

Chartered Society of Physiotherapy Professional Network for Consultant Physiotherapists- Constitution

1.1 Name The professional network will be called the “Consultant Physiotherapist Professional Network” hereinafter termed the CPPN.

The CPPN is a recognised Professional Network of the Chartered Society of Physiotherapy (CSP).

1.2 Aims and Objectives

The Aim of the CPPN is:

To strategically lead on the promotion and development of consultant physiotherapy practice for the advancement of the profession, healthcare, research, academic alliance, and the public.

Objectives:

- a. Provide a regular forum for promoting and debating the exchange of ideas and developments in consultant physiotherapy practice.
- b. Advocate and support the development of consultant roles and those new to a consultant role.
- c. Promote and encourage research and workforce transformation to develop consultant physiotherapy roles and career pathways.
- d. Encourage the continuing professional development of CPPN members.
- e. Maintain and develop links with universities, educational bodies, and other relevant national and international organisations to promote excellent practice and develop opportunities for consultant physiotherapists and aspiring consultant physiotherapists.
- f. Represent consultant level practice on behalf of the CSP.
- g. Provide values-based leadership for new and established consultants.

2.1 Membership

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

- c. Full membership is for Chartered physiotherapists, or the equivalent qualification for overseas physiotherapists. At least 70% of the membership must be CSP members.
- d. Affiliate Membership- This category will be for Chartered Physiotherapists or the equivalent qualification with an interest in developing into a consultant role.
- e. CPPN members who are also members of other CSP professional networks.

2.2. Subscriptions

- a. The amount of the annual subscription will be decided by the CPPN at the AGM.
- b. The annual subscription shall be payable on entry. All membership subscriptions become due for renewal a year from the initial start date of payment, on a rolling annual basis.

3.1 Executive Committee

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

- a. The Executive Committee shall consist of:
- b. The Officers: Two Chairpersons – one from MSK and one from another specialty, Secretary, Treasurer, Communications and Social media Officer, Membership, Equality, Inclusion and Diversity Officer, Research Officer, Representation from the 4 Nations and further roles or co-opting to be agreed by the Executive and executive members.
- c. The Executive committee may also include:
Members of the CPPN who have been co-opted onto the Executive Committee for specific time-limited projects.
- d. All Executive members and the co opted members will be elected at the AGM by ballot. Notification of vacancies will be distributed to the membership at least two months prior to the AGM. Nominations, with the written consent of the nominees, must be proposed and seconded and shall be submitted to the secretary in writing at least one month prior to the AGM. Nominations will be included in the papers sent to the membership at least two weeks prior to the AGM.
- e. Proxy voting will be allowed on the day with names submitted to the Secretary. Proxy votes will not exceed ten per member.

3.2 Terms of Office

- a. The Chairperson/s shall be elected by the Executive Committee from the Committee membership. This will occur annually at the first Executive Committee meeting following the AGM.
- b. The Secretary and Treasurer shall normally serve for a period of three years, following which they will be eligible for re-election for a further three-year period, providing their total period of service on the Executive Committee does not exceed 6 years. They must then stand down for a minimum of 2 years before being eligible for re-election.

- c. All other Executive Committee members may normally serve for a 2-year period, following which they will be eligible for re-election for 2 further 2-year periods providing their total period of service on the Executive Committee does not exceed 6 years. They shall then stand down for a minimum of 2 years before being eligible for re-election.
- d. Co-opted members will serve for a period specified by the Executive Committee at the time of their appointment.
- e. Normally, no Committee member, co opted member or Officer may stand for more than a 6-year period, in whatever capacity, without standing down for a 2 year period. However, a further 2-year period of Committee service, in addition to those outlined above, may be approved for special circumstances at the discretion of the Executive Committee.

3.4. Roles and Responsibilities of the Executive Committee

- a) The Executive Committee is accountable to the membership of the CPPN and is empowered to conduct the affairs of the CPPN on behalf of the members.
- b) A quorum will be 6 of the total Executive Committee.
- c) The Executive Committee will:
 - i. Report on and examine any proposed change to the Constitution and make recommendations to the membership at either an Extraordinary General Meeting (EGM) called for that purpose, or at the next AGM.
 - ii. Form Working Parties when required for a specific purpose and for an identified period. Members of such groups will not necessarily be members of the CPPN and will act in a nonexecutive capacity and be accountable to the Executive Committee.
 - iii. Maintain close links with the CSP and will respond promptly to any request for information from the CSP.
 - iv. Nominate/consult with CPPN members to liaise with other Professional Networks and groups as appropriate.
- d) Executive committee members will be expected to undertake their roles with an appropriate demonstration of commitment. This will include the attendance of most executive committee meetings during their term of office, unless extraordinary mediating circumstances are conveyed to the Chair/s.
- e) Vacancies on the Executive Committee for whatever reason may be filled at the discretion of the Executive Committee, only for the remainder of the vacated term.

3.4.1. Of the Chairpersons:

- a) It will be the duty of the Chairperson/s to:
- b) Chair the AGM and Special Meetings of the CPPN.
- c) Chair at Executive Committee meetings.
- d) Be the official spokesperson of the Executive Committee.
- e) Prepare, together with the Secretary, the agenda for meetings of the CPPN.
- f) Facilitate progress of the affairs of the CPPN through the Executive Committee.

3.4.2. Of the Secretary:

- a) It shall be the duty of the Secretary to:
- b) Receive all reports relating to the CPPN and store them with any other transactions as agreed by the Executive Committee.
- c) Notify members of the time, date, and place of the Executive Committee meetings and of
- d) AGM or other special meetings of the Executive.
- e) Prepare together with the Chairperson/s the agenda for meetings of the CPPN. This should be presented to members normally not less than two weeks prior to the meeting.
- f) Conduct correspondence on behalf of the CPPN.
- g) Attend meetings of the CPPN, to record minutes and present them for endorsement as agreed by the Executive Committee at the next Executive Committee meeting.
- h) Ensure an up-to-date register of members is maintained.
- i) Ensure safe keeping of all correspondence, records, archives, and other manuscripts of the CPPN.

3.4.3. Of the Treasurer:

It shall be the duty of the Treasurer to:

- a) Be responsible for the collection of all monies due to the CPPN and be accountable for their safe keeping in a separate bank account in the CPPN name.
- b) Ensure all members are sent a reminder of their fees in line with their fee renewal date.
- c) Be responsible for the payment of all disbursements.
- d) Keep a record of all receipts and disbursements and payment of all legitimate accounts.
- e) Arrange for the auditing of the CPPN accounts by a qualified accountant prior to their presentation at the AGM.
- f) Present a full and comprehensive audited account of the financial condition of the CPPN at each AGM.

3.4.4. Of the Membership Secretary

- a) To be responsible for maintaining an up to date, GDPR compliant membership
- b) To add members
- c) To remove members

3.4.5. Of the Communications and Social Media Officer:

- a) To be responsible for the social media accounts of the CPPN
- b) To monitor and respond in a timely fashion to social media discussions related to CPPN related issues on behalf of the Executive Committee
- c) Maintain the website.

3.4.6. Of the Equality, Inclusion and Diversity Officer:

- a) The role of the Equality, Inclusion and Diversity Officer is to ensure that discrimination in relation to age, disability, gender, race, and sexuality does not exist, diversity is recognised, and equality is guaranteed for all CPPN activities.
- b) It is also the responsibility of the Equality, Inclusion and Diversity Officer to know or have access to current legislation and CSP policy affecting diversity issues and to keep the Executive Committee up to date with any emerging initiatives.

3.4.7. Of the Research Officer:

- a) To be responsible for updating the Executive Committee and membership of the CPPN on relevant research related to consultant roles.
- b) To engage with relevant researchers/academic institutions/clinicians involved in research related to consultant roles and to seek opportunities for collaboration.
- c) To update the research page of the CPPN website as required.

3.4.8. Of the Four Nations representatives

- a) To be responsible for updating the Executive Committee and membership on relevant clinical and strategic issues relating to the country they are representing.
- b) To engage with relevant national representatives and programmes on behalf of the CPPN
- c) To update the relevant page of the CPPN website as required

3.4.9. Of the Advanced practice physiotherapy network (APPN) representative:

- a) To be responsible for updating the executive committee on matters relating to APPN activity that are relevant to and may affect CPPN activity.
- b) To update the APPN executive committee on CPPN matters that are relevant or may affect APPN activity

3.4.10. Of the Education Officer

- a) To be responsible for informing and updating the executive committee on relevant matters relating to the development and implementation of educational opportunities for CPPN members and aspiring consultants
- b) To engage with relevant stakeholders in higher education to inform, develop and promote the consultant and development opportunities for consultants and aspiring consultants.

3.4.11 Of the Patient and public representative:

- a) This role will link with the equality, diversity and inclusion officer and will represent the views and voice of non- physiotherapists in discussions and plans relating to CPPN activity.

4.1. Meetings of the CPPN

- a) The Executive Committee will meet not less than three times annually.
- b) The Executive Committee will hold one AGM, and this shall not be held more than 13 calendar months following the previous AGM.
- c) An Extraordinary or other Special Meeting of the CPPN may be called at the discretion of the Executive Committee following a majority vote, or by the written request of not less than 10% of the membership of the CPPN. At least 14 days notice of such a meeting needs to be given to the membership by the secretary. These meetings shall consist of at least 50 members or 15% of the membership whichever is smaller at the time. No other business other than that stipulated in the notice may be discussed and voted on at such a meeting.

5.1. Alteration to the Constitution of the CPPN

- a) Authority to change this Constitution is vested in the membership who alone have the power to dictate its policy. Any suggested changes to the constitution must be made available to the membership not less than one month prior to the AGM.
- b) Such alterations must receive a two thirds majority vote cast at the AGM or EGM called for this purpose. All (and only) full members of the CPPN will be entitled to vote either at the AGM/EGM or via a postal ballot. Such postal votes must be received by the Secretary one week prior to the AGM/EGM. Members shall be notified of amendments adopted.

6.1. Cessation

- a) This may be done at an AGM/EGM.
- b) The motion must receive a two thirds majority vote. All full members of the CPPN will be entitled to vote at the AGM/EGM or via a postal ballot. Such postal votes must be received by the Secretary one week prior to the AGM/EGM.
- c) The meeting shall decide the allocation of any CPPN assets and distribution of assets must be discussed with and approved by the CSP.
- d) Twenty-eight clear days' notice of cessation shall be given to all members.
- e) Notification of cessation shall be lodged with the Council of the CSP.