 9;
 - (c) on resigning from office by notice in writing to the Chief Executive;
 - (d) on becoming bankrupt or suspending payment or compounding with creditors;
 - (e) on being detained in a hospital, or received into guardianship under the Mental Health Act 1983 (or equivalent legislation);

- (f) on being requested to resign by resolution of the Council passed by a majority of at least two-thirds of all the members of the Council.

PROCEEDINGS OF COUNCIL

- 25. (1) The Council may appoint a Chair, Vice-Chair and Treasurer from amongst its number, restricted to elected and voting members of the Council. They shall hold office at the will of the Council.
- (2) The Chair, or, if absent or unwilling to act, the Vice-Chair, shall take the Chair at meetings of the Council. If both the Chair and the Vice-Chair are absent or unwilling to act the members of the Council present may choose one of their number to be Chair at the meeting.
- (3) The Council may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit.
- (4) Questions arising at a meeting shall be decided by a majority of votes and in case of equality the Chair of the meeting will have a second or casting vote. The quorum necessary for the transaction of business may be fixed by the Council and until so fixed shall be nine, of which no less than six shall be members of the Society.
- (5) The Council may act notwithstanding any vacancy in its body but if the number is reduced below the number fixed by or in accordance with these Bye-Laws as the quorum for a meeting of the Council the members present may act for the purpose only of filling such vacancies in the Council as may be filled by the Council or for convening a General Meeting.
- (6) A meeting of the Council for the time being at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretion which are by or under the Charter or Bye-Laws vested in or exercisable by the Council generally.
- (7) The Council may delegate any of its powers to Committees consisting of members of the Council and such other persons as the Council shall think fit provided that more than one half of the members of any such Committee shall be members of the Society. Any such Committee shall in the exercise of the powers delegated to them conform to any regulations or directions which the Council may from time to time make or give. The proceedings of any such Committee shall be governed by the regulations from time to time made by the Council.
- (8) A resolution in writing signed by two-thirds of the members of the Council voting or of any Committee of the Council shall be as valid and effectual as if it had been passed at a meeting of the Council or of that Committee respectively duly called and constituted.
- (9) A copy of the unconfirmed minutes of any meeting of the Council, or of any Committee, shall be issued to each member thereof as soon as practicable after the meeting.

- (10) All records, books and papers of the Society shall at all times be open to the inspection of members of the Council.

SAVING PROVISION

26. All acts done in good faith at any meeting of the Council, or of a Committee of the Council, or by any person acting as a member of the Council or such Committee, shall notwithstanding that it shall afterwards be discovered that there was some defect in the appointment of such member of the Council or of the Committee or any person acting as aforesaid or that they or any of them were disqualified or that there was some irregularity in the proceedings be as valid as if every such person had been appointed and was qualified to be a member of the Council or of the Committee or that there was no irregularity in the proceedings.

MINUTES

27. The Council shall cause minutes to be prepared of:
- (a) the appointment of the Chief Executive;
 - (b) the names of the members of the Council present at each meeting of the Council, and of any Committee of the Council;
 - (c) all orders made or directions given by the Council and Committees of the Council;
 - (d) all resolutions and proceedings of General Meetings of the Society, and of meetings of the Council and Committees of the Council

and any such minutes of any meeting of the Council, or of any Committee aforesaid, or of the Society, if purporting to be signed by the Chair of such meeting or by the Chair of the next succeeding meeting, shall be receivable as *prima facie* evidence of the matters stated in such minutes.

PAYMENT OF TRAVELLING EXPENSES AND OTHER MONIES TO MEMBERS OF THE COUNCIL

28. The Council may authorise the reimbursement of travelling, hotel and other expenses properly incurred and the payment of reasonable loss of earnings and honoraria to any member of the Council in attending meetings of the Council or any Committee of the Council or a Committee of the Chartered Society, or in carrying out duties as a representative under Bye-Law 38, or otherwise in connection with its affairs.

RECOGNITION OF INSTITUTIONS AND COURSES

29. (1) The Council shall maintain a list of higher education institutions and other bodies recognised by the Society as institutions providing courses of pre-and post-registration education for physiotherapists.
- (2) The Council may accredit courses of education provided by such recognised institutions.
- (3) The Council may appoint representatives to report as to the suitability of institutions for recognition and of courses for accreditation.
- (4) The Council may withdraw the recognition of an institution or the accreditation of a course but before so doing the Council shall notify in writing to the authorities in charge of the institution the grounds upon which it proposes to act and shall give them full opportunities of being heard.

DISABLED MEMBERS

30. Before taking any action in relation to, or which would have a particular effect on disabled Members, Associate, Student members or List members, the Council shall refer the matter, for consideration and report to the Disabled Members Network of the Society or such other body of the Society as may be in existence from time to time.

THE CHIEF EXECUTIVE AND SUBSTITUTES

31. (1) The Council shall appoint the Chief Executive who shall hold office at the will of the Council and be directly responsible to the Council, and shall perform such duties as may be allotted to the Chief Executive by the Council.
- (2) The Council may when necessary appoint a temporary substitute for the Chief Executive, who shall, during the term of his or her appointment, be deemed to be and have all the powers of the Chief Executive.

PUBLICATIONS

32. The Council may cause to be published Journals or other publications in written or electronic formats at such intervals as the Council may determine.

ACCOUNTS AND AUDIT

33. (1) The Council shall prepare annually an income and expenditure account and a balance sheet of the Society for the period of twelve months following the period covered by the preceding accounts. Such accounts shall be audited by an auditor or auditors who shall be Chartered Accountants elected at the Annual General Meeting.
- (2) The Council shall also prepare annually a report of the work of the Society for the corresponding period.

- (3) The audited accounts and annual report shall be presented to the Annual General Meeting.
- (4) The Society's Management Group appointed by the CSP Council and acting in accordance with its delegated authority from Council under Bye-Law 26(7), may negotiate and agree terms (including the granting of security) with banks or other lenders for any overdrafts, loans, mortgages or other forms of borrowing on behalf of the Chartered Society of Physiotherapy.

RULES, REGULATIONS AND STANDING ORDERS

34. (1) It shall be lawful for the Council from time to time to make, rescind, or alter rules, regulations and standing orders for regulating the administration of the Society, and of any Board or Branch and the government of the members thereof; for the calling of and procedure at meetings and elections; for the use of the Seal; for the service of notices and of all other matters necessary to give effect to the provisions of the Charter or these Bye-Laws affecting the Society; provided always that no such rule, regulation or standing order shall be contrary to the provisions of the Charter or the Bye-Laws.
- (2) An existing rule, regulation or standing order shall not be rescinded or altered, and a new rule, regulation or standing order shall not be made, except by a resolution of the Council passed by a majority of two-thirds of the members present and voting at a meeting of the Council and confirmed at the next meeting of the Council.

EXPECTATIONS ON MEMBERS PROFESSIONALISM

35. (1) The conduct of members shall conform to the 'Expectations on members' professionalism', or any successive guidance .
- (2) Expectations on members' professionalism' may be altered or added to or rescinded by a resolution of the Society in General Meeting.
- (3) The Council may issue guidance on the interpretation of the Expectations on members' professionalism' .

INTEREST GROUPS

36. (1) The Council may recognise groups, whether limited to members of the Society or not, as representing Chartered Physiotherapists employed in particular occupations ("occupational groups") or particular areas of clinical practice ("clinical interest groups"). It may also recognise other groups with common interests.
- (2) Such groups shall be entitled to such privileges as the Council may from time to time determine.

REPRESENTATIVE CONFERENCE

37. (1) The Council shall establish a representative body, to be known as the CSP Representative Conference, consisting of such constituent elements within the Society as the Council, with the consent of the Conference, shall from time to time determine.
- (2) The Council may make, alter or repeal regulations, with the consent of the Conference, for the election of the Chair of the Conference, for the appointment of such representatives, and for the conduct of the Representative Conference.
- (3) The Representative Conference shall act in an advisory capacity to the Council.

STANDING ORDERS FOR COUNCIL AND COMMITTEES

STANDING ORDERS FOR COUNCIL AND COMMITTEES

Honorary Officers

1. The Council has the power to appoint a President and one or more Vice-Presidents, (Bye-Law 21) who need not be members of the Society, and a Chair, a Vice-Chair and Treasurer who must be members of Council. They shall hold office for two years from the first meeting of Council after the national elections (in each odd year) until the next such biennial meeting.
2. Duly seconded nominations for those offices shall be submitted by members of the Council in writing (together with their election addresses) not later than eight weeks prior to the meeting of Council at which the appointments are to be made. Such nominations and the election addresses shall be circulated to Council members and will be published in Frontline and on the CSP website. The Council will agree from time to time arrangement for the conduct of elections, length of election addresses and any other matters to ensure the fair conduct of these elections.

Proceedings at meetings of the Council

Ordinary Meetings

3. At least seven clear days before each ordinary meeting of Council a copy of the agenda shall be issued to each member of the Council. The agenda shall contain all the items of business known at that time to require consideration. Matters which the Chair shall subsequently find it necessary to submit to the meeting shall be issued in a supplementary agenda, if time permits. Papers not circulated in advance may only be tabled with the express permission of the Chair.

Special Meetings

4. A Special Meeting of the Council may be convened by the Chair at any time and shall be convened within 28 days upon the requisition in writing of not less than twelve members of the Council.
5. At least five clear days before each Special Meeting of the Council a copy of the agenda shall be despatched first class to each member of the Council. The Agenda shall contain notice of the business for which the Special Meeting is convened.
6. An extra meeting of Council may be convened annually, prior to the Annual Representative Conference, to consider any urgent business.

Notice of motions

7. Notice of any motion to be brought before a meeting of the Council must be sent to the Chief Executive so as to arrive not less than 21 days before the meeting, unless the Chair shall decide that it should be considered a matter of urgency. The Chair shall exclude from the agenda paper any motion which is out of order and the member who has given notice of such motion shall be informed of this decision.

Attendance at meetings

8. Elected Council members are expected to attend Council meetings, Congress, Annual Representative Conferences, the Annual General Meeting and any other committees to which they have been elected as part of their duties. Any member of Council who shall have been absent for three consecutive Council meetings without being substituted by the elected Alternate or without satisfactory explanation to the Chair of Council shall be invited to resign (at the discretion of the Chair of Council), failing which, the Chair of Council may ask Council to pass a resolution requesting the member to resign under Bye-Law 25(f).

Quorum

9. The quorum necessary for the transaction of business may be fixed by Council and until so fixed shall be nine, of which no less than seven shall be members of the Society.

Reports of the committees

10. At each meeting of the Council each committee (Industrial Relations, Practice and Development, Communications and Marketing Group, Management Group, Professional Awards, Equal Opportunities Group, ARC Agenda, the Members Benevolent Fund and any other Council appointed committee) which has met since the immediately preceding meeting of the Council shall submit a report on the work of the committee since the date of its last report, provided that, at the discretion of the Chair of the Council, sufficient time has elapsed between the date of the committee and the following meeting of the Council for a report to be produced. The report of each committee shall normally, if time permits, be circulated to the members of the Council as part of the agenda of the meeting.
11. Any issue requiring decision by Council shall be in the form of a paper including a draft resolution of Council. This applies to all committee resolutions requiring Council agreement.
12. Standard reports of a committee will be placed on the Council agenda as part of the agenda items to note. Council members may ask the Chair of Council up to the end of the first break of the day of a Council meeting to move this report for discussion or decision by Council. Motions in discussion may be moved, expressing the opinion of Council, or instructing the committee to reconsider its decision, on all or part of such a report.

Financial controls

13. The Council shall not adopt any proposal, whether made by a committee or by a member of the Council, significantly affecting the income or expenditure of the Society, unless the Council has before it a report from the Management Group, or has previously provided for the financial implications of the proposal.
14. Council will approve annually the plans for income and expenditure of the Society, including the approval of any change to the membership subscriptions based on a report from the Management Group. Council will also approve annually a strategic plan of objectives for the Society in the following financial year. Council will keep under review the financial performance of the Society against these agreed objectives.

Rules of debate

15. Speakers shall stand when possible, address the Chair, and direct their speeches strictly to the motion or amendment under discussion.
16. The proposer of a motion or of an amendment shall have the right to reply immediately before such motion or amendment is put to the vote. This reply shall be strictly confined to answering previous speakers, and shall not introduce any new matter into the debate.
17. A member shall not otherwise speak more than once on any motion or amendment except to a point of order, or, by consent of the Chair. The Chair has the right to refuse to allow more than one interaction by a member of Council in the interests of finishing Council business within the available time.
18. No seconder shall be required for a motion from the Chair, or for a motion by the Chair or other member of a committee when officially submitting a report, minutes, or other recommendations of the committee to the Council. All other motions and amendments must be seconded. All motions and amendments shall, if required by the Chair, be in writing, and signed by the proposer and seconder.
19. If an amendment is rejected, other amendments may be moved on the original motion. If an amendment is carried the motion as amended shall become the motion, and shall become the question to which any further amendment may be moved, or upon which the final vote shall be taken.
20. Unless a notice be received signed by ten members of the Council, no motion to rescind a resolution of the Council shall be considered until a period of four months has elapsed since the passing of the resolution in question. Any such resolution shall be rescinded only by a two thirds majority of those present voting in favour of its rescission, and after confirmation by a simple majority at the next meeting of the Council.

Voting

21. Every question, other than the election of members to serve on committees or other bodies, shall, if challenged, be determined by a show of hands; provided that if, on the Chair putting the question, a demand be made that the vote be taken by ballot and such demand be supported by six members, or if the vote concerns an election, the vote shall be taken by ballot. Members may request that their names be recorded in the minutes as voting for or against or abstaining from voting on any motion or amendment and it shall be so recorded.

Observers and visitors

22. Current subscribers to the Chartered Society in any of its categories of membership and invited visitors shall be admitted to observe Council meetings, but shall have no right to vote. The Chair may invite such persons to speak if prior consent has been granted by the Chair.

Confidential business

23. At the start of every meeting of the Council the Chair shall state what part (if any) of the proceedings shall be conducted in camera. When such part of the proceedings is being dealt with, members and those others mentioned in SO22 may be excluded from the meeting. The Chair may however invite members attending as honorary officers of the Society, non-voting alternates or as observers to remain during confidential business.

Records of proceedings

24. Minutes of Council meetings shall be circulated to members of the Council.

Suspension of Standing Orders

25. Any one or more of the Standing Orders, except Standing Order 21 (re voting onto committees) may be suspended at any meeting as regards the business at such meeting, provided that two thirds of the members of the Council present and voting shall so decide.

Committees

26. Committees shall carry out such duties as are delegated to them by the Council under Bye-Law 26(7) and shall report to, and act under the general direction of, the Council. Subject to the provisions contained in the Bye-Laws of the Society, to SO 11 and to any special instructions from time to time given by the Council, each committee shall have the following powers:
- a. To appoint sub-committees and time limited working groups for the purposes of considering any matters referred to the committee, and to delegate them such powers as may seem necessary or convenient.
 - b. To delegate to the Chair such powers in respect of the conduct of the business of the committee as may seem necessary or convenient.
 - c. To invite any persons to attend their meetings, whether members of the Society or not.
27. The Chair and Vice-Chair of the Council shall be ex-officio members, with power to vote, on all the committees except those appointed under the Members' Benevolent Fund Committee.
28. Any member of a committee who shall have been absent from two successive meetings without satisfactory explanation to the chair of the committee shall be deemed to have resigned from the committee. Any vacancy on a committee shall be filled as follows:
- a. Elected members: by the alternate member or, if there is no alternate, by Council
 - b. Nominated members: by the nominating body
 - c. Co-opted members: by the Committee
 - d. Directly elected: the member, student or associate (as appropriate) with the next highest number of votes will be invited to take the vacant position.

Such persons shall complete the term of office of the member they replace.

29. Each committee shall continue to act until the new committee is appointed; each sub-committee shall continue to act until the first meeting of the new parent committee.

Elected members

30. The election of Council members to Committees shall take place at the first meeting of the new Council, after the national/regional elections to the Council, from among members of the Council who have previously signified their willingness to stand for election. Members shall serve for two years.

Co-opted members

31. The co-option of members shall be decided on, as a final item on the agenda, at the first meeting of each Committee at which elected, directly elected and nominated members take their seats. Such members shall be co-opted for two calendar years. They have power to vote.

Chairmen of committees

32. Each committee shall elect a Chair, and if it so desires, elect from its number a Vice-Chair, at its first meeting (except in the case of the MBF Committee). One of these two (not necessarily the Chair) shall be a member of Council. The ballot paper shall include the names of all eligible members who are willing to accept office. It is inadvisable for any member of the Council to be Chair of more than one Committee. The Chair of each committee shall continue to act on behalf of the committee until his successor shall have been appointed. The Chair of each committee shall be ex-officio, a member of every sub-committee of that committee, with power to vote.

Committee business

33. Standing Order 3 shall apply to the business of committees. The Chair of a committee may also convene special meetings, to which Standing Order 5 shall apply.
34. The Chair of each committee shall be authorised to take, in the intervals between meetings of the committee, any necessary action in an emergency, or to refer any matter to the appropriate sub-committee.

Review of committees

35. At a meeting not less than four months before each Annual General Meeting (biennial), at which a new Council is to take office, each committee shall consider the pattern of its work and its working relationships with other committees and other bodies. It shall advise Council on whether any changes in the committee structure or in the terms of reference of committees seem desirable for the next biennium.

Rights of alternates to Council and standing committees

36. Council members' alternates (both regional and national) shall have full voting rights and will be counted as part of the quorum if they attend Council in place of the elected representative.
37. Council members' alternates, at the discretion of the committee chair, may attend a standing committee or working group of the Council in place of that Council member but they do not have full voting rights and are not to be counted with the quorum on that committee or working group.

38. Directly elected members' alternates to standing committees may attend the standing committee in place of the committee member and be counted as part of the quorum and have full voting rights.
39. Directly elected members' alternates, at the discretion of the chair, may attend any sub-committees or working groups in place of the directly elected member. In this instance they do not have full voting rights and are not counted as part of the quorum.

Election Procedures

40. The Returning Officer (the Chief Executive) should check the eligibility of members submitting a nomination for a Council seat and make necessary enquiries of those submitting nominations. If the Returning Officer rejects a nomination as ineligible, the candidate may submit an appeal to a panel consisting of the three most recent Chairs of CSP Council for a rapid decision.
41. Once the Returning Officer or the appeal panel has agreed the eligibility of the Council candidates for election there can be no subsequent challenge to the eligibility of candidates during the election.
42. Election addresses for honorary officers must be a maximum of 500 words. If an address is over this maximum, the Returning Officer will publish no words over the 500th word.
43. Council Members, including newly elected members, are required to submit to the Returning Officer three weeks in advance of the Council Meeting at which elections to Standing Committees are to be decided, the following information:
nominations to different Committees, stated in order of preference (1, 2, 3 etc); a written statement of up to 100 words for their first choice of Committee; at the meeting each Council member will have a maximum of 1½ minutes to introduce themselves and state anything additional about any of the Committees for which they have submitted a nomination. Council will then proceed to vote for all the Committees without further discussion.

FINANCE AND RESOURCES COMMITTEE TERMS OF REFERENCE

Membership

1. The Finance and Resources Committee shall comprise the following members:

The Chair of Council
The Vice-Chair of Council
The Treasurer
The Chair of the Human Resources Group
The Chief Executive
The Director of Finance

The Committee shall meet at least once a quarter.

Quorum

The quorum shall be three including two Council members.

Chairman

The Chair will be the Vice Chair of Council, or, if absent, one of the other elected Council Members from this Group

The Finance and Resources Committee shall:

- i. Review and approve any proposals or reports to be put to Council on:
 - a the Society's annual budget, the income and expenditure of the Society;
 - b annual membership subscriptions;
 - c management accounts and financial forecasts; and
 - d matters relating the Society's business, accounting, financial and investment and capital expenditure policies.
- ii. Consider and endorse any proposals going to Council which significantly affect the income and expenditure of the Society, beyond the scope of the agreed annual budget
- iii. Receive reports of the work of the Human Resources Group and advise Council on the action taken by this Group
- iv. Take action on matters of urgency relating to finance and resource issues arising between Council meetings
- v. Support the work of the treasurer in overseeing the management of the Society's finances and financial responsibilities
- vi. Monitor work in relation to the Standing Financial Instructions and develop these as appropriate.

Agreed by Council 23 March 2016, confirmed 22 June 2016

Communications & Marketing Committee Terms of Reference

1. Purpose

- To ensure Council are advised on all matters relating to the Communication and Engagement Strategy.
- To work effectively with the Function Management Team [FMT] to shape and implement the CSP Communication and Engagement Strategy.
- To ensure that the communication programmes commissioned in the Communication and Engagement Strategy are timely, proactive and responsive to the needs of the profession, its members and all who contribute to the provision of physiotherapy within health and well-being.
- To work co-operatively with the FMT in an overview and scrutiny role.
- To review and support projects and programmes to develop the CSP website and other digital communications.
- To ensure that it fully considers the following in enacting its role:
 - All equality and diversity issues
 - Issues affecting all countries of the UK
 - Variable needs of members and the profession as a result of different working environments or roles
 - All CSP policies and priorities.

2. Remit

The Committee is the committee of CSP Council that through its engagement with the Marketing & Communications function steers the member and external communications of the Society.

3. Accountability

The Committee is directly accountable to Council and the work of the committee is coterminous with the full scope of the work of the Marketing & Communications Function.

4. Committee membership

Voting members:

- Chair and Vice-Chair of Council
- Two other members elected from amongst Council
- Three members, at least two of whom must be practicing physiotherapists or associate members, nominatedⁱ by the Industrial Relations Committee following consultation with the National Group of Regional Stewards and Equality & Diversity Networks.
- Three members, at least two of whom must be practicing physiotherapists or associate members, nominatedⁱⁱ by the Practice & Development Committee following consultation with the professional networks.
- One member nominatedⁱⁱⁱ by the Student Executive to represent student interests.

ⁱ They need not be a member of the nominating body to be nominated to the committee but should be able to report back to that body if needed.

ⁱⁱ They need not be a member of the nominating body to be nominated to the committee but should be able to report back to that body if needed.

- Where there are no nominees who work in Scotland, Northern Ireland or Wales the relevant Country Board or Boards may nominate^{iv} a member each to represent the interest of members in those countries.
- One member co-opted to represent the patient interest, following consultation with patient organisations.

Alternates:

To ensure representation of all constituencies nominating bodies may also nominate an alternate member to attend, and vote, in the absence of one of the permanent Committee members.

Non-voting attendance:

Where helpful for the business under discussion the Chair may invite the attendance of one or more representatives from any or all of the following:

- National Group of Regional Stewards
- Equality & Diversity Networks
- professional networks
- Associates Committee.

The Director of Marketing & Communications or his/her nominee may attend the Committee as of right.

Committee members must advise a relevant CSP staff member if they are unable to attend a meeting. Any issues that they wish to raise may be forwarded to the Committee Chair or Director in advance of the meeting.

5. Quorum

The quorum of the Committee is 4, including 1 Council member.

6. Term of office

- The term of office for members of the Committee will be for two years.
- The maximum amount of time that any individual can serve consecutively on the Committee is twelve years.

7. Chair and Vice-Chair

The Committee shall elect a Chair and Vice-Chair from amongst the voting members. At least one of these shall be a Council member.

In the event that neither the Chair or Vice-Chair are able to attend a meeting the Committee will elect a member to preside at that meeting only from amongst the voting members present.

The Director will chair and supervise all elections.

ⁱⁱⁱ They need not be a member of the nominating body to be nominated to the committee but should be able to report back to that body if needed.

^{iv} They need not be a member of the nominating body to be nominated to the committee but should be able to report back to that body if needed.

8. Frequency of meetings/meeting arrangements

The Committee will usually meet three times a year. The timing of the meetings to be determined by the Chair on advice from the Director of Marketing & Communications.

Attendance may be in person, or where practicable via video or telephone.

Members can be consulted using the iCSP network or other means between meetings.

9. Casual vacancies

The Committee may fill any casual vacancies by referring back to the relevant committee or, where appropriate, by co-option. The term of office of any member co-opted in this way will be the same as that for the committee member whose place they are filling.

10. Responsibilities of Committee Members

- Acting as a two way means of communications between the Committee and members.
- Sharing their personal insights and advice with the committee and staff within the M&C function.
- Developing their understanding of communications planning and techniques.
- Assisting CSP staff, where appropriate, with events and training relating to communications.

11. Review

The terms of reference for Committee, including the terms of office will reviewed every 4 years to ensure that they continue to meet the needs of the CSP.

EQUALITY AND DIVERSITY GROUP

1. Membership shall consist of the following representatives. If the nominated representative cannot attend, an alternate may be sent.

Voting members:

- a. One representative of Council
- b. One representative of Industrial Relations Committee
- c. One representative of Practice & Development Committee
- d. One representative of the Leaders and Managers of Physiotherapy Services
- e. One representative of the CSP National Group of Regional Stewards
- f. One representative of the CSP BME network group (for black and ethnic minority members)
- g. One representative of CSP Disability Network
- h. One representative of CSP LGBT (lesbian, gay, bisexual and transgender members) network
- i. One representative of the Physiotherapy Associates Board
- j. One representative of the Students' Executive Committee

Non-voting members

- k. The CSP Head of Human Resources
 - l. One representative of Employment Relations and Union Services Function
 - m. Two representatives of the Practice and Development Function, one to lead on education issues and one on professional practice issues
 - n. One representative of Communications and Marketing Function
 - o. One representative of Facilities Function
 - p. The Chief Executive/Deputy Chief Executive
2. The Equality and Diversity Group may co-opt up to three people with particular expertise; or representing a group not covered by the rest of the committee members; or to assist with a specific project. One of the co-optees should be the Equalities representative on Council.
 3. Individuals with specialist areas of expertise can be invited to attend as necessary.
 4. The quorum shall be 5 members, other than CSP staff members.

5. If any member does not attend or send an alternate for three consecutive meetings without good reason the nominating body will be asked to put forward a replacement.
6. Aims and functions of the Group are:
 - a. To promote equality and diversity within the Society
 - b. To monitor all equality and diversity issues likely to affect:
 - i. all members throughout their careers from entry to professional training; after qualifying during their professional development and career; after leaving active employment; into retirement
 - ii. the CSP as an organisation which promotes equality and diversity
 - iii. CSP standards of professional practice and service standards
 - iv. CSP practice and service delivery.
 - c. To produce and contribute to guidelines for staff and membership on particular issues
 - d. To publicise and widen knowledge of equality and diversity issues among membership, staff and others through journal articles, briefing papers, etc. as necessary
 - e. To advise, influence, support and liaise with relevant agencies and Health Departments and UK Governments in particular. To draw on the expertise of relevant external agencies and organisations.
 - f. To influence and contribute to training in equality and diversity issues for both members and staff.
 - g. To undertake monitoring to ensure that impact assessments are carried out on all information, briefings and policies produced by the CSP and show evidence that equality and diversity issues have been incorporated during their development from their earliest stages
 - h. To identify or highlight equalities issues that require resolution and ensure that appropriate and timely action is taken
 - i. To liaise with the CSP Equalities Improvement Group and provide a steer in prioritising its work.

Equality & Diversity Group
September 2009

HUMAN RESOURCES GROUP

1. Terms of reference

- i. To consult and negotiate with staff representatives on pay and terms and conditions of employment; [this group will form the management side of the negotiating structure within the CSP]
- ii. To review the best human resource practice, develop policy based on this good practice and ensure its implementation within the CSP
- iii. To inform the Management Group of action taken and to seek approval for recommendations where these involve significant expenditure (SO11). (The Management Group will then, as part of its report to Council, include a report on the work of this Group)
- iv. To manage routine housekeeping and personnel issues, e.g. staff health and safety issues, reviewing the operation of current joint agreements on a range of personnel issues.

2. Membership

Member of Council
Chief Executive Officer
Two CSP Function leads
Human Resources Manager

3. Chair

The Group will normally be chaired by the Council member, with any Management Group elected member acting as an alternate. In the event that this is not possible, and with the agreement of the staff representatives, the Deputy Chief Executive may chair the meeting.

3. Quorum

Two officers, one of whom should be the Human Resources Manager.

July 2012

INDUSTRIAL RELATIONS COMMITTEE

TERMS OF REFERENCE

The Committee shall comprise:

4 Council members

5 directly elected from any of the categories of CSP membership (two England, one Wales, one Scotland, 1 Northern Ireland)

1 directly elected student

1 directly elected associate

4 stewards (England, Wales, Scotland and Northern Ireland, Chair of NGRS to be represented)

1 health and safety representative (chair or vice chair)

1 LAMPs member

1 Education (steward)

1 Non-NHS (steward)

1 newly-qualified physiotherapist within two years of graduation or starting their first post

Quorum

1. The Quorum shall be 8, of whom one should be a Council member.

The Committee shall:

- i. consider all matters and develop policies and strategies, relating to salaries, employment, labour utilisation and conditions of service for Chartered Physiotherapists, Associates and other persons represented by the Chartered Society
- ii. negotiate on behalf of employed physiotherapists and associates
- iii. appoint representatives, with executive power, to serve on any committees or time-limited working groups concerned with those matters above
- iv. consider matters and work collaboratively, both on a domestic and international level, on those issues affecting members' staffing and conditions of service and employment, including health and safety at work issues
- v. deal with matters arising from the Society's affiliation to the Trades Union Congress, Scottish TUC, Welsh TUC and the Irish Confederation of Trades Unions, including the appointment of any delegates
- vi. take advice on, and plan for, the effective communication of the policies and decisions of the Committee, to the wider membership
- vii. participate in the Society's annual business planning cycle, particularly in respect of new developments requiring additional resources to carry out work within the Committee's remit

- viii. receive and comment upon a quarterly summary of the departmental budget
- ix. provide a quarterly report to Council on the conduct of its affairs
- x. authorise the holding of a ballot, or ballots, for industrial action of some or all of the members of the CSP in relation to any dispute which satisfies the definition of a “trade dispute” for the purposes of s244 of the Trade Union and Labour Relations (Consolidation) Act 1992, or any successor provision; make all necessary arrangements for the conduct of such a ballot; and in the event of a vote in favour of industrial action, call upon members to take part or continue to take part in industrial action

June 2012

PRACTICE & DEVELOPMENT COMMITTEE

Purpose

The Practice and Development Committee is the committee of CSP Council that through its engagement with the Practice and Development function steers the vision and policy on professional practice, learning and development. As such it has status within the Society and has devolved decision-making powers to make informed and balanced recommendations to Council for ratification.

Remit

- To work effectively with the Function Management Team [FMT] of the Practice and Development Function [P&D] to shape and implement the strategic vision and purpose of the function
- To ensure that the agreed work plans of the function are timely proactive and responsive to the needs of the profession, its members and all who contribute to the provision of physiotherapy within health and well-being
- To ensure Council are fully apprised of the work of P&D, and how this work relates to the corporate plan and strategic vision of the Society
- To work co-operatively with the FMT in an overview and scrutiny role, supporting and directing the work of the Education, Research & Development and Professional Practice & Service Delivery committees
- To review and support devolved programmes of work in the function that will deliver the strategic vision
- To receive all reports from the Education, Research & Development and Professional Practice & Service Delivery committees
- To ensure that it fully considers the following in enacting its role:
 - All equality and diversity issues
 - Issues affecting all countries of the UK
 - International issues that impact upon physiotherapy
 - Variable needs of members and the profession as a result of different working environments
 - All CSP policies and priorities
- To approve recommendations from its committees about work programmes and the establishment of short life working groups for specific activities.

Accountability

The P&D Committee is directly accountable to Council and the work of the committee is coterminous with the full scope of the work of the Practice & Development Function.

Membership

Chair of Education Committee

Chair of Research & Development (R&D Committee)

Chair of Professional Practice & Service Delivery Committee (PPSD)

Chair of the Associates Committee

1 Council member employed in the NHS

1 Council members working outside the NHS

1 member of the Education Committee

1 member of PPSD

1 member of R&D

1 member of the Associates Committee

2 co-options (for relevant work programmes)

Chair and Vice Chair of Council (ex-officio)

TOTAL membership 10 plus 2 ex-officio members and up to 2 co-optees

Except where otherwise stated, all committee members must meet the eligibility criteria for committee membership agreed by the CSP.

*The additional member from each committee will normally be the Vice-Chair of the committee but may be an alternate nominated by the committee.

**The committee will decide whether a co-optee needs to fulfil the eligibility criteria.

Co-opted and ex-officio members have the same voting rights as other committee members but are not included in the quorum.

Committee members must advise a relevant CSP staff member if they are unable to attend a meeting. Any issues that they wish to raise may be forwarded to the Committee Chair in advance of the meeting. Members may not arrange for alternates to attend meetings in their place.

Quorum

The quorum of the Committee is 5, including 1 Council member.

Term of Office

The term of office for members of the P&D committee will vary depending on the capacity in which they are serving. Members serving in the capacity of chair or vice chair of one of the other P&D committees may remain on the committee until they cease to occupy those positions. Council members appointed to the committee will serve for two years. The term of office for co-opted members will be determined by the committee. For all other members, the term of office is four years.

Committee members and Council members appointed to sit on the Committee will join the Committee in the first meeting after October.

The maximum amount of time that any individual can serve on the Committee is twelve years.

Chairs and Vice-Chairs

Either the Chair or Vice-chair of the P&D Committee shall be a member of Council and not normally the Chair of one of the other P&D committees or another standing committee. The maximum period of time that any individual can act as Chair or Vice-Chair of the Committee is four years.

Elections for Chair and Vice-Chair of the P&D Committee shall take place during the first meeting of the committee after October every two years. Individuals wishing to stand will be asked to provide a supporting statement for circulation in advance of the meeting. A ballot will then be conducted at the meeting.

Frequency of Meetings/Meeting Arrangements

The P&D Committee normally meets 3 times per year. These meetings will normally take place after the Education, Research and Development, Professional Practice and Service Delivery and Associates Committees have met. The frequency of meetings will be reviewed biennially.

Casual Vacancies

The Committee may fill any casual vacancies by referring back to the relevant committee or, where appropriate, by co-option. The term of office of any member co-opted in this way will be the same as that for the committee member whose place they are filling.

Officer and Administrative Support

Officer support is provided by the Practice and Development Function Management Team. Administrative and committee support is provided by the Business Services team, Practice and Development.

Review

The terms of reference for the P&D Committee, including the terms of office will reviewed every 2 – 4 years to ensure that they continue to meet the needs of the CSP.

THE ANNUAL REPRESENTATIVES CONFERENCE (ARC)

This body shall be known as the Chartered Society of Physiotherapy Representative Conference (ARC). The CSP Representative Conference shall debate matters of importance to members, to the services that they offer and to the health and welfare of the community; it shall formulate and express views on these matters and act as an advisory body to CSP Council. It is a mechanism by which representatives of the Society can express the opinions of those members whom they represent. Those who attend are present *as representatives*. They should take note of the views of their constituency, should listen to the debates and then vote according to their own judgement based on everything that they have heard. They are *not delegates* mandated to vote according to the wishes of their constituency though clearly they should take into account their views at all times.

Membership

1. The number of voting representatives shall be reviewed by the Agenda Committee at least every two years.
2. The voting membership of the CSP representative conference shall consist of 300 representatives as follows :
 - a. 39 representatives shall be nominated by Regional Networks and Country boards;
 - b. 73 representatives shall be nominated by the professional networks;
 - c. 135 representatives shall be nominated by stewards and safety representatives;
 - d. 30 representatives shall be nominated by students;
 - e. 15 representatives shall be nominated by associates;
 - f. each equality and diversity network group and the retirement network group shall nominate two representatives.
3. Nominations for representatives shall be submitted to the Chief Executive in advance of the conference, on the official form, as set out below:
 - a. the National Group of Regional Stewards shall be responsible for the allocation and nomination of the 135 steward and safety representatives;
 - b. the Chair of the Physiotherapy Practice & Service Delivery sub-committee, in consultation with the professional networks, shall be responsible for the re-allocation and nomination of the 73 professional networks representatives;
 - c. each Regional Network and Country Board shall be responsible for the allocation and nomination of their representatives. Each of the 13 Regional Networks/Country Boards will be allocated 3 seats each.
 - (i) Regional Networks/Country Boards should notify the Chief Executive Officer as soon as possible if they are unable to allocate all of their seats.
 - (ii) Regional Networks/Country Boards may also nominate additional representatives, signed by the Chair, to form a reserve list should too few representatives be nominated from other regions.

- (iii) Reserve representatives will be allocated any unused seats on a random basis:
 - a. the Student Executive Committee shall nominate the 30 student representatives;
 - b. the Physiotherapy Associates Board shall nominate the 15 associate places;
 - c. each Equality & Diversity, and Retirement network group shall nominate 2 representatives from its membership.
- 4. Each group may nominate reserve representatives who can be substituted for nominated representatives unable to attend, up to 7 days before the date of Conference. Thereafter unfilled places will remain vacant.
- 5. Any subscribing member of the Society who is a bona fide recognised member of the nominating group is eligible to be a representative of that group.
- 6. No member of the CSP can be nominated/elected to attend in more than one voting capacity. Representatives shall be nominated/elected each year and serve until the opening of the next year's conference.

Attendance and Voting at Representative Conference

- 6. a. All subscribing members, including life members, student members, Council members and associate members of the CSP, shall have the right to attend and to speak on any matter.
- b. All subscribing members may express the views of any nominating group they are representing and their personal views but should identify in which role they are speaking.
- c. Voting and reimbursement of expenses shall be restricted to nominated representatives.
- d. Members of the CSP staff shall have the right to attend but not to vote. They may be permitted to speak on any matter, at the invitation of the Chair.
- e. Non-members of the CSP, including the Press, may attend the CSP Representative Conference as observers.
- f. Conference has the right at any time, on a two-thirds majority, to move into closed session, which shall only be open to those admitted under paragraphs 8(a) and 8(c).
- g. Members of the CSP staff will act as scrutineers. If insufficient numbers of staff are present, the Chair will ask for volunteers from amongst the representatives present.
- h. Any attendees may be invited to speak at the Chair's discretion.

The Chair and Vice Chair

- 7. The Conference shall be chaired by the Chair and Vice Chair of Council. In exceptional circumstances, in the absence of either the Chair or Vice Chair, the Agenda Committee will nominate a suitable replacement. They shall not be entitled to vote.

Members of Council

8. Members of Council who wish to take full part and vote shall be eligible to be voting representatives of any of the relevant groups listed in paragraph 3.
9. All members of Council, who are not present as voting representatives, are expected to attend ARC in a listening (non-voting) capacity as part of their electoral responsibilities. Their attendance will be funded by the CSP.

Membership of Agenda Committee

10. The membership of the Agenda Committee shall comprise the following:
 - a. the Chair and Vice Chair of Council;
 - b. one representative of the Associates, the Branches, the Professional Networks, the Stewards and Safety reps, and the Students who will be elected at Conference by the following procedure:
 - (i) each group listed in (b) above will submit seconded nominations to be received by the Agenda Committee/Chief Executive by the deadline set during Conference.
 - (ii) each nomination will also normally specify a named alternate
 - (iii) nominations will be announced at ARC and voting will be by secret ballot if more than one nomination is received for any representative group
 - (iv) voting representatives of each group will elect their own representative to the Agenda Committee;
 - (v) each representative will serve for two years. To assist continuity of expertise, groups will be elected in alternate years: Steward and Safety representative; Professional Network representative; and student representative will be elected in one cycle and Branch and Associate representatives in the other cycle.
 - (vi) if the nominated representative is unable to attend a meeting the alternate may attend with full voting rights
 - (vii) if a vacancy arises in any group mid-term then the alternate will normally become the full nominated representative and an additional representative will be nominated from the relevant nominating group.
 - c. staff in attendance shall comprise:
 - Chief Executive
 - Directors of Practice and Development, Employment Relations and Union Services, and Communications and Marketing (or agreed representatives)
 - ERUS Head of Training
 - Events Organisers (as necessary).
 - d. The quorum for the committee shall be 3 members, to include either the Chair or Vice Chair of Council.

Terms of Reference of the Agenda Committee

11. The Agenda Committee will meet as appropriate to undertake the work set out in this constitution. In brief it will:
 - a. consider the submitted motions and select them anonymously
 - b. consider the composited and resubmitted motions and set the first draft agenda for the Conference
 - c. consider emergency motions, amendments and references back
 - d. on the day of Conference consider emergency motions
 - e. hold a de-brief of ARC.
12. It will give notification of deadlines regarding submission of motions, composites, amendments, references back, emergency motions and nominations.
13. It will review the constitution on an annual basis and submit proposals to Council.
14. It will submit proposed standing orders to Conference. These require a simple majority to be adopted.
15. It will recommend the location and timing of Conference, subject to advice from the Event Organisers, for the approval of Management Group and Council.
16. It will choose a suitable venue with appropriate accommodation to include if possible:
 - a. a raised platform
 - b. two or more podia
 - c. adequate ventilation/air conditioning
 - d. easy access and egress
 - e. ensure there is adequate provision for all members with special needs, eg. wheelchair access, hearing loop, braille, creche
 - f. computer projection facilities for amendments and emergency motions.
17. It will take into account that ARC expenditure should be within the budget set by Council. It is anticipated that most years ARC will be held in a venue in England, but if practicable every third or fourth year ARC will be held in either Scotland, Wales or Northern Ireland.

Meetings

18. A Representative Conference shall normally be held once a year. At least 6 months' notice of conference meetings shall be given. One hundred representatives shall constitute a quorum. Only nominated representatives shall be entitled to vote. It shall be held separately from CSP Congress.
19. An extraordinary meeting of the Conference may be called by Council. At least 28 days' notice of extraordinary meetings shall be given. 10% of nominated voting representatives shall constitute a quorum. Only voting representatives shall be entitled to vote but they may vote by proxy at extraordinary meetings as laid down in the CSP's Statutes for proxy voting.

Agenda

20. The Conference agenda shall be circulated before the meeting.
21. The Agenda Committee may consider external speakers and other open sessions to discuss and consider topical issues, in addition to the formal debating sessions of motions.
22. The Agenda committee will set a balanced agenda, covering a wide range of topics, with a realistic number of motions. In doing so it may composite motions; place motions in common debate; clarify motions by rewording or table motions itself. Priority will be given to motions on physiotherapy and health related issues. The motions will be arranged in appropriate sections.
23. It will also, decide on the acceptance or rejection of motions for debate with reference to the 'Criteria for the Acceptance of Motions' which will be circulated to all groups prior to the deadline date for the submission of motions. Reasons for rejection will be given in writing to the group who submitted the motion along with details of the appeals process.
24. (a) Motions which are accepted will be placed on the primary or secondary agenda.
 - The primary agenda consists of motions for debate
 - The secondary agenda consists of motions in order, but not recommended for debate due to time constraints(b) Motions can move from the secondary to the primary agenda if time permits.

Motions

25. Motions must be submitted on the official form to the Chief Executive Office.
26. Motions may be submitted by any bona fide recognised CSP group: Council, Regional Networks and Country Boards, Branches, Professional Networks, Stewards Regional groups, the National Group of Regional Stewards, the Students Executive Committee, the Physiotherapy Associates Board, Alliances Executive Committees and Board, the National Group of Regional Safety Representatives, , and the CSP Equality & Diversity and Retirement network groups.
27. Each group may submit up to three motions (excluding emergency motions).
28. It is the submitting group's responsibility to find CSP members from within its group to propose any motions and CSP members from a different group to second any of its motions that are placed on the primary or secondary agenda.
29. Once a motion has been moved at Conference, it cannot be amended.

Compositing

30. If two or more motions are submitted on the same or similar aspects of the same topic, the Agenda Committee may refer motions back to the originators for compositing to form one motion, or may itself composite motions, in order to expedite discussions. Any composite motions on the agenda shall then be regarded as a single motion.

Amendments

31. Amendments to motions should be submitted to the Chief Executive Officer to arrive no later than 12 noon fourteen days before the Conference meeting. The originator of a motion may not submit an amendment to it.
32. A copy of the amendment should be sent to the originators who should signify to the Chief Executive Officer whether or not they accept it. A report will be made to Conference by the Agenda Committee indicating those amendments which have been so accepted. Such amendments shall be deemed to have been agreed and the motion shall be put to Conference as amended.

Emergency Motions

33. An emergency motion shall deal only with business which has arisen since the final date for submission of motions to Conference. Such emergency motions must be submitted fourteen days before the first day of Conference.
34. Emergency motions dealing with matters which have arisen less than fourteen days before the Conference should be notified to the Chief Executive Officer without delay. They will only be accepted by the Agenda Committee, if it considers them to be of significant importance, if there has been no delay in notifying them and if there is time for them to be circulated to representatives with due time for their consideration. Motions must be submitted in writing.
35. The Agenda Committee may, at its discretion, accept amendments to emergency motions, provided the amendment is in writing and submitted as soon as possible following circulation of the emergency motion.

References Back

36. To the Agenda Committee's report
 - a. Motions placed on the secondary agenda and those rejected may be referred back to the Agenda Committee. If the Agenda Committee upholds its original decision, they may be referred back at Conference. Notice of intention to do so, specifying the motions(s) to be raised, must be given in writing to the Chief Executive. All references back must be submitted by the deadlines set by Agenda Committee.
 - b. References back will be taken prior to the acceptance of the Agenda Committee's report.
37. To Council's report on the previous year's resolutions published in *Frontline*
 - a. the Conference shall note the report from Council on motions passed at the previous year's Conference published in *Frontline*.
 - b. reference back of all or any part of the report as published in *Frontline* may be moved provided notice of intention to do so, specifying the matter to be raised, has been given in writing to the Chief Executive by 12 noon not less than fourteen days before the date of Conference. This excludes motions that were remitted to Council.

- c. references back will be dealt with at the beginning of the agenda prior to the acceptance of the Council report.

Amendments to Constitution

- 38. This Constitution shall remain in force unless amended by a resolution of the Conference passed by a two-thirds majority and ratified by Council. Council itself shall have power to put forward an amendment and if carried by the Conference, it shall become effective forthwith.

General

- 39. The Conference shall at all times be concerned to promote the objectives of the CSP as laid down in the Royal Charter.

11 December 2013

FELLOWSHIP REGULATIONS

1. Fellowship and Honorary Fellowship of the Chartered Society of Physiotherapy are awarded by Council on recommendations of the Fellowship Advisory Board (hereinafter "the Board") in accordance with the Royal Charter and Bye-Laws and these regulations.

Extract from the Bye-laws of the Chartered Society of Physiotherapy:

Honorary Fellows

2. The Council may appoint Honorary Fellows from persons who have rendered distinguished service to the advancement of physiotherapy or any eminent persons whom the Council consider it appropriate to honour. Honorary Fellows shall:
 - (a) have such privileges (not being inconsistent with the Charter and these Bye-Laws) as the Council shall confer on them;
 - (b) receive a Diploma of Honorary Fellowship.

Fellows

3. The Council may elect any Member as a Fellow. Any Fellow so elected shall receive a Diploma of Fellowship and be entitled to use the titles set out in Bye-Law 6.

Titles

4. Subject to Bye-Law 14, a Fellow or Member shall be entitled to use the description, without abbreviation, of "Chartered Physiotherapist"; and, in addition:
 - (a) a Fellow shall be entitled to use the designatory letters "FCSP" and the description "Fellow of the Chartered Society of Physiotherapy";

Rights and privileges of Fellows and Honorary Fellows

5. Honorary Fellows are entitled to use the description "Honorary Fellow of the Chartered Society of Physiotherapy". They shall not acquire any other rights and privileges of membership of the Chartered Society. Honorary Fellowship shall be conferred for life save only that it may be withdrawn at the direction of Council.
6. Fellows remain subject as members to the provisions of Bye-Law 6 (cessation of membership) and 9 (suspension of privileges).
7. Fellows and Honorary Fellows may be called upon jointly or severally to advise the Council and its committees on matters pertaining to the advancement of physiotherapy.

PROFESSIONAL AWARDS COMMITTEE TERMS OF REFERENCE

PURPOSE

The Professional Awards Committee (PAC) is the committee of CSP Council that, through its engagement with the Fellows and members of the Society, administers and maintains a system of awards to acknowledge and honour individuals who render distinguished service to the advancement of physiotherapy, or who contribute outstanding service to the Society or excellence in an area of service to the benefit of others.

As such it has devolved decision-making powers to make informed and balanced recommendations to Council for ratification.

REMIT

To:

- review all nominations and applications for Fellowship against criteria approved by Council, and recommend CSP members to Council for Fellowship
- review all nominations for Honorary Fellowship against criteria approved by Council, and recommend non-members to Council for Honorary Fellowship
- review all nominations for Distinguished Service award against criteria approved by Council, and recommend CSP members to Council for award
- research, facilitate and co-ordinate nominations of CSP members to the Cabinet Office for national awards and honours
- review and judge all nominations for CSP service excellence awards
- participate in the nomination and review process for other types of award as required.

The Committee may from time to time set up a subgroup to undertake defined work, which may have its own terms of reference.

ACCOUNTABILITY

The Professional Awards Committee is directly accountable to Council, and also reports from time to time (within the bounds of confidentiality) to the Practice and Development Committees as appropriate.

COMMITTEE MEMBERSHIP

The Committee comprises:

- Four Fellows of the Society
- Four members of CSP Council
- The Chair and Vice-Chair of Council, ex officio
- Co-opted members as and when required.

Committee members represent a range of professional experience and interests, including clinical practice, research, higher education, and management.

Fellows	Elected to the committee by the Fellows of the Society, ratified by Council following the election.	Nominees for election must fulfil any criteria in force at the time of the election regarding eligibility for election/nomination to CSP committees, as appropriate and relevant. For example: <ul style="list-style-type: none"> • HCPC registration • CSP membership • activity
Council members	Appointed to the Committee by Council.	Fulfil the eligibility criteria for Council membership.
Co-opted members	The Committee may co-opt one member to fill a gap in a required area of knowledge/ expertise, either for a fixed period of time or to fulfil a specific task.	Co-opted members are not required to fulfil the eligibility criteria applicable to elected members.

Co-opted and ex-officio members have the same voting rights as other committee members but are not included in the quorum.

Committee members must advise a relevant CSP staff member if they are unable to attend a meeting. Any issues that they wish to raise may be forwarded to the Committee Chair in advance of the meeting. Members may not arrange for alternates to attend meetings in their place.

Quorum

The quorum of the Committee is four, including at least two Fellows and at least two members of Council.

Term of Office

- Elected Fellows serve for four years, with half retiring every second year.
- Council members appointed to the committee serve for two years.
- The term of office for a co-opted member is determined by the committee.
- Elected Fellows and Council members appointed to sit on the Committee join the Committee in the first meeting after October.
- The maximum continuous period of time in any capacity that any individual can serve on the Committee is twelve years.

Chairs and Vice-Chairs

The Chair of the Committee shall be a Fellow of the Society. Elections for Chair and Vice-Chair of the Committee take place every two years during the first meeting of the Committee after October. Individuals wishing to stand are asked to provide a supporting statement for circulation in advance of the meeting. A ballot is then conducted at the meeting.

Frequency of Meetings/Meeting Arrangements

The Committee normally meets three times per year, in January, April/May and July. The frequency of meetings is reviewed biennially.

Casual Vacancies

If a vacancy occurs due to the resignation or other departure of a Fellow, Council may appoint a Fellow as a replacement.

If a vacancy occurs due to the resignation or other departure of a Council member, Council shall appoint a replacement.

The term of office of any member appointed in this way will be the same as that for the Committee member whose place they are filling.

Officer and Administrative Support

Officer support to the Committee is provided by the Director of Practice and Development. Administrative support is provided by the Business Services Team, Practice and Development.

Review

The terms of reference for the Committee, including the terms of office, will be reviewed every two to four years to ensure that they continue to meet the needs of the Society.

Criteria for award

- 9a** An applicant or nominee for award of Fellowship must be a Member of at least ten years standing who has advanced the profession as a whole, by forwarding the boundaries of professional knowledge and/or furthering the aims of the profession and the Society.
- 9b** A nominee for award of Honorary Fellowship will normally be an eminent person not eligible for a Fellowship, who has made an exceptional contribution to the advancement of physiotherapy, or rendered distinguished service to the profession.

Procedures for application and nomination

- 10a** A Member may apply to the Committee for election to Fellowship by assessment. Such an application shall include a full professional portfolio addressing the criteria in paragraph 10a above and be supported by three referees, who must be Fellows or Members of the Society.
- 10b** A nomination should be made by at least three Fellows or Members of the Chartered Society, and be accompanied by evidence addressing the criteria in paragraph 10.
- 10c** Adoption by Council of the report of the Committee shall be proposed as a single motion. If Council does not feel able to endorse the advice of the Committee on an individual nomination, it shall, in the first instance, be referred back to the Committee for reconsideration.

Membership regulations

1. In accordance with Bye-Laws 3, the Council hereby makes the following Regulations, which apply to Members and Fellows but not to Student members.
2. Membership shall be open in accordance with Bye-Law 3 and in addition to:
 - a. former members of the Society of Remedial Gymnasts or of the Faculty of Physiotherapy;
 - b. HCPC registered physiotherapists who qualified outside the UK
3. Qualified members shall be divided into the following categories:
 - B. Full practising member (with PLI) (requires HCPC registration)
Former Chairmen of the Society are given honorary membership for life.
CSP employees who are HCPC registered physiotherapists have gratis membership for the period they are employed by the Society.
 - BE Qualified member teaching in higher education
 - C. Qualified member on a career break/non-practising
 - CD (discount) UK graduates currently unemployed but actively seeking full-time permanent employment and/or volunteering or working on a fixed term contract, for a period of less than 4 months whilst actively seeking permanent employment
 - E. Permanently retired member
This category is open only to members who are permanently retired on grounds of age or ill health
 - Q. Practising outside the UK member
This category is for members practising outside the UK who do not wish to have the Society's PLI or legal assistance in relation to their current work.
4. The following rights and privileges are conferred on members in addition to those specified in the Bye-Laws:
 - a. Receipt of *Physiotherapy* Journal and Frontline News Magazine, weekly email news bulletin and a suite of specialist newsletters
 - b. Professional Liability Insurance (PLI) to all members resident in the United Kingdom practising within the Scope of Physiotherapy. The current insured limits for each member are:
 - £5 million per Medical/Professional Liability claim (with an annual limit of £10 million for all claims in any insurance year)

- £10 million per occurrence for Public Liability claims (with an annual limit of £10 million in respect of Product Liability claims for all members in any insurance year)
- Members must be HCPC registered and ordinarily resident in the United Kingdom
- Members are insured whilst temporarily working anywhere in the world, except USA, Canada or Australia where special conditions apply

http://www.csp.org.uk/sites/files/csp/secure/cspmemberssummaryofcover2013_14.pdf

- c. Expert representation at work from the CSP's network of trade union officers and stewards
- d. Advice and support with professional development and practice including a
- e. dedicated careers section of the CSP website, reduced-fee attendance at
- f. CSP events, free access to CPD ePortfolio tool, and quick response
- g. telephone support from our Enquiry Handling Unit and Professional Advice
- h. Service
- i. Peer support through our iCSP online discussion forums, including specialist
- j. clinical, professional and regional networks
- k. Comprehensive Library and Information Service providing access to an online
- l. library catalogue, databases, e-resources and lending and photocopying
- m. services (including by post)
- n. Searchable Job Escalator resource - with details of the newest physiotherapy
- o. posts on offer direct to members' inbox
- p. Savings on everyday purchases by registering with CSP Plus.

Registration fee

5. A registration fee of £20 is payable on initial registration as a qualified member of the CSP for those holding previous student or associate membership. This is £195 for those holding no previous CSP membership.

Subscriptions

6.
 - a. Subscriptions for members paying yearly are payable by 1 January for the following calendar year. Direct debit mandates will be operated on 1 January. If a subscription is not paid, a notice shall be issued under Bye-Law 8 (4), during January for those without a direct debit mandate. If the subscription is not paid within 30 days of despatch of the notice, the member's privileges of membership shall be suspended, under Bye-Law 8 (5).
 - b. Members joining the Society after 1 March, or existing members who wish to change to full practising subscription will have their subscription pro rata'd for the remainder of that calendar year. Credit will be given to members for the subscription paid in any other category.

- c. Membership will be effective from the receipt of payment or a valid payment authority; or from a request to the membership department, provided that payment authority is received within ten working days.

Voting rights

7. Members whose privileges of membership have been suspended under Bye-Law 9 shall not be entitled to vote in elections for office in the Chartered Society; or to attend and vote at General Meetings; or to vote in ballots to decide on Industrial Relations issues.

Credit card payment

8. Payment by credit card will be accepted from members with overseas addresses who do not have a valid UK direct debit authority.

Change of name

9. The recorded name of a member may be changed on written request, provided it is accompanied by a marriage certificate, passport or driving licence as appropriate. The bound register will not be amended.

Certificates

10. The Society will issue replacement certificates in the original name at registration (unless a marriage certificate or other evidence of change of name has been produced) on payment of the relevant fee.

STUDENT MEMBERSHIP REGULATIONS

1. These regulations are made by the Council of the Chartered Society in accordance with the powers set out in Bye-Law 8(2).

Student membership

2. a. Subscribing Student members are those persons who are registered for UK qualifications recognised for Membership of the Society and for whom a membership fee has been paid to the Society.
- b. Student membership fees shall be determined annually by the Council. They are payable on enrolment for a course and confer membership until graduation or permanent discontinuance of qualifying studies.
- c. Subscribing Student members shall have the right:
 - i. to vote in elections for Student members of Council and for student delegates
 - ii. to benefit from the services of the Society
 - iii. to receive the Journal electronically and have access to CSP website and networks
- d. Student members who have paid the appropriate premium shall also benefit from Professional Liability Insurance for elective placements as set out in paragraph 4b of the Membership regulations.

Student Delegate Conference

3. a. A Student Delegate Conference shall be held annually
- b. A delegate shall be elected by each intake to each University qualifying programme within the first two months of the academic year, to serve for the duration of their physiotherapy programme.
- c. A maximum of 100 delegates shall attend the Annual Delegate Conference.
- d. Delegates must be subscribing Student Members.
- e. The purpose of the Conference shall be:
 - i. to discuss matters of particular interest to student members
 - ii. to receive a report from the Student Executive Committee.
- f. The Conference shall be conducted in accordance with standing orders to be adopted by the Conference.
- g. The Conference shall be chaired by the Chairperson or Vice-Chairperson of the Student Executive Committee. Failing them, the Conference shall elect a chair.

Student Executive Committee

4. The Student Executive Committee is a sub-committee of the Education sub-committee.

- 4.1 The Student Executive Committee shall comprise:
- i. the elected student member of Council
 - ii. One regional co-ordinator elected from each of the 6 student regions
 - iii. The elected student member of the Industrial Relations Committee
 - iv. The elected student member of the Professional Practice & Service Delivery committee
 - v. The elected student member of the Education committee
 - vi. One student from each Country Board
 - vii. One student on the Equality and Diversity Group
 - viii. One Student on the Marketing and Communications Group
 - ix. Not more than two other student members co-opted by the Student Executive Committee who have the right to attend but not to vote.
- 4.2 The students elected to Council, Industrial Relations and Practice and Development Committees and Professional Practice & Service Delivery and Education Subcommittees shall be elected by the national student body.
- 4.3 The 6 Regional Co-ordinators shall be elected via the students in each respective Region. The Country representatives to SEC shall be elected by the students in their respective Countries.
- 4.4 The member of the Professional Practice & Service Delivery and Education Subcommittees may attend Committee meetings on an *ex officio* basis.
- 4.5 The Student Executive Committee shall invite a member of the CSP Council to act as Honorary President of the Committee. The President shall have the right to attend meetings and Student Representatives Conference but not to vote. The term of office shall last 2 years although there is no limit to how many terms they may serve.
- 4.6 A chair and vice-chair of the Student Executive Committee shall be elected at the first meeting from its membership.
- 4.7 Any member of the Student Executive Committee who fails to attend two consecutive meetings without submitting apologies shall be deemed to have resigned. Such resignation shall come into effect immediately.
- 4.6 Members of the Committee, other than final year students, shall be eligible for re-election.
- 5. Quorum and frequency of meetings**
- 5.1 The quorum of the Committee shall be half the membership plus one.
- 5.2 The Committee shall meet three times a year.

6. Duties and powers

- 6.1 Within the educational policies of the Chartered Society of Physiotherapy, the duties and powers of the Committee shall be as follows:
- a. To oversee all matters affecting student members, and help develop policy and strategies via the Practice and Development Committee, Industrial Relations Committee, the Professional Practice & Service Delivery Subcommittee, Education Subcommittee, Equality & Diversity and Communications & Marketing groups. The Committee may also propose changes in policy to the Council of the Chartered Society;
 - b. To maintain an overview of issues that relate to and impact on student members;
 - c. To link with other ongoing related work (for example, accreditation of practice education, validation procedures, increases in student numbers);
 - d. In conjunction with other Standing Committees, provide representatives for time-limited working groups that relate to students;
 - e. Provide reports to the Education Subcommittee on the work undertaken by the Student Executive Committee;
 - f. Assist the students' officer in organising the Student Representatives Conference;
 - g. Ensure that students are represented at ARC and that they facilitate and respond to relevant motions;
 - h. Assist with the development of, and be consulted on, changes to services offered to student members.

Regions

7. a. Universities shall be allocated to one of six regions.
- b. Each Regional Co-ordinator shall convene one meeting for their region per term. The meeting may be attended by any member of the Student Executive Committee.
- c. Regional co-ordinators shall retire annually at the conclusion of the Student Delegate Conference and shall be eligible for re-election.

Amendment to these Regulations

8. Before making any amendments to these regulations, the Council shall consult the Student Executive Committee.

December 2010

ASSOCIATE REGULATIONS (SUPPORT WORKERS)

Preliminary

1. a. These regulations are made by Council of the Chartered Society of Physiotherapy (CSP) in accordance with the powers set out in Bye-Law 3(10).
- b. In these regulations the term 'physiotherapy assistant', 'support worker', or any other title, indicates a person who is not a registered Physiotherapist but is delivering physiotherapy or supporting the delivery of physiotherapy working under a registered physiotherapist or registered Allied Health Professional. Throughout these regulations the term 'support worker' will be used to identify this range of persons.
- c. Such persons may be referred to informally as associate members within the Chartered Society of Physiotherapy (hereinafter referred to as the 'Society').

Admission

2. Associate membership of the Society is at the discretion of the Council acting in accordance with the Bye-Laws in force from time to time. (Bye-Law 3).

Subscriptions

3. a. Associate members shall pay such subscriptions as may be determined by the Council in accordance with Bye-Laws 8(3)-(5).
- b. Associate members whose privileges are suspended under Bye-Law 8(5) shall not be entitled to any of the rights and privileges conferred by these Regulations.
- c. Associate members shall be removed from Associate membership in the circumstances set out in Bye-Law 6(3) and (5).

Rights and privileges of membership

4. Subscribing Associate members shall be entitled to:
 - a. elect Associate members of Council;
 - b. elect Associate members to the Physiotherapy Associates Board;
 - c. elect Associate members to the Standing Committees of Council;
 - d. be voting members of Boards and Branches and attend their meetings;
 - e. vote for, or stand for election as, CSP Stewards and Safety Representatives;
 - f. attend the CSP Annual Representative Conference;
 - g. elect voting representatives to that conference;
 - i. use all the Society's full range of member services.

Duties and conduct

5.

- a. Associate members shall comply with a code of conduct which shall be approved by Council, after consultation with the Physiotherapy Associates Board.
- b. Breaches of this code shall constitute failure to observe the Charter and Bye-Laws.
- c. In accordance with Bye-Law 3(11), the disciplinary procedures in Bye-Law 7 shall apply to associate members.

The Associates Committee

6.

PURPOSE

The purpose of the Associates Committee is to advise the Council and its committees on all matters affecting associate members.

REMIT

- To represent the interests of the Associate members and make recommendations on the specific needs of associate members;
- To support associate members (who are directly elected onto committees) in their role on these committees;
- To promote the contribution and value of associate members in the provision of physiotherapy services;
- To participate in all matters relating to CPD, education and training of Associates;
- To ensure that Associates are represented at ARC and that they facilitate and respond to relevant motions;
- To consider all matters in relation to the role and function of Associates and develop policy and strategies;
- To advise P&D on appropriate methods for the recruitment of Associate members and develop appropriate recruitment material;
- To provide leadership development opportunities for Associates members engaged within the CSP structures
- To be seen as a role model and leader amongst the Associate membership
- To consider equality and diversity issues
- To consider issues affecting all countries of the UK
- To advise P&D Committee, its committees and short life working groups on matters relating to associate members

- To ensure that it fully considers the following in enacting its role:
 - The range of needs of members and the profession arising from varying and changing workplace and practice environments
 - All CSP priorities and policies

Accountability

The Associates Committee **is directly accountable to the P&D Committee** and will provide reports of work it has undertaken to that Committee three times a year. **Two members of the Associates Committee, usually the Chair and Vice Chair, attend meetings of the P&D Committee.**

The Associates Committee is responsible for the nomination of associates to other committees where appropriate and for providing input on associate issues to all other committees where this is sought.

Committee Membership

- The Associate member elected to Council (and their alternate)
- 8 directly elected Associate members
- 2 members of CSP Council
- Up to 3 co-options if required to ensure there is representation from all 4 UK countries
- 2 co-options for relevant work programmes*

TOTAL membership 12 plus up to 5 co-options
Chair and vice Chair of CSP council (ex-officio)

All committee members shall be currently subscribing CSP associate members in line with the eligibility criteria agreed for CSP committee members. Co-optees will have the same voting rights as other committee members and will not count as part of the quorum for meetings.

* The committee will decide whether a co-optee needs to fulfil the eligibility criteria.

Committee members must advise a relevant CSP staff member if they are unable to attend a meeting. Any issues that they wish to raise may be forwarded to the Committee Chair in advance of the meeting. Members may not arrange for alternates to attend meetings in their place.

Quorum

The quorum of the Committee is 6, and must include at least three associate members and one member of Council (who could be the associate representative on Council).

Term of Office

The term of office for directly elected members of the Associates Committee is four years, with half of the directly elected members retiring every two years. Council members appointed to the committee and any co-opted members will serve for two years.

Committee members and Council members appointed to sit on the committee will join the committee in the first meeting after October. The maximum amount of time that any individual can serve on the Committee is twelve years.

Chairs and Vice-Chairs

Elections for Chair and Vice-Chair shall take place during the first meeting of the committee after October every two years. Individuals wishing to stand will be asked to provide a supporting statement for circulation in advance of the meeting. A ballot will then be conducted at the meeting.

Neither the Chair nor Vice-chair of the Associates Committee should normally chair any other CSP committee. The maximum period of time that any individual can act as Chair or Vice-Chair of a group is four years.

Frequency of Meetings/Meeting Arrangements

The Associates Committee normally meet 3 times per year, on each occasion prior to the P&D Committee meeting to enable due reporting of activity and recommendations.

THE CHARTERED SOCIETY OF PHYSIOTHERAPY MODEL COUNTRY BOARD CONSTITUTION

This model Constitution is provided for Boards to use when drawing up their own Constitution. Sections marked with an asterisk (*) on the left hand margin may be adapted to suit local circumstances but the general objectives should be retained. Unmarked sections must be included.

1. * The ----- Board is coterminous with the national boundary for Northern Ireland, Scotland or Wales.
Boundaries may be crossed locally where required for a specific need, in consultation with, and working together with that area.

Title

2. The title of the Board shall be "The Chartered Society of PhysiotherapyBoard"

Objects

3. The objects of the national boards shall contain the following, in a format agreed by The CSPBoard
 - a) Provide a key link to the Chartered Society of Physiotherapy in relation to Northern Ireland / Scotland / Wales government policy and membership.
 - b) Provide a key link to the Northern Ireland Assembly / Scottish Government / National Assembly for Wales which enables the Chartered Society of Physiotherapy to respond in a timely and effective manner to government health policy proposals, consultations, and representation of the profession.
 - c) To further and safeguard the interests of the Chartered Society of Physiotherapy and its members in the Country
 - d) Engage and support members, helping them to seek opportunities and raise awareness of the value of Physiotherapy
 - e) Raise the profile of the Chartered Society of Physiotherapy and the profile of the CSP Board to the membership, emphasising the value of CSP membership and support recruitment to the Chartered Society of Physiotherapy and the CSPBoard
 - f) Inform and influence policy formulated by Council
 - g) Encourage collaboration to further the interests of physiotherapy in the country.
 - h) * Work together with branches to further the priorities of the country.
 - i) Act as a consultative and liaison forum as a Board of the Chartered Society of Physiotherapy.

* ANY OTHER LOCAL OBJECTIVES REQUIRED IDENTIFIED BY THE BOARD AND/OR THE CSP.

CSP policy

4. No action shall be taken by the Board in any matter affecting the overall general policy of the Chartered Society of Physiotherapy without the consent of Council.

The CSP Boards for Northern Ireland, Scotland, and Wales provide a view, advice and information where there is no recognised CSP policy to inform a CSP position in response to national government initiatives or consultations, provided that the CSP is kept regularly informed of such developments.

In accordance with the Society's Charter and Bye-Laws, CSP overall policy on professional, educational or union matters can only be changed by a vote in the elected CSP Council and in conjunction with its standing committees.

Board Membership

5. The "CSP Board" shall represent all CSP fellows and members, including associates and students living or studying within the country.

6. The "CSP..... Board" shall consist of CSP fellows and members including associates and students in the country attending quarterly meetings.

The Board should seek to have representatives from the following **as a minimum**:

- a) NHS - Key person (or small group working together sharing the responsibility) for a particular organisation, acting as a 'conduit of information' between central CSP and their workplace.
- b) Other workplaces – Key person from organisations outside the NHS including any private / independent hospitals, charities, schools, private practitioners, universities acting as a 'conduit of information' between central CSP and their workplace.
- c) Other members from across the profession - including managers, clinical specialists, consultants, stewards, health and safety officers, retired members, Professional Network representatives and any non-working members.
- d) Associates.
- e) Students' from each university within a country.
- f) One Learning Champion or similar

7. No-one may be nominated, elected, or participate in the election or appointment of members of a Country Board unless she/he has paid an annual subscription for the current year to the Society.

8. Casual vacancies may be filled at the discretion of the CSP Board.

9. Co-opted members are non-voting members.

10. * Each member of the Board may have a nominated alternate who shall attend Board meetings in the absence of the representative.

11. No action of the Country Board shall be nullified by any casual vacancy however caused.

Board Executive Membership

12. The "CSP Board Executive" shall consist of as a minimum:

- a) Honorary Chair
- b) Honorary Vice Chair
- c) Honorary Secretary
- d) Honorary Treasurer
- e) Honorary Communications Officer
- f) The CSP Board Representative to CSP Council
- g) The Alternate to the CSP Board Representative to CSP Council
- h) * One lead representative from any active CSP Branch in the country
- i) * One Learning Champion or similar
- j) * Any other person leading a formal objective / priority from within the Board's Annual Plan.

It is expected that the majority of these would hold current HCPC registration and that the members in categories (f) and (g) would be bound by the CSP Committee election rules.

13. The chair or the vice-chair of the CSP Board shall take the chair at all meetings. In the absence of both these officers, the members present shall elect one of the Executive to take the chair for that meeting.

14. The CSP Board Executive members (other than the Representative to Council and Alternate) and Honorary Officers are nominated by the Board members, and elected at the AGM. They may serve for a term of * two years and may not serve more than three consecutive terms in any one role (re-election thereafter may be sought after a break of one year).

15. Casual vacancies may be filled at the discretion of the CSP Board Executive.

16. Board Members who do not attend at least two meetings in a Board Year will deemed to have resigned (unless there are mitigating circumstances)

17. The “CSP Board Executive” may admit other health and social care staff and other persons to meetings as guests. Such persons shall not have the right to vote.

Board Representative to Council

18. a). The Board Representative on the Council and the alternate shall be elected according to the terms laid down in the Bye-Laws and Election Regulations of the CSP for a period of four years. The Board Representative and the alternate shall be eligible for re-election for three terms of office.

b). If a vacancy arises in the office of Representative, the elected alternate shall fill the vacancy for the remainder of the term of office.

c). If the elected alternate shall then resign, there shall be a bye-election to be held under regulation approved by Council. Meanwhile, the Board shall approve a non-voting representative appointed to act until the next election.

Annual General Meeting

19. The constitution shall require an Annual General Meeting of the CSP..... Board, to be held during the first three months of the year. The business of the Annual General Meeting shall be:

- a) To elect the honorary officers
- b) To receive and adopt the annual report and accounts for the previous year;
- c) To appoint an independent person to verify the accounts for the ensuing year;
7. d) * to transact any other business.

Quarterly Board Meetings

CSP Board Executive and CSP Board Meetings shall be held not less than four times yearly in relation to the CSP Council meetings. The meeting format may be decided within the CSPBoard and may include external speakers relating to their priorities or those of the CSP.

The Agenda will include Reports / discussions relating to:

- a) CSP Quarterly Briefing and Priorities
- b) Country Priorities
- c) National and local Updates and information sharing
- d) CSP Council Report
- e) Any other business relating to the CSP Board

Governance

22. The Country Board governance and financial year will both run from 1 January to 31 December.

23. CSP staff and elected members representing the CSP may be in attendance at the CSP Board meetings.

24. The quorum will be one third of the CSP Board membership's members as on the day of the meeting.

25. The Honorary Secretary will circulate formal notice of meetings, which shall be convened to occur prior to CSP Council Meetings four times per year, to all members at least seven days in advance, together with a copy of the minutes of the previous meeting (if not previously circulated).

26. Matters of urgency will be dealt with between meetings by chair's action / strategy group with a report to the Board at the next meeting.

27. *The CSP..... Board may establish working groups / committees at its discretion.

Planning and Finance

28. The CSP Board shall maintain authorised banking accounts in the CSP authorised bank, its own name and cheques drawn on the account shall be signed by two Honorary Officers of the CSP Board / CSP HQ as appropriate, or as per CSP guidance for internet banking

29. The CSP Board shall be required to submit a report at the year-end including a review of the year's activity in relation to the current year plan, including finances, together with plans and a budget for the following year

30. * Where there are active branches the report should include the current activity and finance, and plans and budget for the following year for those Branches.

31. The CSP Board shall finance its own activities in accordance with the purpose of the CSP and Board Plan. The CSP Council will make an annual grant to a Board on such terms as the Council may determine.

32. A verified copy of the independently reviewed accounts from 1 January to 31 December shall be sent to the Deputy Chief Executive / Director of Finance, Facilities and Membership by a date to be agreed between the Society and the CSP-.....Board each year.

33. The annual grant is conditional on the submission of verified accounts and plans from the CSP Board to the CSP.

34. The CSP will support travel to quarterly meetings for named members of the CSP Board. Any further support for travel may be paid for by the CSP Board at their discretion.

Cesser of Board

35. The Council may disband the CSP Board, in which event the Chair, Honorary Secretary, and Honorary Treasurer of the CSP Board, shall, within three months, close the bank account and send all its records (including minutes, accounts, deeds, papers, documents and money) to the Deputy Chief Executive Officer of the Chartered Society of Physiotherapy.

Alterations to the Constitution of Board

36. The power to rescind or alter this model constitution shall be vested in the CSP Council. Council may review the CSP Model Board Constitution from time to time under its Royal Charter and Bye-Laws.

March 2014

THE CHARTERED SOCIETY OF PHYSIOTHERAPY MODEL ENGLISH REGIONAL NETWORK CONSTITUTION

This model Constitution is provided for English Regional Networks to use when drawing up their own Constitution. Sections marked with an asterisk (*) on the left hand margin may be adapted to suit local circumstances but the general objectives should be retained. Unmarked sections must be included.

1. The areas of the English Regional Networks are decided by Council to fit with Health Service needs in England.

Title

2. The title of the English Regional Network shall be "The Chartered Society of Physiotherapy Regional Network ".

Objects

3. The objects of the Regional Network shall be
- a) Further and safeguard the interests of the Chartered Society of Physiotherapy and its members in the region.
 - b) Engage and support members, helping them to see opportunities and raise awareness of the value of Physiotherapy.
 - c) Raise the Chartered Society of Physiotherapy and English Regional Network's profiles to the regional membership, emphasising the value of membership and support recruitment to the Chartered Society of Physiotherapy and theEnglish Regional Network.
 - d) Inform and influence policy formulated by Council.
 - e) Encourage collaboration to further the interests of Physiotherapy in the Region.
 - f) * Work together with branches to further the priorities of the Region.
 - G) ACT AS A CONSULTATIVE AND LIAISON FORUM AS A NETWORK OF THE CHARTERED SOCIETY OF PHYSIOTHERAPY.
 - h) * Any other local objectives required identified by the Board and/or the CSP

CSP policy

4. No action shall be taken by the English Regional Networks in any matter affecting the general policy of the Chartered Society of Physiotherapy without the consent of the Council. In accordance with the Society's Charter and Bye-Laws, CSP policy on professional, educational or industrial relations can only be changed by a vote in the elected CSP Council, acting in conjunction with its standing committees.

Network Membership

5. The membership of the ".....Regional Network" shall consist of all CSP Fellows and Members including Associates and Students living or studying within the Region.

6. The ".....Regional Network Team" shall consist of all CSP members, associates and students in the Region attending quarterly meetings. There should be representatives from the following:

- a) NHS workplaces - Key person (or small group working together sharing the responsibility) for a particular organisation, acting as a 'conduit of information' between central CSP and their workplace.

- b) Other workplaces – Key person from organisations outside the NHS including any private / independent hospitals, charities, schools, private practitioners, universities, acting as a ‘conduit of information’ between central CSP and their workplace.
- c) Other members from across the profession including managers, clinical specialists, consultants, stewards, health and safety officers, retired members, Professional Network representatives and any non-working members.
- d) Associates.
- e) Students from each university within a region.

7. No-one may be nominated, elected, or participate in the election or appointment of members of an English Regional Network unless she/he has paid an annual subscription for the current year to the Society.

8. Casual vacancies may be filled at the discretion of the Regional Network.

9. Co-opted members are non-voting members.

10. * Each member of the Regional Network may have a nominated alternate who shall attend meetings in the absence of the representative.

11. No action of the English Regional Networks shall be nullified by any casual vacancy however caused.

English Regional Network Core Group

12. The “.....Regional Network Core Group” shall consist of:

- a) Honorary Chair
- b) Honorary Vice Chair
- c) Honorary Secretary
- d) Honorary Treasurer
- e) Honorary Communications Officer
- f) The English Regional Network Representative to CSP Council
- g) The Alternate to the English Regional Network Representative to CSP Council
- h) * One lead representative from any active CSP Branch in the Region
- i) * One Learning Champion
- j) * Any other person leading a formal Regional Objective from within the Annual Plan.

It is expected that the majority of these would hold current HCPC registration and that the members in categories (f) and (g) would be bound by the CSP Committee election rules.

13. The chair or the vice-chair of the..... Regional Network shall take the chair at all meetings. In the absence of both these officers, the members present shall elect one of the Core Group to take the chair for that meeting.

14. The Regional Network Core Group members (other than the Representative to Council and Alternate) and Honorary Officers are nominated by the Regional Network at the AGM... They may serve for a term of two years and may not serve more than three consecutive terms in any one role (re-election thereafter may be sought after a break of one year).

15. Casual vacancies may be filled at the discretion of the Regional Network Core Group

16. Regional Network Core Group Members who do not attend at least two meetings in a Network Year will be deemed to have resigned (unless there are mitigating circumstances)

17. The “.....Regional Network Core Group” may admit other health and social care staff and other persons to meetings as guests. Such persons shall not have the right to vote.

English Regional Network Representative to Council

18. a) TheRegional Network Representative on the CSP Council and alternate shall be elected according to the terms laid down in the Bye-Laws and Election Regulations of the CSP for a period of four years. TheRegional Network representative and the alternate shall be eligible for re-election for 3 terms of office.

b). If a vacancy arises in the office of Representative, the elected alternate shall fill the vacancy for the remainder of the term of office.

c). If the elected alternate shall then resign, there shall be a bye-election to be held under regulation approved by Council. Meanwhile, theRegional Network shall approve a non-voting representative appointed to act until the next election.

Annual General Meeting

19. The constitution shall require an Annual General Meeting of the Regional Network to be held during the first three months of the year. The business of the Annual General Meeting shall be:

- a) To elect the honorary officers
- b) To receive and adopt the annual report and accounts for the previous year;
- c) To appoint an independent person to verify the accounts for the ensuing year;
- d) * to transact any other business.

Quarterly English Regional Network Meetings

20.Regional Network Core and Team Meetings (Forums) shall be held not less than four times yearly in relation to the Council meetings. Meeting format may be decided within the.....English Regional Network and may include external speakers relating to their priorities or those of the CSP.

21. The Agenda will include Reports / discussions relating to:

- a) CSP Priorities
- b) Regional Priorities
- c) Regional Update and information sharing
- d) CSP Briefing for the quarter
- e) CSP Council Report

f) Any other business relating to the English Regional Network

Governance

22. The English Regional Network governance and financial year will both run from 1 January to 31 December.

23. CSP staff and elected members representing the CSP or English Network Forum may be in attendance at Regional Network meetings.

24. The quorum will be one third of the Regional Network Core Group's members as at the day of the meeting.

25. The Honorary Secretary will circulate formal notice of meetings, which shall be convened to occur prior to CSP Council Meetings four times per year, to all members at least seven days in advance, together with a copy of the minutes of the previous meeting (if not previously circulated).

26. Matters of urgency will be dealt with between meetings by chair's action with a report to the Network Regional Core Group at the next meeting.

27. * The Regional Network may establish working groups at its discretion.

Planning and Finance

28. The Regional Network shall maintain authorised banking accounts in the CSP authorised bank in its own name. Cheques drawn on the account shall be signed by two Honorary Officers of the Regional Network, or as per CSP guidance for internet banking

29. The Regional Network shall be required to submit a report at the year-end including a review of the year's activity in relation to the current year plan, including finances, together with plans and a budget for the following year.

30. * Where there are active branches the report should include the current activity and finance, and plans and budget for the following year for those Branches.

31. The Regional Network shall finance its own activities. The CSP Council will make an annual grant to an English Regional Networks on such terms as the Council may determine.

32. A verified copy of the independently reviewed accounts from 1 January to 31 December shall be sent to the Deputy Chief Executive / Director of Finance, Facilities and Membership by a date to be agreed between the Society and English Regional Networks each year.

33. The annual grant is conditional on the submission of verified accounts and plans from the Regional Network to the CSP.

34. The CSP will provide additional travel grant to the Regional Network to provide some support for travel to quarterly meetings. This is used at the discretion of the Network.

Cesser of Network

35. The Council may disband theEnglish Regional Network, in which event the Chair, Honorary Secretary, and Honorary Treasurer of theEnglish Regional Network, shall, within three months, close the bank account and send all its records (including minutes, accounts, deeds, papers, documents and money) to the Deputy Chief Executive Officer of the Chartered Society of Physiotherapy.

Alterations to the Constitution of Networks

36. The power to rescind or alter this model constitution shall be vested in the CSP Council. Council may review the CSP Model English Regional Network Constitution from time to time under its Royal Charter and Bye-Laws.

June 2014

BRANCH REGULATIONS

From November 2002

1. These regulations have been made by the Council of the Chartered Society of Physiotherapy in accordance with Article 18 of the Royal Charter and Bye-Law 54 to govern the conduct of Branches and sub-Branches. Branches shall be formed to cover the whole of the United Kingdom; the Council shall designate the area to be covered by each Branch.

Title

2. The title of a Branch shall be "The Branch of the Chartered Society of Physiotherapy".

Objects

3. The objects of a Branch shall include the following:
 - a. to exchange views on professional, social and economic subjects connected with the interests of the profession, and to further the objects of the Chartered Society;
 - b. to assist in the implementation of any policy formulated by the Council;
 - c. to make the profession more widely known in the area served by the Branch;
 - d. to further the interests and safeguard the welfare of Branch members; and any other purposes not incompatible with the above or these regulations.
4. No action shall be taken by a Branch in any matter affecting the general policy of the Chartered Society of Physiotherapy without the consent of the Council.

Membership

5. All subscribing Fellows and Members of the Chartered Society, and Associates on the List shall be full voting members of the appropriate Branch and eligible for all Branch offices, provided their privileges of membership have not been suspended under Bye-Law 13(5).
6. The words "full voting rights" signify the eligibility to vote on all issues considered by the Branch including trade union, clinical, professional and educational matters that affect fully qualified members, students and associates
7. Fellows, Members and Associates on the List will be attached to the Branch covering the address they give to the Society unless otherwise indicated by the member concerned. They may transfer to another Branch if they wish; this will be arranged through the Chief Executive Officer of the Chartered Society who shall notify the respective Branch Secretaries. Cards of Branch membership shall be issued by the Chief Executive Officer of the Chartered Society.
8. Membership of more than one Branch is not permitted, but reciprocal hospitality among Branches shall be adopted and shall convey all privileges of ordinary

membership, expect the right to vote. Such hospitality shall also be accorded to student members of the Society.

9. Branch executive committees may elect honorary members of the Branch and admit other health care staff and others to Branch meetings. Such persons shall not have the right to vote or to participate in business meetings.
10. Branches shall adopt a constitution which conforms with these regulations, which shall prevail in case of conflict. The model branch constitution is offered as guidance.
11. The agreed constitution and any changes thereto shall be notified to the Chief Executive Officer of the Society by the Secretary of the Branch.

Honorary Officers

12. The constitution shall provide:
 - a. for the election of honorary officers, an executive committee and representatives to the CSP Annual Representative Conference and to the Board from and by full voting members defined in paragraph 5 above;
 - b. for their terms of office, which shall not exceed three years (but it may allow re-election);
 - c. for their powers of co-option;
 - d. for a quorum of the executive committee which shall not be less than three persons;
 - e. for the calling of meetings;
 - f. for the filling by the executive committee of casual vacancies.
13. Management of the business and the annual programme of the Branch activities shall be vested in the executive committee.

Annual General Meeting

14. The constitution shall require an Annual General Meeting of the branch to be held during the first three months of the year. The business of the Annual General Meeting shall be:
 - a. to elect (by ballot or otherwise at the meeting, or by postal ballot) the executive committee, representatives and honorary officers, with the exception, if desired, of the chairman of the executive committee;
 - b. to receive and adopt the annual report and accounts for the previous year;
 - c. to appoint an auditor for the ensuing year;
 - d. to transact any other business.

15. The constitution shall provide:
 - a. for the calling of Extraordinary General Meetings;
 - b. for the notice to be given of meetings;
 - c. for the quorum.

Finance

16. The Chartered Society will contribute capitation fees to Branch funds annually in December. These will be paid in respect of all members attached to each Branch as at 15 December.
17. Capitation fees in respect of any one accounting year will not be paid if accounts have not been received by the Society within two years of the end of that accounting year.
18. A banking account shall be maintained in the name of the Branch and appropriate arrangements with regard to signatories should be implemented by the Executive Committee to protect the Branches' funds.
19. A Branch shall finance its own activities but Council may make special grants for particular educational or other approved developments.
20. Branch accounts shall be audited annually and approved by Branch members at the Annual General Meeting. A certified copy of the audited accounts to the previous 31 December, signed by the Chairman and Honorary Treasurer, and returned to the Deputy Chief Executive/Director of Finance, Systems and Facilities by the end of the second week in February of each year.
21. If a Branch fails to forward a copy of its accounts by 5 April, the right to send a representative to the relevant Board, to the Annual Representative Conference and any other CSP meeting, and the payment of capitation fees shall be suspended until such accounts are received by the Chief Executive Officer of the Chartered Society.

Restructuring of Branch

22. If it appears desirable to the executive committee of a Branch that the Branch shall be divided into smaller branches, or amalgamated with another branch, they shall give at least two months notice of the proposal before calling an Extraordinary General Meeting of the Branch. If at least two-thirds of the members present vote in favour of the proposal an application that the Branch shall be so restructured shall be submitted to Council.
23. When a Branch is restructured the Chairman, Honorary Secretary and Honorary Treasurer of the Branch shall within three months complete the accounts and send all its records (including minute books, account books, deeds, papers, documents, money and securities for money) to the Chief Executive Officer of the Chartered Society of Physiotherapy, unless it is agreed that they should pass to the successor branch or branches.

24. If it should prove impossible to convene a properly constituted branch executive committee, the existing officers may continue to administer the Branch for a period of six months. They, or failing them, the Chief Executive Officer of the Society shall then convene an Extraordinary General Meeting of the branch - or of parts of the branch - with a view to electing a new executive committee, or to restructuring the branch.

Sub-Branches

25. The Council may, on the application of the parent Branch supported by the written request of thirty subscribing Fellows or Members practising or residing in the area of the proposed Sub-Branch, form a Sub-Branch.
26. A Sub-Branch shall, so far as possible, be administered in accordance with the rules for Branches and shall be answerable to its parent Branch and the Council for the proper conduct of its affairs.
27. A Sub-Branch may appoint a representative to be a member of the Executive Committee of its parent Branch.

Alterations to the Branch Regulations

28. The power to rescind or alter these rules shall be vested in the Council.

RULES FOR USE OF THE SEAL

1. The Seal of the Society should be kept locked, with two keys being provided. One key should be held by the Chief Executive and the other by the Director of Finance and Facilities.
2. Every instrument which is under the Seal of the Society should be counter signed by two persons. The following persons are authorised so to counter sign:

The Chair of Council

The Vice-Chair of Council (Chairman of Management Group)

Vice-Chair of Management Group

Chief Executive

Director of Finance and Facilities

Director of Practice & Development

3. Documents authenticating real property transactions or deeds of trust shall be counter signed by one of the first three named above and by either the Chief Executive or the Director of Finance and Facilities..
4. A book shall be kept in which all sealings are recorded, each record being initialled by the two persons who witnessed the sealing.

CHARTERED SOCIETY OF PHYSIOTHERAPY CHARITABLE TRUST TRUST DEED

This Trust Deed is made on the 21st day of March 1980 BETWEEN THE CHARTERED SOCIETY OF PHYSIOTHERAPY the Head Office of which is situate at 14 Bedford Row in the London Borough of Camden (hereinafter called "The Society") of the one part and AMEY IDA BROMLEY of 6 Belsize Grove London NW3 4UN and JOYCE IRENE WILLIAMS of 69 Sheepcote Road Rotherham in the County of York and JOAN MACINTY PIERCY of School of Physiotherapy, The London Hospital Whitechapel London E1 1BE and PENELOPE ROSALIND ROBINSON of 46 Heathfields Spring Lane Eight Ash Green in the County of Essex (hereinafter called "The Trustees" which expression shall where the context so admits include the Trustees or Trustee for the time being hereof) of the other part

WHEREAS:

1. The Society was incorporated by Royal Charter dated the 9th day of June 1920 (which Royal Charter as from time to time amended is hereinafter referred to as "The Charter")
2. The objects for which the Society is incorporated include education purposes in connection with the training and education of persons for physiotherapy and kindred forms of treatment
3. Pursuant to the Charter the Society has from time to time made and altered Bye-Laws for the regulation and good government of the Society and in pursuance of the said educational purposes provision is made in the said Bye-Laws for the recognition by the Council of the Society (hereinafter called "The Council") of Schools of Instruction in Physiotherapy the appointment and remuneration by the Council of examiners and the holding by the Council of examinations.
4. The educational courses recognised by the Society and the certificates and diplomas granted by the Society are accepted by the Physiotherapists Board constituted and incorporated under the provisions of the Professions Supplementary to Medicine Act 1960 for the purposes of registration under Section 3 of that Act
5. It is conceived that the aforesaid education purposes are charitable
6. The sum of £100 has been paid to the Trustees out of monies belonging to the Society and it is intended that for a period of seven years the investment income (as hereinafter defined) of the Society shall be paid to the Trustees as hereinafter provided to the intent that such sum of £100 and such investment income shall be held on the charitable trusts hereinafter declared concerning the same
7. It is considered possible that further monies and properties (whether real or personal) may from time to time be paid or transferred by the Society or other bodies or persons to the Trustees by way of addition or accretion to the monies hereby settled or to the income thereof

NOW THIS DEED WITNESETH AND IT IS HEREBY AGREED AND DECLARED as follows:

1. THIS Trust Deed is made in pursuance of the said determination and for the purposes of furthering the charitable objects hereinafter mentioned
2. THE Charity hereby established shall be known at "The Chartered Society of Physiotherapy Charitable Trust" (hereinafter called "The Charity")
3. IN this Trust Deed
 - a. "The Trust Fund" means and includes the said sum of £100 and such investment income as the Society may pay to the Trustees and all other monies and property from time to time paid or transferred to the Trustees upon the trusts of this Deed
 - b. "investment income" means and includes
 - i. the franked income and any other income from the investments from time to time belonging to the Society received by the Society under deduction of income tax and
 - ii. interest due to the Society from time to time earned or any money on deposit with a Bank or other institution

But excluding income in the hands of the Society arising from any investments or other property held upon special trusts not consistent with the trust of this Deed.

4. THE Society will for the period of seven years from the date hereof pay to the Trustees annually on the 30th day of December its investment income the first payment of such investment income being due and payable on the 30th day of December 1980
5. THE Trustees shall stand possessed of the Trust Fund and the income thereof UPON TRUST to apply the income and if and in so far as they think fit the capital of the Trust Fund in the prevention or relief of human suffering and the protection or preservation of public health by the advancement of education and research in subjects relevant to the practice of physiotherapy and kindred forms of treatment and in furtherance of these objects but not otherwise by assisting the Council
 - a. to provide maintain support and supervise schools colleges training centres and other educational establishments for the study of or research into such subjects
 - b. to organise or supervise courses (whether for students or others) in such subjects
 - c. to employ examiners and to conduct or supervise the conduct of examinations leading to the qualification of persons to practise in physiotherapy and kindred forms of treatment
 - d. to disseminate knowledge and information among young persons and others with a view to encouraging them to pursue careers in the practice of physiotherapy and kindred forms of treatment

- e. to award scholarships to candidates of merit who are studying or about to study for such careers as aforesaid
- f. to provide bursaries grants and maintenance allowances to assist poor and deserving persons to study for such careers as aforesaid
- g. to establish and maintain at the principal premises of the Society a professional library which shall be available to all members of the Society all persons studying or conducting research into subjects relevant to the practice of physiotherapy and such other persons as the Trustees or the Council shall admit thereto
- h. to publish such results of research as aforesaid as in the view of the Trustees is of public interest

Provided always that the Trustees in applying the Trust Fund and the income thereof in manner aforesaid shall at all times have regard to the directions of the Council in so far as such directions are consistent with the application of the Trust Fund and the income thereof for the aforesaid charitable purposes

- 6. THE Trustees shall have power exercisable from time to time as the Trustees may in their absolute discretion think fit:
 - a. to collect donations (whether periodical or otherwise);
 - b. to issue appeals for donations and periodical reports on the work of the Trustees;
 - c. to accept donations on any special trusts in connection with the Charity so that any donations accepted shall be held subject to the terms and conditions of the gift.
- 7. THE Trustees may acquire by purchase or otherwise freehold or leasehold lands and buildings or premises held under licence only for occupation by the Charity.
- 8. THE Trustees may invest trust monies from time to time in their hands in the purchase of or at interest upon the security of such stocks funds shares securities or other investments of property of whatsoever nature and wheresoever and whether involving liability or not as they shall in their absolute discretion think fit.
- 9. THE Trustees of this Deed shall be the holders for the time being of the following offices of the Society:
 - a. The Chairman of the Council
 - b. The Vice Chairman of the Council
 - c. The Chairman of the Education Committee to Council
 - d. The Chairman of the Finance and General Purposes Committee of the Council.

10. EVERY new Trustee shall before acting in the trusts of this Deed sign in the Minute Book for which provision is hereinafter made a declaration of acceptance and of willingness to act in the trust thereof
11. THE following regulations shall govern the procedure of the Trustees
 - a. The Trustees shall hold meetings at least once in every calendar year and at such other times and in such places as they shall from time to time decide and any Trustee may at any time convene a special meeting of the Trustees upon at least four days' notice being given to the other Trustees of the matters to be discussed
 - b. There shall be a quorum when three Trustees are present at any meeting
 - c. The Trustees shall at each of their meetings appoint one of their number to be Chairman and as such he shall have a second or casting vote
 - d. Every matter shall be determined by the majority of votes of the Trustees present and voting on the question
 - e. Any resolution of the Trustees may be rescinded or varied from time to time by the Trustees
 - f. The Trustees shall provide and keep a Minute Book in which shall be entered the proceedings of the Trustees and which shall be signed by the Chairman at the conclusion of each meeting if the Minutes shall have been duly confirmed
 - g. The Trustees shall provide books of account in which shall be kept all proper accounts of all money received and paid respectively by or on behalf of the Trustees for the purposes of this Deed
 - h. The Trustees shall arrange for the accounts to be audited yearly by a chartered accountant
12.
 - (1) THE Trustees may from time to time open and maintain in their names a bank account or bank accounts at such bank or banks as they shall from time to time decide and may at any time pay monies forming part of the Trust Fund to the credit of any such account or accounts or place the same on deposit with any bank or banks.
 - (2) THE Trustees may from time to time make such arrangements as the Trustees shall think fit as regards the operation of such account or accounts provided always that all cheques and orders for the payment of money shall be signed by at least two of the Trustees or one of the Trustees and any Clerk or Secretary appointed by the Trustees as hereinafter provided.
13. THE Trustees shall be at liberty to appoint upon such terms as the Trustees may determine a Clerk or Secretary and all such other officers and servants as the Trustees think fit for the purposes of the Charity and shall not be responsible for the defaults or any such official or servant or any loss occasioned by his employment.

THERE HAVE BEEN TWO SUBSEQUENT DEEDS OF VARIATION TO THIS TRUST DEED, THE FIRST IN 2003 AND THE SECOND IN JANUARY 2012. THESE ARE HELD IN THE CHIEF EXECUTIVE'S OFFICE AT THE CSP

MEMBERS' BENEVOLENT FUND SCHEME MADE BY THE CHARITY COMMISSIONERS

1. Administration of Charity

- i. The above-mentioned Charity and the property thereof shall be administered and managed subject to and in accordance with the provisions of this Scheme by the body of Trustees hereinafter constituted.
- ii. The name of the Charity shall be The Chartered Society of Physiotherapy Members' Benevolent Fund or such other name as the Trustees from time to time by resolution may decided with the prior approval of the Charity Commission.

4. Investment of cash

All sums of cash now or at any time belonging to the Charity, other than sums of cash needed for immediate working purposes, shall be invested in trust for the Charity.

Trustees

5. Trustees

- i. Except as hereinafter provided the body of Trustees shall consist when complete of not less than seven and not more than ten competent persons who shall be appointed by the Council of the Society. Each appointment shall be made for a term of two years at a meeting convened and held according to the ordinary practice of The Chartered Society of Physiotherapy ("the Society"). The chairman of the meeting shall cause the name of each person appointed to be notified forthwith to the Trustees or their clerk. The person appointed may be but need not be a member of the appointing body.
- ii. The first Trustees shall be appointed as soon as possible after the date of this Scheme. The persons who are the Trustees at the date of this Scheme shall continue in office until the first Trustees have been appointed.

6. Declaration by Trustees

No person shall be entitled to act as a Trustee whether on a first or on any subsequent entry into office until after signing in the minute book of the Trustees a declaration of acceptance and of willingness to act in the trusts of this Scheme.

7. Determination of Trusteeship

A Trustee shall cease to be a Trustee if he or she:

- i. is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993; or
- ii. becomes incapable (in the opinion of the Trustees) by reason of illness, injury or mental disorder of his or her own affairs; or

- iii. is absent without the permission of the Trustees from all their meetings held within a period of one year and the Trustees resolve that his or her office be vacated; or
 - iv. gives not less than one month's notice in writing of his or her intention to resign (but only if at least five Trustees will remain in office when the notice of resignation is to take effect).
8. Vacancies
Upon the occurrence of a vacancy the Trustees shall cause a note thereof to be entered in their minute book at their next meeting and shall cause notice thereof to be given as soon as possible to the appointing body. Any competent Trustee may be reappointed.

Meetings and proceedings of Trustees

9. Ordinary meetings
The Trustees shall hold at least two ordinary meetings in each year.
10. First meeting
The first meeting of the Trustees shall be summoned by the Secretary of the Society, or if he fails for three calendar months after the date of this Scheme to summon a meeting by any two of the Trustees.
11. Chairman
The Trustees at their first ordinary meeting in each year shall elect one of their number to be chairman of their meetings until the commencement of the first ordinary meeting in the following year. The chairman shall always be eligible for re-election. If at any meeting the chairman is not present within ten minutes after the time appointed for holding the same or there is no chairman the Trustees present shall choose one of their number to be chairman of the meeting.
12. Special meetings
A special meeting may be summoned at any time by the chairman or any two Trustees upon not less than four days' notice being given to the other trustees of the matter to be discussed, but if the matters include an appointment of a Trustee then upon not less than 21 days' notice being so given. A special meeting may be summoned to take place immediately after an ordinary meeting.
13. Quorum
When the body of Trustees shall consist of nine or more persons there shall be a quorum when four Trustees are present at a meeting and when the body of Trustees shall consist of fewer than nine persons there shall be a quorum when three trustees are present at a meeting.
14. Voting
Every matter shall be determined by the majority of votes of the Trustees present and voting on the question. In case of equality of votes the chairman of the meeting shall have a casting vote whether he or she has or has not voted previously on the same question but no Trustee in any other circumstances shall have more than one vote.

15. Minutes
The Trustees shall keep, in books maintained for the purpose, minutes of the proceedings of their meetings.
16. Accounts and annual report
 - i. Until such time as Part VI of the Charities Act 1993 comes into force, statements of account in relation to the Charity shall be prepared and transmitted to the Commissioners in accordance with the Charities Act 1960, except if and in so far as the Charity is excepted by Order or regulations.
 - ii. Upon Part VI of the Charities Act 1993 coming into force, the Trustees shall comply with their obligations under that Act with regard to:
 - a. the keeping of accounting records for the Charity;
 - b. the preparation of annual accounts for the Charity;
 - c. the auditing or independent examination of the statements of account of the Charity;
 - d. the transmission of the statements of account of the Charity to the Commissioners; and
 - e. the preparation of an annual report and its submission to the Commissioners.
17. Annual return
The Trustees shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Commissioners.
18. General power to make regulations
Within the limits prescribed by this Scheme the Trustees shall have full power from time to time to make regulations for the management of the Charity and for the conduct of their business including the summoning of meetings, the appointment of a clerk, the deposit of money at a proper bank and the custody of documents.

Delegation of investment management

19. Delegation to Investment Managers
 - i. The Trustees may appoint as the investment manager for the Charity a person who they are satisfied after inquiry is a proper and competent person to act in that capacity and who is either:
 - a. an individual of repute with at least fifteen years' experience of investment management who is an authorised person within the meaning of the Financial Services Act 1986, or
 - b. a company or firm of repute which is an authorised or exempted person within the meaning of that Act otherwise than by virtue of s.45(1)(j) of that Act.

- ii. The Trustees may delegate to an investment manager so appointed power at his discretion to buy and sell investments for the Charity on behalf of the Trustees in accordance with the investment policy laid down by the Trustees. The Trustees may only do so on terms consistent with this Scheme.
- iii. Where the Trustees make any delegation under this Scheme they shall:
 - a. inform the investment manager in writing of the extent of the Charity's investment powers;
 - b. lay down a detailed investment policy for the Charity and immediately inform the investment manager in writing of it and of any changes to it;
 - c. ensure that the terms of the delegated authority are clearly set out in writing and notified to the investment manager;
 - d. ensure that they are kept informed of, and review on a regular basis, the performance of their investment portfolio managed by the investment manager and on the exercise by him of his delegated authority;
 - e. take all reasonable care to ensure that the investment manager complies with the terms of the delegated authority;
 - f. review the appointment at such intervals not exceeding 24 months as they think fit; and
 - g. pay such reasonable and proper remuneration to the investment manager and agree such proper terms as to notice and other matters as the Trustees shall decide and as are consistent with this Scheme provided that such remuneration may include commission fees and/or expenses earned by the investment manager if and only to the extent that such commission fees and/or expenses are disclosed to the Trustees.
- iv. Where the Trustees make any delegation under this Scheme they shall do so on the terms that:
 - a. the investment manager shall comply with the terms of his delegated authority;
 - b. the investment manager shall not do anything which the Trustees do not have the power to do so;
 - c. the Trustees may with reasonable notice revoke the delegation or vary any of its terms in a way which is consistent with the terms of this Scheme; and
 - d. the Trustees shall give directions to the investment manager as to the manner in which he is to report to them all sales and purchases of investments made on their behalf.

20. Holding of Investments
The Trustees may:

- i. make such arrangements as they think fit for any investments of the Charities or income from those investments to be held by a corporate body as the Trustees' nominee; and
- ii. pay reasonable and proper remuneration to any corporate body acting as the Trustees' nominee in pursuance of this clause.

Application of income

21. Expenses of management

The Trustees shall first defray out of the income of the Charity all the proper costs, charges and expenses of and incidental to the administration and management of the Charity.

22. Application of income

Subject to payment of the expenses aforesaid the Trustees shall apply the income of the Charity, by making loans or grants of money, in relieving either generally or individually persons in any of the following classes who are in conditions of need, hardship or distress:

- a. persons who are members of the Society in accordance with the provisions of the Bye-Laws of the Society;
- b. persons who have been suspended from the privileges of membership of the Society by reason of non-payment of subscriptions;
- c. persons who are Associates of the Society in accordance with provisions of the above-mentioned Bye-Laws;
- d. persons who are or have been inscribed on a list maintained by the Society in accordance with the provisions of the said Bye-Laws.

23. Restrictions

In applying the income of the Charity the Trustees shall not commit themselves to repeat or renew the relief grant on any occasion in any case.

General provisions

24. Appropriation of benefits

The appropriation of the benefits of the Charity shall be made by the Trustees at meetings of their body and not separately by any individual Trustee or Trustees: Provided that the Trustees from time to time may appoint two or more members of their body to be a committee for dealing with any cases of emergency but all acts and proceedings of such committees shall be reported in due course to the Trustees.

25. Trustees not be personally interested

No Trustee shall receive remuneration or be interested in the supply of work or goods, at the cost of the Charity.

26. Charity not to relieve public funds

The Trustees shall not apply income of the Charity directly in relief of rates, taxes

or other public funds but may apply income in supplementing relief or assistance provided out of public funds.

27. Questions under Scheme

Any question as to the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

Sealed by Order of the Commissioners this 12th day of December 1995.