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1. Name

The Association shall be called the British Association of Prosthetists and Orthotists (hereinafter called "BAPO")

2. Purpose

The aims of the Association shall be:

- **To represent and protect the Prosthetic and Orthotic Profession with regard to its status and interests.**
- **And hence to empower the Profession to enable the User.**

It will realise these aims by :-

- 2.1 Petitioning as necessary the appropriate authorities.
- 2.2 Encouraging high standards of prosthetic and orthotic practice, respect for the Ethical Code of the Association and the Statement of Conduct of the Statutory Regulatory Body.
- 2.3 Encouraging high standards of prosthetic and orthotic training and education.
- 2.4 Providing advice to fullmembers, associate members and affiliates and all interested parties on matters relating to prosthetics and orthotics.
- 2.5 Distributing knowledge and information relating to prosthetics and orthotics by suitable publications, correspondence and meetings.
- 2.6 Encouraging the participation of Prosthetists and Orthotists in research to ensure the development of the scientific basis for prosthetic and orthotic clinical practice.
- 2.7 Promoting and upholding the concept that Prosthetists and Orthotists are the health care professionals responsible for managing the prosthetic and orthotic needs of patients.
- 2.8 Encouraging the view that the best prosthetic and orthotic clinical practice will result from Prosthetists and Orthotists operating as fully integrated members of the clinical team.
- 2.9 Retaining a database of full members, associate members and affiliates.
- 2.10 Doing all such things as shall be conducive to the attainment of the above.
- 2.11 Being non-sectarian and not aligned with any political party.

3. Full Membership

- 3.1 Full membership of the Association shall be open, irrespective of sex, sexual orientation, political opinion, nationality, religion or race, to qualified Prosthetists and Orthotists.
- 3.2 The qualifications recognised shall be listed in the Standing Orders of the Association.
- 3.3 Any person wishing to become a full member must submit an application to the Secretary by post or by the website. They should detail evidence that they are Prosthetists, Orthotists or Prosthetist/Orthotist, or submit by post the appropriate qualifications documentation.
- 3.4 Applications for admission to the Association shall be determined by the Executive Committee who will determine the application by reference to the attainment of the appropriate relevant qualification, the submitted application form and in compliance with any appropriate standing order being in force at that time. The Executive Committee shall have the discretion to allow, disallow or impose conditions upon full membership.
 - 3.4.1 In the event the Executive Committee refuses an application for full membership, the individual applicant shall be given notice of their rights to appeal within 28 days of receipt of notice giving the decision. Such notice shall provide the address to which an appeal must be lodged (namely the BAPO Secretariat) and such notice shall be forwarded by ordinary first class prepaid post to the individual applicant at their last known address. Such notice shall also provide adequate, proper, clear and intelligible reasons for the Executive Committee's decision.
- 3.5 Full members may advertise their membership by the letters MBAPO. No other class of membership is entitled to use any letters relating to BAPO.
- 3.6 Those full members who are not practising as Prosthetists and Orthotists may be eligible for the class of **Non-practising member** (this group would include Prosthetists/Orthotists engaged in post-graduate studies that do not involve any clinical practice, and those not employed as Prosthetists or Orthotists). These members shall pay a reduced subscription as determined by the Executive Committee. They do not receive the insurance benefits of a full member.
- 3.7 Those full members who are over the age of 50, not practising or no longer intend to practise, may be eligible for the category Retired member. These members shall pay a reduced subscription as determined by the Executive Committee. (The Executive Committee will consider applications from members outside these criteria on individual merit.)

4. Associate Membership

- 4.1 Associate Membership shall be open, irrespective of sex, sexual orientation, political opinion, nationality, religion or race to the following groups:
- 4.1.1 students on a programme that leads to eligibility to register as a Prosthetist/Orthotist with the Health Professionals Council in the United Kingdom.
 - 4.1.2 Technicians whose principal employment is in the fabrication of prostheses and/or orthoses.
 - 4.1.3 Prosthetic and Orthotic Assistants whose principal employment is as a prosthetic or orthotic assistant.
- 4.2 Technician members do not receive insurance benefits. They are entitled to vote on issues relating to technical issues, constitutional issues and issues affecting full members and associate members as designated by the Executive Committee.
- 4.3 Assistant members will receive insurance benefits. They are entitled to vote on issues relating to assistant issues, constitutional issues and issues affecting full members and associate members as designated by the Executive Committee.
- 4.4 Student members do not receive insurance benefits, and shall have no voting rights within the Association.
- 4.5 Any person wishing to become an associate member must submit an application to the Secretary by post or by the website. They should detail evidence that they are eligible for one of the associate membership categories, or submit by post the appropriate documentation.
- 4.6 Applications for admission to the Association shall be determined by the Executive Committee, who will determine the application by reference to the supporting evidence, the submitted application and in compliance with any appropriate standing order being in force at that time. The Executive Committee shall have the discretion to allow, disallow or impose conditions upon associate membership. Refusal of associate membership shall be subject to the same procedure as detailed in 3.4.1.
- 4.7 Associate members will pay a reduced subscription as determined by the Executive Committee.

5. Affiliation

Affiliates shall have no voting rights within the Association. They shall not be eligible for election to the Executive Committee.

There will be two classes of Affiliation. Each class shall pay a reduced subscription as determined by the Executive Committee.

- 5.1 Professional: Any other professional working within the fields of prosthetics and orthotics would be eligible for this class of affiliation; such as bioengineer, doctor, nurse or allied health professional.
- 5.2 Individual: Any individual with an interest in the prosthetic and orthotic profession would be eligible for this class of affiliation, subject to the support of two full members of the Association at the time of application.
- 5.3 Any person wishing to become an affiliate must submit an application to the Secretary by post. They should details and submit supporting evidence that they are eligible for one of the affiliate categories.
- 5.4 Applications for admission to the Association shall be determined by the Executive Committee, who will determine the application by reference to the supporting evidence, the submitted application and in compliance with any appropriate standing order being in force at that time. The Executive Committee shall have the discretion to allow, disallow or impose conditions upon affiliate membership. Refusal of affiliate membership shall be subject to the same procedure as detailed in 3.4.1.

6. Patron

- 6.1 A Patron, if elected, may be required to serve the Association in an honorary capacity. The Patron shall be a person who represents the profession and asserts influence in the interests of the profession.
- 6.2 The Association may elect a Patron. The election shall take place at a General Meeting. Nominations for the position of Patron must be endorsed by the nominee and proposed and seconded by two current members of the Association. This information must be made available to the Association Secretary not less than 28 days prior to the General Meeting.
- 6.3 Voting shall be by written vote at the General Meeting or by postal vote received by the Association Secretary not less than seven days prior to the General Meeting. Voting shall be as per procedure in the Association's Standing Orders.

7. *Subscription*

- 7.1 The subscription shall be determined annually or, from time to time, by the Executive Committee.
- 7.2 The subscription shall be due on joining the Association, and thereafter on the first day of January each year or by arranging the payment of subscriptions by direct debit or online via www.bapo.org.
- 7.3 Those members wishing to rejoin the Association may be required to pay a rejoining fee, at the discretion of the Executive Committee. This fee shall be 30% of the annual subscription.

8. Resignation

- 8.1 A full member, associate member or affiliate shall cease to be a member, associate member or affiliate if they give written notice to the Secretary of their resignation.
- 8.2 A full member, associate member or affiliate whose subscription is more than two months in arrears shall be deemed to have resigned.

9. *Disciplinary Procedures*

- 9.1 The Executive Committee shall have the power to discipline a full member, associate member or affiliate when, in their opinion, such a person has been found to have broken the Ethical Code of the Association, or they have been found to be guilty of conduct prejudicial to the Association.
- 9.2 When a complaint against a full member, associate member or affiliate is received by the Association the procedure for considering the complaint, as laid down in the Standing Orders of the Association, will be followed. Only the specific complaint made against the full member, associate member or affiliate will be considered. If the complaint is referred to the Ethical Committee (a Standing Committee formed by the Chair of the Association) and the complaint is found to be substantiated then the Ethical Committee will recommend to the Executive Committee one of the following courses of disciplinary action.
- 9.2.1 A written warning cautioning the full member, associate member or affiliate and advising against future actions against the interests of the Association and profession.
- 9.2.2 A period of probation lasting up to six months, after which the case will be reconsidered by the Ethics Committee.
- 9.2.3 A period of suspension (the period of a maximum of twelve months, to be determined by the Executive Committee). During the period of suspension the suspended full member, associate member or affiliate will be liable for subscriptions but shall not benefit from any of the Association's services.
- 9.2.4 The withdrawal of full membership, associate membership or affiliate membership of the Association.
- 9.3 The full member, associate member or affiliate will be given the opportunity to present their case to the Ethical Committee or Executive Committee as required. A representative of their choice may accompany them. They will be provided with 28 days notice of the meeting, written details of the complaint made against them and written details of the decision or recommendation of the Ethical Committee.
- 9.4 The full member, associate member or affiliate may appeal against the decision of the Ethics Committee as laid down in the Standing Orders.
- 9.5 A full member, associate member or affiliate who has had their membership or affiliation withdrawn may only be re-admitted to the Association after a recommendation supporting their re-admission is submitted to the secretary by two other full members of the Association. The Executive Committee must then approve their membership or affiliation. The full member,

associate member or affiliate would, in such cases, have to satisfy the Association that no similar complaints against them would be likely.

- 9.6 If the case against the full member, associate member or affiliate is found not to be substantiated at any stage of the procedure then they will be informed of this and no further action will be taken.

10. Executive Committee

10.1 The Executive Committee will consist of 12 elected full members and 2 elected associate members; namely 12 Prosthetists and/or Orthotists, 1 Technician member, and 1 Assistant member.

10.2 Elections will take place annually at the Annual General Meeting for members of the Executive Committee.

10.3 No member of the Executive committee shall serve for a continuous period longer than 8 years if there are other members who wish to be nominated for election.

A member of the Executive committee can stand for re-election onto the EC if there are no other members wishing to be elected and if a majority of the other Executive committee members are in agreement. The Chairperson will have the casting vote if the vote is tied. The member will need to be voted on in line with section 10 of the constitution

10.4 Nominations for the Executive Committee must be endorsed, in the case of full members by the nominee, and proposed and seconded by 2 current full members of the Association, and in the case of associate members by the nominee, and proposed and seconded by 2 current associate members of the Association.

10.5 Voting shall be by written vote at the Annual General Meeting or by postal vote received by the Association Secretary not less than **7 days** prior to the Annual General Meeting. Voting shall be as per procedure in the Association's Standing Orders.

11. Composition of the Executive Committee

11.1 The Committee shall consist of:

Chairperson

Vice Chairperson/Chairperson Elect

Treasurer

Secretary

8 full members and 2 associate members as outlined in item 9.1 above

11.2 The chairperson shall serve for a term of 3 years after which period the chairperson will stand down from this post but can continue as a member of the Executive committee if voted on in line with section 10 of the constitution.

11.2.1 The Vice-Chairperson, as Chairperson Elect, is not required to be re-elected.

11.3 At the first meeting of the year following the Annual General Meeting, which should be held no later than 28 days after the Annual General Meeting, the Executive Committee will endorse the appointment of the Chairperson and elect the Vice-Chairperson, Secretary and Treasurer by means of a secret ballot conducted at that meeting. Associate members on the Executive Committee are not eligible to become any of the office bearers. Any casual vacancy arising due to resignation or otherwise may be filled by the Committee by the co-option of a member or associate member in accordance with item 9.1 above. However, any member or associate member so chosen shall retire or stand for re-election at the next Annual General Meeting.

11.4 The Executive Committee shall have the right to invite a relevant observer to an Executive Committee meeting to address a pertinent issue. Such an individual shall attend only for the relevant part of the Agenda, shall have no voting rights and shall respect the confidentiality of the meeting.

11.5 The proceedings of the Executive Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.

12. Executive Committee Meetings

- 12.1 A minimum of 4 Executive Committee Meetings will be held annually. The Chairperson will set the date and venue of these meetings.
- 12.2 The Secretary shall give not less than 28 days notice of the date and time of these meetings.
- 12.3 Agenda items for the Executive Committee Meetings should be given to the Secretary not less than 14 days prior to the Meeting.
- 12.4 The Secretary will distribute agenda and papers not less than 7 days prior to the meeting.
- 12.5 The quorum of an Executive Committee meeting will be 8 members. In the event of less than 8 members being present and with too little notice for cancellation, the meeting shall progress at the discretion of the Chairperson, but no voting may be undertaken and no contentious issues decided.
- 12.6 In the event of a no majority vote the Chairperson will have the casting vote.
- 12.7 The Executive Committee may appoint members to various Standing Committees who will report directly to the Executive Committee. The Executive Committee will delegate powers and duties to the Chairperson of these Standing Committees as they consider necessary.
- 12.8 The Executive Committee shall be responsible for the management of the Association and shall have sole right to appoint and determine Terms and Conditions of Service of employees of the Association. The Executive Committee shall have power to enter into contracts for the purposes of the Association on behalf of all the members of the Association provided always that they shall be subject to review by the Association and General Meeting and shall not be inconsistent with the provisions of this Constitution.
- 12.9 The members of the Committee shall be indemnified by the members of the Association against all liabilities properly incurred by them in the management of the affairs of the Association.

13. Annual General Meetings

- 13.1 The Annual General Meeting will be held before the end of April of each year at a venue to be determined by the Executive Committee. The business of the meeting shall be as follows:
- 13.1.1 To elect by secret ballot the Executive Committee, including postal votes from members.
 - 13.1.2 To receive and adopt the annual report on work and activities during the preceding year.
 - 13.1.3 To consider the accounts of the preceding year.
 - 13.1.4 To transact any other business on the agenda.
- 13.2 56 days notice of an Annual General Meeting shall be given to members.
- 13.3 Items for inclusion in the agenda should be made known to the Association Secretary not less than 28 days before the Annual General Meeting. Copies of the agenda shall be circulated to the membership at least 14 days prior to the Annual General Meeting.
- 13.4 The Annual General Meeting or Extraordinary General Meeting of the Association shall be open to members and affiliates of the Association only, excepting those parties whom the Executive Committee shall invite as non-voting observers.

14. *Extraordinary General Meetings*

- 14.1 The Association Secretary shall call an Extraordinary General Meeting when instructed by either:
- (a) The Executive Committee, or
 - (b) On receipt of a written request signed by not less than 30 members of the Association, stating the nature of business to be discussed.
- 14.2 The business of the Extraordinary General Meeting shall be limited to that specified on the notice of the Meeting.
- 14.3 14 days notice of an Extraordinary General Meeting shall be given to members.
- 14.4 The quorum for such a meeting shall be not less than twelve members.
- 14.5 The Chairperson or Vice-Chairperson shall take the chair for all General Meetings.
- 14.6 In the absence of both these officials, the members present shall elect one member present to take the chair for that Meeting.

15. Alteration of the Constitution

- 15.1 The Constitution may be altered or revised by resolution at an Annual or Extraordinary Meeting provided that the resolution is carried by at least two thirds of members present at the Extraordinary or the Annual General Meeting.

16. *Standing Orders*

- 16.1 The Executive Committee shall have powers to make, repeal and amend any such Standing Order as they may, from time to time, consider necessary for the well being of BAPO, which Standing Orders, repeals and amendments shall have effect until set aside by the Executive Committee or at a General Meeting.
- 16.2 The introduction of Standing Orders will remain the sole responsibility and be determined by the Executive Committee.

17. Finance

- 17.1 All monies raised by or on behalf of BAPO shall be received by the Treasurer and deposited in a bank account in the name of BAPO. The Executive Committee shall authorise in writing the Chairperson, Treasurer, 2 members of the Finance Committee and the Secretariat Manager to sign cheques on behalf of BAPO. All cheques should be signed by no less than 2 of the authorised and approved signatories and no sum of monies shall be drawn from the account except by cheque. Any monies not required for immediate use may be invested as the Executive Committee, at their discretion, sees fit and the Executive Committee shall not be liable, singularly or collectively, for any loss incurred as a result of such investments.
- 17.2 The Treasurer shall keep proper accounts of the finances of BAPO.
- 17.3 Statements of accounts for BAPO for the last financial year shall be submitted to the Annual General Meeting.
- 17.4 The income and property of BAPO shall be applied only in furtherance of the objects of the aforesaid and no part thereof shall be paid by way of bonus, dividend or profit to any members of BAPO.
- 17.5 The Executive Committee shall have power to authorise the payment of expenses to any member or employee of BAPO. The Executive Committee also retains the authority to pay appropriate remuneration to any employee of BAPO or persons rendering services thereto.
- 17.6 The financial transactions of BAPO shall be recorded in line with Standing Orders of the Finance Committee and which are determined and approved by the Treasurer.
- 17.7 The Association grants unlimited indemnity to their bankers in respect of the Direct Debit scheme.

18. Borrowing

- 18.1 The Executive Committee may borrow monies on behalf of BAPO for the purposes of BAPO from time to time at their own discretion for the general upkeep of BAPO or with the sanction of a general meeting for any other expenditure, additions or improvements.
- 18.2 When so borrowing, the Executive Committee shall have power to raise in any way, any sum or sums of monies, and to raise and secure the repayment of any sum or sums of monies in such manner or on such terms and conditions as they think fit, and in particular by mortgage of or charge upon or by the issue of debenture charge upon all or any part of the property of BAPO.
- 18.3 The total amount borrowed by the Executive Committee shall be limited to an amount no greater than 15% of the total subscriptions paid during the previous calendar year. Amounts borrowed in excess of this amount shall require the endorsement of a General Meeting.
- 18.4 The Executive Committee shall have no power to pledge the personal liability of any member of BAPO for the repayment of any sums so borrowed.
- 18.5 Custodians shall, at the discretion of the Executive Committee, make such dispositions of the property of BAPO or any part thereof and enter into and execute such agreements and instruments in relation thereto as the Executive Committee may deem proper for giving security for such monies and the interest payable thereon.

19. Property

- 19.1 The property of BAPO, other than cash at the bank, shall be vested in not more than 4 custodians. They shall deal with the property as directed by resolution of the Executive Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 19.2 The custodians shall be elected at a General Meeting of BAPO and shall hold office until death, resignation or unless removed by a resolution passed at a General Meeting.
- 19.3 The custodians shall be entitled to an indemnity out of the property of BAPO for all expenses and liabilities properly incurred by them in the discharge of their duties.
- 19.4 The custodians will respect the Standing Orders of BAPO with reference to the overall management and upkeep of any of the property of BAPO.
- 19.5 The custodians will provide a written report at least bi-annually to the Executive Committee on the status of the property or properties of BAPO.

20. Dissolution

- 19.1 A resolution to dissolve BAPO shall only be proposed at a General Meeting and shall be carried by a majority of at least two-thirds of members present.
- 20.2 The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding up of the assets and liabilities of BAPO.
- 20.3 Any assets held by or in the name of BAPO after satisfaction of all the debts and liabilities shall be conditionally applied to the charitable organisations approved by the Executive Committee. A condition of benefit should be recognition that the charitable organisation use such monies towards the furtherance of prosthetics and orthotics, nationally or internationally. However, there shall be no obligation upon the Executive Committee to ensure that any such monies so distributed be applied for the specified charitable purpose.
- 20.4 In the event of Association dissolving with the value of liabilities exceeding the value of its assets, a levy by emergency may be invoked in order that the membership shall meet the Association's liabilities.

This Constitution was adopted as the Constitution of the British Association of Prosthetists and Orthotists at the Annual General Meeting of the Association, duly convened on the 25th day of March, 2006.