



ACPTMD

Association of Chartered Physiotherapists
in Temporomandibular Disorders

ACPTMD CONSTITUTION

1. TITLE

The title of the association will be THE ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS IN TEMPOROMANDIBULAR DISORDERS (ACPTMD)

2. OBJECTIVES

- 2.1.** To promote the highest standards of clinical practice in the Physiotherapy management of Temporomandibular Disorders (TMD)
- 2.2.** To provide a forum for the exchange of ideas and new developments in the management of TMD
- 2.3.** To promote professional and public awareness of the benefits of physiotherapy in the treatment of TMD
- 2.4.** To provide and promote educational courses which cover current clinical practice for physiotherapists and other clinicians.
- 2.5.** To encourage research and development to enhance the overall understanding and management of TMD.
- 2.6.** To strengthen and develop links with universities, educational bodies, and other relevant national and international organizations to support the above objectives.
- 2.7.** To represent physiotherapy in the field of TMD on behalf of the Chartered Society of Physiotherapy (CSP), abiding by the relevant CSP requirements to maintain professional network status.

MEMBERSHIP

2.8. Full membership of the ACPTMD will be open to all Qualified UK based practicing Physiotherapists who maintain membership of the CSP and HCPC registration. They will have full voting rights and can be elected to the Executive Committee. CSP membership is a mandatory membership requirement for UK practicing Physiotherapists to join the ACPTMD as stipulated by the CSP. Practicing UK based Physiotherapists are also not eligible for “Associate membership” based on current CSP requirements.

2.9. Associate membership of the ACPTMD will be open to non-physiotherapy colleagues and retired or non-UK based practicing Physiotherapists. Associate membership does not require CSP or HCPC membership. Associate members have full voting rights and can be elected to the Executive Committee providing the Committee maintains a minimum of 70% of its members being Full members as stipulated in the CSPs requirements for Professional Networks.

2.9.1. Members can join without having attended the foundation ACPTMD course, however listing on the “Find a Practitioner” section of the ACPTMD website is open only to Full Members who have completed the ACPTMD foundation course or in special cases as deemed appropriate by the executive committee.

2.9.2. All members must agree to and abide by the ACPTMD membership terms and conditions.

2.10. MEMBERSHIP OF THE ACPTMD SHALL END

2.10.1. When the member ceases to pay a subscription to the ACPTMD

2.10.2. If a full member ceases to maintain CSP and HCPC membership

2.10.3. If a member is found in violation of the ACPTMD Membership terms and conditions or relevant national standards for their profession.

2.11. ANNUAL FEE

2.11.1. An annual membership fee is payable to the ACPTMD. The Executive Committee recommends an annual membership rate to be voted on at the ACPTMD Annual General Meeting (AGM).

2.11.2. The ACPTMD membership terms and conditions will detail payment methods and schedules of payment.

3. ELECTION OF EXECUTIVE OFFICERS

3.1. Officers will be full or associate members of ACPTMD.

3.2. The Executive Committee will consist of a minimum of Chair, vice chair, secretary and treasurer.

3.3. Nominations for new officer positions

3.3.1. Chair and vice chair will be elected by the executive committee at the last executive committee meeting before the AGM and members advised at the AGM.

- 3.3.2.** All other officer positions will be voted for with two named nominations and a majority of hands from members at AGM.
- 3.4.** In normal circumstances, the Chair and Secretary will not retire in the same year. Officers shall hold office for two years and will be eligible for successive re-election.
- 3.5.** In the absence of another appropriate party to take on a committee role, the term may be continued as required when agreed via quorum of the executive committee.
- 3.6.** Quorum will consist of one third of the total Executive Committee members, which should comprise a minimum of 70% being Full members.

4. MEETINGS

4.1. The ACPTMD may invite individuals and representatives of other organizations to attend any meetings in an advisory/interested and non-voting capacity.

4.2. General Meetings

4.2.1. The quorum for all General Meetings of the ACPTMD shall be 20 members or 20% of the total membership, whichever is the lesser.

4.2.2. At any General Meeting of the ACPTMD each member shall have one vote exercisable in person. Voting shall be by simple majority. In the event of a tie the Chair shall have a second and casting vote.

4.2.3. All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings.

4.3. Annual General Meeting

4.3.1. An Annual General Meeting shall be held within twelve months of the previous AGM.

4.3.2. The Secretary shall give at least 21 days written notice of the Annual General Meeting to all members including the wording of any motions to be proposed.

4.3.3. The business shall include:

- Receiving the annual reports of the officers of the Executive Committee
- Receiving the approved accounts
- When timely, election by ballot of the officers of the Executive Committee with the exception of the Chair and Vice-Chair.
- Appointing accountants
- Fixing the annual subscription
- Considering motions of which due notice has been given.
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4.4. Extraordinary general meetings

- 4.4.1.** An Extraordinary General Meeting shall be called by the Secretary on receipt of Instructions from the Executive Committee or the written and signed requisition of 15 full members. The requisition shall include the reason(s) for the meeting and the wording for any motion to be proposed.
- 4.4.2.** The Secretary shall give at least 14 days written notice to all members including the wording of any motions to be proposed.
- 4.4.3.** The business of an Extraordinary General Meeting shall be limited to that for which it has been called.

4.5. Committee meetings

- 4.5.1.** Committee meetings may be called by any member of the executive committee. The quorum for committee meetings shall be 50% of the committee membership or five members, whichever is the lesser.
- 4.5.2.** There will be a minimum of three committee meetings a year and officers must receive notice of meetings at least 4 weeks before.
- 4.5.3.** Committee members should attend (in person or electronically) a minimum of 60% of the annual meetings. Any committee member not attending at this amount without mitigating circumstances will be contacted by the chair and asked if they wish to step down.

5. INTEREST

- 5.1.** No member may debate (except to provide information) or vote on any matter in which they are personally directly or indirectly interested whether financially or otherwise. All interests must be declared.

6. FINANCE

- 6.1.** All monies raised by or on behalf of the ACPTMD shall be applied solely to further its stated aims and objectives. This shall include the repayment against receipts of reasonable out-of-pocket expenditures or appropriate reimbursement for services provided by its officers or others when carrying out activities on behalf of the ACPTMD.
- 6.2.** The Treasurer shall keep proper accounts of the finances of the ACPTMD and detailed records of all its financial transactions.
- 6.3.** All financial commitments of the ACPTMD to third parties shall be signed by the Treasurer and one other designated Executive Committee member. Finances will be settled only against detailed accounts.
- 6.4.** The accounts shall be inspected and approved at least once a year by Accountants appointed for that purpose at the Annual General Meeting. Copies of the approved accounts for the last financial year shall be presented to the Annual General Meeting.

- 6.5. Accounts shall be opened with such financial institutions as the Executive Committee shall from time-to-time decide. The Executive Committee shall authorize any outgoings via the treasurer and a minimum of one other Executive Committee member.
- 6.6. All members shall pay an annual subscription to be recommended by the Executive Committee and voted on by members at the AGM.
- 6.7. The ACPTMD Executive Committee can provide limited bursary funding, subject to the approval of an application, to those undertaking academic and research projects that support its aims and objectives.

7. INDEMNITY & INSURANCE

- 7.1. Committee members shall not be held personally liable for any losses arising from appropriately carrying out their designated committee duties.
- 7.2. The ACPTMD will not be held liable for the actions of its individual members. Members agree on assuming membership to act as autonomous clinicians within their scope of professional competence and in strict adherence to relevant national standards for their profession.
- 7.3. Individual members may not express views stated as representative of the views of the ACPTMD. Such views may be expressed officially through a quorum of the Executive Committee.

8. ALTERATION TO THE CONSTITUTION

- 8.1. Any motion for the alteration of this Constitution shall be received by the Secretary from the Executive Committee at least fifty-six days before the Meeting at which it will be proposed.
- 8.2. Any motion to alter this Constitution shall require to be passed by a two-thirds majority of those members present and voting at the Meeting at which it is proposed.

9. CESSATION OF THE GROUP

- 9.1. This may be done at an AGM, EGM or General Meeting
- 9.2. Twenty-eight days notice of cessation must be given to all members.
- 9.3. Notification of cessation will be lodged with the CSP.
- 9.4. On cessation of the group a final audit report must be sent to the Director of Finance and Facilities at the CSP, 14 Bedford Row, London WC1 4ED. Any outstanding monies are jointly owned by the ACPTMD membership who will decide on the disposal of assets via quorum and in the interim such assets will be held by the treasurer or nominated member of the Executive Committee.

Signature.....PLEACY..... **Print Name**.....Peter Leacy.....

Position held in group.....**Secretary**.....

Contact address.....See ACPTMD PO BOX

E-mail addressacptmd@gmail.com.....