



3rd Floor South, Chancery Exchange, 10 Furnival  
Street, London EC4A 1AB  
Tel +44 (0)20 7306 6666  
[www.csp.org.uk](http://www.csp.org.uk)

# Standing Orders for Council and Committees and Regulations

**Approved by Council: 20<sup>th</sup> May 2024**

## **HONORARY OFFICERS**

### **1. President and Vice-President**

- 1.1 Bye-Law 20 gives the Council power to appoint a President and one or more Vice-Presidents, who need not be members of the Society.
- 1.2 The President shall be invited to serve in that post by Council and shall hold office at the will of the Council.
- 1.3 Council agreed that the usual practice shall be to appoint one Vice-President, who shall normally have served as the immediate past Chair of Council. They shall hold office for two years from the first meeting of Council after the Council elections until the Annual General Meeting following the next biennial Council elections and shall be eligible for reappointment.

### **2. Chair and Vice-Chair of Council**

- 2.1 The Council has the power to appoint a Chair and Vice-Chair, who must be Council Members, at the first Council meeting after each Council election.
- 2.2 Nomination Forms (including election statements) for these offices shall be submitted to the Head of Governance in writing prior to the Council meeting at which these roles are due to be elected. Such Nomination Forms shall then be circulated to Council Members.
- 2.3 The Council will from time to time agree arrangements for the conduct of elections, length of election addresses and any other matters to ensure the fair conduct of these elections.
- 2.4 The Chair and Vice-Chair shall hold office for two years and shall be eligible for re-election during their term of office as Council Members.

## **PROCEDURES FOR MEETINGS OF THE COUNCIL AND COMMITTEES**

### **3. Notification of Items for Ordinary Meetings**

Members who wish to submit an item for Council's consideration should send notification to the Governance Team and the Chair shall have discretion on whether to include it on the agenda.

## **4. Agenda and Meeting Papers**

- 4.1 The Chair shall approve the agenda for each meeting. The Governance Team will maintain an annual work programme for Council and Committees to inform this agenda setting.
- 4.2 The agenda must clearly state which items are confidential, and the Chair may request staff or observers to leave the meeting during discussion of such items.
- 4.3 At least five working days before each ordinary meeting of Council a copy of the agenda and meeting papers shall be circulated to each Council Member. Meeting papers will be drafted using the Council and Committee paper template wherever possible. They should also be prepared with reference to the accessibility needs of Council and committee members.
- 4.4 Additional urgent matters may be considered only if the Chair thinks fit. Papers not circulated five working days in advance may only be tabled with the express permission of the Chair.

## **5. Frequency of Ordinary Meetings**

Council will usually meet at least four times a year. Committees will usually meet at least three times a year.

## **6. Extraordinary Meetings**

- 6.1 An Extraordinary 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 at least six members of the Council.

## **7. Attendance at meetings**

- 7.1 Council members are expected to attend all Council meetings and other events outlined in the Council role description or to notify their apologies to the Chair in advance.
- 7.2 Members of the Leadership Team shall normally be in attendance without the right to speak unless so directed by the Chair.
- 7.3 The Chair may invite other non-Council members to observe the meeting or to attend in connection with an item of business and to stay throughout the discussion of that item. The Chair may invite such observers to speak but they shall have no right to vote.
- 7.4 A Chair of a committee invite other non-committee members to attend in connection with an item of business and to stay throughout the discussion of that item. The Chair may invite such observers to speak but they shall have no right to vote.

## **8. Meetings Procedure**

- 8.1 Council and Committee meetings may be held in person, or virtually, as agreed by the

Chair.

- 8.2 Meetings and agenda should be arranged so that there is no more than 90 minutes without a break and breaks should be no less than 15 minutes. If a meeting is a full day meeting at least 30 minutes should be allocated for lunch.
- 8.3 Declarations of Interest will be a standing agenda item for Council and Committees. Any declarations should be made, and dealt with in accordance with the Conflicts of Interest Policy.

## **9. Rules of debate**

- 9.1 The Chair of the Council or a committee is responsible for the direction and tone of the meeting, encouraging meaningful debate and moving the meeting to a timely decision. The Chair has discretion to allow or restrict the debate.
- 9.2 Council and Committee Members have a responsibility to engage in debate in a respectful and constructive manner. Speakers shall address the Chair, and direct their speeches strictly to the item or amendment under discussion.

## **10. Voting**

- 10.1 All proposals put to the vote shall be decided by a show of hands except if the vote concerns an election or when the Chair orders a ballot.
- 10.2 In the case of a tied vote, the Chair of the meeting shall have a casting vote, and shall declare the result of the vote, which shall be final.
- 10.3 Unless Council or Committee Members request otherwise, votes will not be recorded against names.

## **11. Minutes**

- 11.1 Draft minutes of Council and Committee meetings shall be circulated to Council or Committee Members. Minutes will be formally approved at the next Council or Committee meeting.
- 11.2 Key messages shall be circulated to Council Members as soon as practicable after the meeting and shall be published online for Members to access.

## **12. Written Resolutions**

- 12.1 The Byelaws state that 'a resolution in writing signed by two-thirds of Council Members 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.'
- 12.2 Decisions will be taken by written resolution in the following circumstances
  - Where a Council or committee decision is required, but where the matter is straightforward; likely to gain full agreement and discussion on the matter is not needed.
  - Where there is a requirement for an urgent decision or authorisation of a transaction that needs completion that would normally be the responsibility of the full Council. Use of urgent action should only be taken in exceptional circumstances and in accordance with the procedures set out in 13 below.
- 12.3 The Governance Team will manage the circulation and approval of Written Resolutions. They will determine if a matter is suitable for being decided in his way; will advise on the suitable wording; circulate the matter to Council or committee members and manage and record the decision. In there is any uncertainty as to whether a decision is suitable as a written resolution, the matter will be referred to the Chair. Any

decision which is being taken in this way solely due to urgency will also be determined by the Chair.

- 12.4 Written resolutions should usually be straightforward matters, which can be read easily and quickly by Council or committee members. The matter to be determined should be set out as a clear resolution, on which a Council member can easily vote 'I agree' or 'I do not agree'. The paper/s supporting the resolution will set out the reasons for it, including the reasons why it is brought to Council or the committee as a written resolution, and will be both clear and short. Resolutions will normally be brought singly and will usually not ask members to consider options. If the latter is necessary, e.g. in the case of urgent matters, the resolution will be worded to ask Council members to vote on the options and then to give authority to the Chair to determine the matter in accordance with the majority view.
- 12.5 Written resolutions will either be circulated by email or using a survey tool (not anonymised).
- 12.6 Decisions taken by written resolution require a majority of 2/3 of Council or committee members, in accordance with the Byelaws, unless the Council or committee has specially delegated the decision making to a smaller majority of members.
- 12.7 When a resolution is circulated for decision by written resolution and a Council or committee member feels that discussion is required, they should notify the Governance Team immediately. The matter will be referred to the Chair who shall determine if the decision shall be taken by written resolution (if the required majority is reached); if the matter should be held over until the next meeting or if a video or teleconference is required.
- 12.8 The Governance Team will notify Council or committee members when agreement has been reached. A record of the decision will be retained alongside the Council minutes, including a certification of the decision taken; the number of members who agreed; and the date. The decision will also be reported to the next meeting of the Council or committee.

### **13. Urgent matters**

- 13.1 From time to time decisions need to be taken quickly which are outside the authority delegated to the Chief Executive and which cannot wait until the next scheduled Council meeting. As a general principle, the Chair has a responsibility to ensure that all Council members are given the opportunity to express their views on all matters of Council business.
- 13.2 Decisions about urgent matters must have first been considered by the relevant Leadership Team member and by the Chief Executive; they will effectively come as a recommendation of the Chief Executive. Urgent decisions may be taken in one of the following ways.
- 13.3 In circumstances when the decision would
  - involve a significant departure from the strategy, existing policy or principle or entails major financial or other risk; or
  - involve a problem or issue so serious that in the opinion of the Chair the whole Council should discuss and decide an appropriate course of action; or

- Be likely to have significant possibility of major divergences of views on the Council.

A special meeting of the Council will be convened, either in person or by video or teleconference.

13.4 Where the decision required is, in the opinion of the Chair, substantive and:

- The matter has been anticipated by the Council and the likely issues have previously been discussed by the Council; or
- Is within the spirit of existing strategies and policies and the parameters of the budget (including any contingency reserve).

The decision may be taken by written resolution of the Council, as set out above.

13.5 Where, in the opinion of the Chair, the decision is essentially a formality and is squarely within established strategies, policies and budgetary provision, the decision may be taken by the Chair and the relevant committee chair; or in the absence of the Chair, the Vice Chair or in the absence of both the Chair and the Vice Chair, two other Council members.

13.6 In the event of an incident arising and to ensure business continuity if the Chief Executive and relevant Leadership Team members are not available to deal with the incident the next most senior employee will contact Council Members in the following order: (1) Chair (2) Vice Chair (3) other Council Members.

## **14 Additional Rules of Procedure for Committees**

Committees shall carry out such duties as are delegated to them by the Council under Bye-Law 25(7) and Council's Scheme of Delegation and in accordance with the Committee's Terms of Reference and shall report to, and act under the general direction of, the Council.

## **15 Code of Conduct**

Council and Committee Members shall act in accordance with the Council Code of Conduct as approved by the Council from time to time.

## **ELECTIONS AND APPOINTMENTS**

## **16 Appointment of Committee members**

16.6 Council will use an Appointment Panel to agree the appointment procedure; consider applications for vacancies on Committees, interview shortlisted candidates and make appointments on behalf of Council.

16.7 Committee Members may serve a maximum of two four-year terms.

16.8 The membership of an Appointments Committee shall be as follows, unless otherwise agreed by Council

- Council chair - or other Council member nominated by them;
- Vice President and
- Committee Chair or Vice Chair.

## **17 Council Elections**

17.6 Information on elections will be posted on the CSP website and will include the following:

17.6.1 the maximum length of nomination statements;

17.6.2 number of supporting signatures required;

17.6.3 guidance on canvassing;

17.6.4 the deadline for receipt of nominations;

17.6.5 appointment of an independent scrutineer;

17.6.6 opening and closing dates of the ballot;

17.7 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 three members with relevant governance experience for a rapid decision.

17.8 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.

## **CSP SCHEME OF DELEGATION**

18.1 The Scheme of Delegation (the "Scheme") details the CSP's responsibilities under its Royal Charter, Bye-Laws and legislation. It specifies where responsibility lies for key decisions at the CSP. Council may choose to delegate some matters to the Chief Executive, to a committee, or to an ad hoc working group. The Scheme also sets out the authority delegated to committees by Council.

18.2 As the CSP's governing body, Council retains overall responsibility for ensuring that the CSP fulfils its Objects, as set out in the Royal Charter (paragraphs 2a-m), and acts in accordance with any applicable legislation.

18.3 The Scheme sets out:

- a. Matters reserved to Council;
- b. Matters delegated to the Chair of Council;



- c. Matters reserved to committees;
- d. Matters delegated to ad hoc working groups; and
- e. Matters delegated to the Chief Executive which may also be carried out by persons nominated by the Chief Executive

#### 18.4 Withdrawal of delegated power

The Scheme remains in force unless it is amended or revoked by Council.

#### 18.5 Exercise of delegated power

Where power is delegated under this Scheme, the power must be exercised in a manner consistent with the CSP's Charter and Bye-Laws, relevant legislation, and the current CSP Strategy and corporate plan.

#### 18.6 Matters reserved to Council

Council's purpose is to provide leadership of the physiotherapy profession and governance of the CSP, as a professional body and trade union. Specific powers and responsibilities of Council are set out in the CSP Bye-Laws. Unless otherwise specified, Council retains these powers and responsibilities. The 'Role of Council and Council members' document sets out Council's strategic role and responsibilities and Council members' individual responsibilities.

#### 18.7 Matters reserved for Council include:

- a. Ensuring compliance with the CSP's Royal Charter and Bye-Laws and relevant legislation.
- b. Awarding or withdrawing the title of Honorary Fellow.
- c. Guardianship of membership of the CSP, safeguarding the reputation of the profession and its Chartered status.
- d. defining and agreeing the CSP's strategic aims and corporate strategy
- e. Prescribing and publishing the subscriptions for members.
- f. Appointing the time and venue of Annual or Special General Meetings.
- g. Appointing a President and Vice-President of the CSP.
- h. Appointing a Chair and Vice-Chair from among Council members.
- i. Appointing the CSP's Chief Executive.
- j. The financial management of the CSP, ensuring that accounts are prepared, audited and presented to the AGM.
- k. Negotiating and agreeing terms with lenders for borrowing on behalf of the CSP.
- l. Making, ensuring compliance with and periodic review of Rules and regulations governing Council and committee arrangements and business.
- m. Establishing and overseeing the regulations of the CSP's Annual Representative Conference.
- n. Appointing members to committees (subject to section 17 above) as set out in committee terms of reference.
- o. Authorising ballots for national industrial action and calling for national industrial action in the event of a ballot in favour.

18.8 The CSP's Standing Financial Instructions set out the delegated authority for specific financial matters. Council has agreed separately the delegated authority for decisions on income generation.

18.9 Council will appoint employer-nominated Pension Trustees as required.

18.10 For matters not described in paragraph 18.7 above it is for Council, usually via the Chair and Chief Executive, to determine what issues it should consider itself and what issues others can consider on its behalf. Issues directly considered by Council will be strategic, including issues which:

- a. are considered high profile, sensitive or outside existing CSP strategy; and/or
- b. have significant risks (in terms of either reputation to the CSP or the profession or financial risk).

## 19. Matters delegated to the Chair of Council

19.1 The role description for the Chair of Council sets out their responsibilities in full.

The Chair will:

- a. Authorise action on minor, non-contentious matters falling within the responsibilities of Council.
- b. Have authority for urgent decisions where it is necessary to take a decision outside a Council meeting (known as 'Chair's Action'). In such cases, the Chair will consult with the Chief Executive and, where relevant, the chair of the committee, or other groups concerned with the issue.
- c. Conduct on behalf of Council the annual performance review of the Chief Executive.
- d. Have responsibility for the regular development process for Council members being conducted.

## 20. Matters reserved to committees

20.1 Matters delegated to committees by Council are set out in their individual terms of reference.

20.2 Council has delegated to committees decision-making powers on the following specific issue:

Recognising institutions providing physiotherapy education; accrediting courses provided by recognised institutions; appointing representatives to report on recognising institutions and accrediting courses; and withdrawing recognition and/or accreditation (Bye-Law 29) is delegated to the Professional Committee.

20.3 Where any matter is to be delegated to a short-life working group, it will be set out in the terms of reference of that working group.

20.4 All committees and working groups will act in accordance with the following principles:

- a. Horizon scanning to spot external threats and opportunities to the profession and the CSP at an early stage and planning business appropriately;
- b. Ensuring equality and diversity issues are considered in all matters;
- c. Making sure that decision making includes consideration of any national or regional issues as appropriate;

- d. Carrying out work delegated to it by Council, meeting deadlines and reporting requirements, making recommendations or decisions as required;
- e. Ensuring that an appropriate range of members' expertise and views inform Council's consideration of significant issues affecting or outside its current strategic priorities;
- f. Informing Council's planning to shape the CSP's vision and strategy;
- g. Informing and advising CSP staff and providing insight and expertise on appropriate issues;
- h. Considering and respecting the remits of other CSP committees, groups and networks; and
- i. Liaising with CSP staff to consider the impact of implementing committee decisions on CSP resources including, finance and staff implications, planning and communications.

## **21. Matters delegated to the Chief Executive**

- 21.1 The Chief Executive is responsible for implementing the strategic objectives set by Council and the day-to-day operation of the CSP. The Chief Executive may delegate functions to other staff but will be held accountable to Council for the discharge of all functions delegated under the Scheme.
- 21.2 Council has delegated to the Chief Executive decision-making powers on the following specific issue:  
Authorising holding a ballot of members for local industrial action, and calling upon members to take local industrial action in the event of a ballot in favour, is delegated to the Chief Executive (local industrial action is defined as involving one employer only). Any such decision will be reported to the Employment Committee.

## **22 Deeds and use of the Seal**

- 22.1 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 Corporate Services & Infrastructure.
- 22.2 Deeds can be entered into, when authorised by Council or under delegated authority, by any two Council members signing the document as a deed, or by the use of the Seal as set out in 22.3.
- 22.3 Every instrument under the Seal of the Society should be countersigned by two persons. The following persons are authorised to be countersignatories:
- The Chair of Council
  - The Vice-Chair of Council
  - Chair of Finance, Risk & Audit Committee
  - Chief Executive
  - Director, Corporate Services & Infrastructure
  - Director, Practice & Development
  - Director, Employment Relations and Union Services
  - Director, Strategy, Policy and Engagement.
- 22.4 A book shall be kept in which all sealings are recorded, each record being initialed

by the countersignatories.

## **23 Amendment to Standing Orders and Regulations**

These Standing Orders and Regulations may be amended in accordance with Bye-Law 35 by a resolution of the Council passed by a majority of two-thirds of the Council Members present and confirmed by a simple majority at the next Council Meeting.



## **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:**

#### **2. 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.
- 2.2 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

#### **2. Fellows**

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 4.

#### **3. Titles**

Subject to Bye-Law 9, a Fellow or Member shall be entitled to use the description, without abbreviation, of "Chartered Physiotherapist" and the designatory letters "FCSP" and the description "Fellow of the Chartered Society of Physiotherapy".

#### **4. Rights and privileges of Fellows and Honorary Fellows**

- 4.1 Honorary Fellows who are not subscribing members of the CSP 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 (non members) shall be conferred for life save only that it may be withdrawn at the direction of Council.
- 4.2 Fellows who are subscribing members of the CSP are entitled to use the description "Honorary Fellow of the Chartered Society of Physiotherapy". They retain their rights and privileges of membership of the Chartered Society. Honorary Fellowship for CSP members shall be conferred for life save only that it may be withdrawn under provisions of Bye-Law 6 (Cessation of Membership) and 8 (Suspension of Privileges).

Fellows of the CSP are entitled to use the description "Fellow of the Chartered Society of Physiotherapy". They retain their rights and privileges of membership of the Chartered Society. Fellowship for CSP members shall be conferred for life save only

that it may be withdrawn under provisions of Bye-Law 6 (Cessation of Membership) and 8 (Suspension of Privileges).

- 4.3 Fellows remain subject as members to the provisions of Bye-Law 6 (Cessation of Membership) and 8 (Suspension of Privileges).
- 4.4 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.

## **MEMBERSHIP REGULATIONS**

1. In accordance with Bye-Law 3, the Council hereby makes the following Regulations, which apply to Members, including Fellows.
2. Members may be divided into such grades as Council may see fit in order to assist with the effective provision of services or collection of subscriptions.
3. In addition to those rights and privileges conferred on Members in the Bye-Laws:
  - 3.1 subscribing Members shall be entitled to:
    - a. stand for and elect Council Members;
    - b. be voting members of Boards, regional networks and branches and attend their meetings;
    - c. vote for, or stand for election as CSP Stewards and Safety Representatives;
    - d. attend the CSP Annual Representative Conference;
    - e. elect voting representatives to that conference;
    - f. vote in industrial action ballots and consultative ballots where relevant;
    - g. benefit from such professional and trade union services as may be agreed from time to time by Council and published on the CSP website
    - h. vote on all matters at the AGM.

### **4. Registration fee**

Council may approve payment of registration fee(s) which will be published on the CSP website.

### **5. Subscriptions**

- 5.1 Subscriptions may be collected on such a basis as is operationally expedient subject to the oversight of Council of such arrangements.
- 5.2 If a subscription is not paid within 30 days of dispatch of notice that is due, the member's privileges of membership may be suspended under Bye-Law 8(5).

### **6. Voting rights**

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.

### **7. Change of name**

The recorded name of a member held in the membership database may be changed on written request, provided appropriate proof of identity is provided.



## **8. Certificates**

The Society may, at its discretion, issue replacement certificates in the original name at registration (unless a marriage certificate or other evidence of change of name has been produced) and may levy a fee for issuing the certificate.

*Approved by Council: 20<sup>th</sup> May 2024*

## **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).
- 2. Student membership**
  - 2.1 Subscribing Student members are those persons who are registered for qualifications recognised for membership of the Society and for whom a membership fee has been paid to the Society.
  - 2.2 Student membership fees shall be determined annually by the Council.
  - 2.3 Subscribing Student members shall have the right to stand for and vote in elections for Council members of Council and for student representatives.
  - 2.4 The rights and privileges of subscribing Student Members may be approved by Council and published in the Student Membership Regulations or on the CSP website.
  - 2.5 Subscribing Student Members shall have the right to vote in all matters at the AGM.
  - 2.6 Student Members are not entitled to participate in industrial action ballots or to elect stewards.
  - 2.7 Student Members may be divided into such grades as Council may see fit in order to assist with the effective provision of services or collection of subscriptions.

*Approved by Council: 20<sup>th</sup> May 2024*

## **ASSOCIATE REGULATIONS**

### **1. Preliminary**

- 1.1 These regulations are made by the Council of the Chartered Society of Physiotherapy (CSP) in accordance with the powers set out in Bye-Law 3(10).
- 1.2 A person shall be eligible for Associate member if:
  - (a) they are not a registered physiotherapist but deliver physiotherapy, or support the delivery of physiotherapy, as directed by a health or social care professional;
  - or
  - (b) they hold a qualification recognised by the CSP as a basis for admission into this membership grade.

### **2. Admission**

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).

### **3. Subscriptions**

- 3.1 Associate members shall pay such subscriptions as may be determined by the Council in accordance with Bye-Laws 8(3)-(5).
- 3.2 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.
- 3.3 Associate members shall be removed from Associate membership in the circumstances set out in Bye-Laws 6(3) and (5) and/or if they no longer meet the criteria for eligibility set out in 1.2 above

### **4. Rights and privileges of membership**

- 4.1 Subscribing Associate members shall be entitled to:
  - a. Stand for and elect Council Members;
  - b. be voting members of Boards, regional networks and Branches and attend their meetings;
  - c. vote for, or stand for election as, CSP Stewards and Safety Representatives;
  - d. attend the CSP Annual Representative Conference;
  - e. elect voting representatives to that conference;
  - f. use all the Society's full range of member services;
  - f. vote in industrial action ballots and consultative ballots where relevant; and
  - g. Subscribing Associate members are entitled to vote on all matters at the AGM, unless prevented from so doing by the Charter or Bye-Laws.

### **5. Duties and conduct**

- 5.1 Associate members shall comply with a code of conduct which shall be approved by Council.
- 5.2 Breaches of this code shall constitute failure to observe the Charter and Bye-Laws.

### **6. Membership grades**

Associate members may be divided into such grades as Council may see fit in order to assist with the effective provision of services or collection of subscription.

*Approved by Council: 24<sup>th</sup> May 2024*

## **AFFILIATE MEMBER REGULATIONS**

### **1. Preliminary**

- 1.1 These regulations are made by the Council of the Chartered Society of Physiotherapy (CSP) in accordance with the powers set out in Bye-Law 3(10).
- 1.2 In these regulations the term ‘Affiliated member’ or “affiliate”, indicates a person admitted to the membership of the Society who is not eligible to become; a Member, Associate member or Student member, but who meets one or more of the following criteria:
  - (a) is a former CSP Student member pending their HCPC registration;
  - (b) is included on the *Register of MSK Animal Practitioners* and holds a physiotherapy qualification;
  - (c) is a physiotherapist or student physiotherapist who works or studies outside the UK or Crown Dependencies;
  - (d) is studying physiotherapy on a non-recognised course, or is planning to study physiotherapy in the UK or Crown Dependencies.

### **2. Admission**

- 2.1 Affiliated 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).
- 2.2 Affiliated members may be divided into such grades as Council may see fit in order to assist with the effective provision of services or collection of subscriptions.

### **3. Subscriptions**

- 3.1 Affiliated members shall pay such registration fees and/or subscriptions as may be determined by the Council in accordance with Bye-Laws 8(3)-(5).
- 3.2 Affiliated 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.
- 3.3 Affiliated members shall be removed from membership in the circumstances set out in Bye-Law 6(3) and (5).

### **4. Rights and privileges of membership**

- 4.1 Subscribing Affiliated members shall be entitled to:
  - (a) attend regional network and branch meetings;
  - (b) vote for, or stand for election as, CSP Stewards and Safety Representatives where relevant;
  - (c) attend the CSP Annual Representative Conference;
  - (d) elect voting representatives to, or be elected as a representative to, the CSP Annual Representative Conference;
  - (e) vote in industrial action ballots and consultative ballots where relevant;
  - (f) use such services as the Society may deem appropriate.
- 4.2 Subscribing Affiliated members eligible under 1.2(a) above shall, in addition, be entitled to:
  - (a) stand for and vote for Council
  - (b) participate at the AGM.

## **5. Duties and conduct**

- 5.1 Affiliated members shall comply with a code of conduct which may be approved by Council from time to time.
- 5.2 Breaches of this code shall constitute failure to observe the Charter and Bye-Laws.

*Approved by Council: 24<sup>th</sup> May 2024*

## **NORTHERN IRELAND BOARD CONSTITUTION**

1. The CSP Northern Ireland Board is coterminous with the national boundary for Northern Ireland.

### **Title**

2. The title of the Board shall be "The Chartered Society of Physiotherapy Northern Ireland Board".

### **Objectives**

3. The objectives of the national boards shall contain the following, in a format agreed by The CSP Northern Ireland Board:
  - a) Support, inform and influence the strategic direction set by CSP Council.
  - b) Advise and provide a key link to the Chartered Society of Physiotherapy in relation to Northern Ireland government policy and membership.
  - c) Provide a key link to the Northern Ireland Assembly 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.
  - d) Support the CSP Northern Ireland Office to provide a key link to Northern Ireland Government responding in a timely manner to Northern Ireland issues.
  - e) To further and safeguard the interests of the Chartered Society of Physiotherapy and its members in Northern Ireland.
  - f) Engage and support members, helping them to seek opportunities and raise awareness of the value of physiotherapy.
  - g) Raise the profile of the Chartered Society of Physiotherapy and the profile of the CSP Northern Ireland Board to the membership, emphasising the value of CSP membership, and supporting recruitment to the Chartered Society of Physiotherapy and the CSP Northern Ireland Board.
  - h) Inform and influence policy formulated by CSP Council.
  - i) Encourage collaboration to further the interests of physiotherapy in Northern Ireland.
  - j) Act as a consultative & liaison forum as a Board of the Chartered Society of Physiotherapy.
  - k) Liaise with the Irish Society of Chartered Physiotherapists and other relevant organisations in the Republic of Ireland.
  - l) Any other local objectives required identified by the Board and/or the CSP.

### **CSP policy**

4. The Board shall at all times abide by, and promote, CSP strategies, policies and advice.

### **Board Membership**

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

6. The CSP Northern Ireland Board shall consist of CSP members, including associate, student and affiliate members, elected or appointed to the board as set out below:  
The Board should seek representatives from the following **as a minimum**:

- a) NHS – A lead for each trust, 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) Support workers.
- e) Students from each university educating physiotherapists within Northern Ireland.
- f) A newly qualified HCPC registered member.

Members will be elected for a term of 2 years in a specific role. A role is a category in which a person joins the Board i.e. categories a-f above. The number of terms which can be served in any one role is 3 i.e. 6 years. The maximum duration a person can serve on the Board is 10 years, which could require at least 2 roles (categories a – f or Executive roles) during membership of the Board.

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

8. Co-opted members shall comprise members contributing to the work of Northern Ireland initiatives and shall not at any time exceed one-quarter of the total membership of the Board. Co-opted members are non-voting members, shall serve for one year and are eligible for re-election.

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

10. Casual vacancies may be filled at the discretion of the CSP Northern Ireland Board. On seeking to fill a vacancy the Board will refer to the relevant electorate for a representative to complete the original term of service.

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

### **Board Executive Membership**

12. The CSP Northern Ireland Board Executive will be elected from the Board Membership

and shall consist of as a minimum:

- a) Chair
  - b) Vice Chair / Secretary (combined post)
  - c) Treasurer
  - d) Communications Officer
  - e) Any other person leading a formal objective / priority from within the Board's Annual Plan.
- 13.** Officers shall be elected every two years at the AGM. Members other than Chair and Vice-Chair/Secretary shall be eligible for re-election for another term of office but may not serve more than three consecutive terms in any one role (re-election thereafter may be sought after a break of one year). The posts of Vice-Chair/Secretary and Chair may each be held for one term only. After serving a term as Vice-Chair/Secretary, the post holder will normally be proposed and elected as Chair for the subsequent term.
- 14.** The chair or the vice-chair of the CSP Northern Ireland 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.
- 15.** Board Members who do not attend at least two meetings in a Board Year will deemed to have resigned (unless there are mitigating circumstances).
- 16.** The "CSP Northern Ireland 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.

### **Annual General Meeting**

- 17.** The constitution shall require an Annual General Meeting of the CSP Northern Ireland 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 officers;
  - b) To transact any other business.

### **Quarterly Board Meetings**

- 18.** CSP Northern Ireland Board Meetings shall be held not less than four times yearly. The meeting format may be decided within the CSP Northern Ireland Board and may include external speakers relating to their priorities or those of the CSP.



19. 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;
  - e) Any other business relating to the CSP Northern Ireland Board.

#### **Governance**

20. CSP staff and elected members representing the CSP may be in attendance at the CSP Northern Ireland Board meetings.
21. The quorum will be one third of the CSP Northern Ireland Board membership's members as on the day of the meeting.
22. The 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).
23. Matters of urgency will be dealt with between meetings by chair's action with a report to the Board at the next meeting.
24. The CSP Northern Ireland Board may establish working groups / committees at its discretion.

#### **Finance**

25. The Country Board governance and financial year will both run from 1 January to 31 December.
26. The Board will abide by such financial advice or instructions as are issued by the CSP or the CSP's auditors.

#### **Cesser of Board**

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

#### **Alterations to the Constitution of Board**

28. The power to rescind or alter this model constitution is vested in the CSP Council.
29. The Northern Ireland Board may, at its Annual General Meeting, propose alterations to this constitution, subject to approval by CSP Council.

Agreed by Council 11 March 2020.

# CHARTERED SOCIETY OF PHYSIOTHERAPY WELSH BOARD CONSTITUTION

## 1. Title

The English language title of the Board is "The Chartered Society of Physiotherapy Welsh Board"

The Welsh language title of the Board is "Cymdeithas Siartredig Ffisiotherapi, Bwrdd Cymreig"

## 2. Objects

The objects of the Board are to:

- a) Support, inform and influence the strategic direction set by CSP Council.
- b) Act as a key membership resource to the CSP, supporting CSP Council and CSP Officers
- c) Provide communication and networking with the CSP membership in Wales and promote recruitment to the profession
- d) Support and encourage members in Wales to be involved in CSP activities and campaigns
- e) Consider items of importance to the profession from Welsh Government, the Welsh Parliament/Senedd Cymru and other key Welsh stakeholders and advise appropriately
- f) Provide representation to the Welsh Allied Health Professions Committee (WAHPC), the statutory advisory committee to Welsh Government.

## 3. CSP Policy

The Board shall at all times abide by, and promote, CSP strategies, policies and advice.

## 4. Board Membership

4.1 The Board shall represent all CSP members, including students living or studying within the country. All Board members must be members of the CSP.

4.2 The Board should seek to have reps nominated from the following groups as a minimum:

- Area/Health Board representatives
- Private practitioners
- Independent hospitals
- WPhLAG
- Educators
- Support workers
- Newly Qualified
- Students
- Stewards
- Safety Representatives
- Retired Members
- BAME Representative
- Members co-opted onto Board for specific projects (non voting)

4.3 Area representatives to the Board can serve two terms of two years before an automatic election. Area representatives will be eligible to stand again after the two terms but the role will be advertised after two terms. If the area representative is holding an Executive position, they will continue in that role until its re-election date.

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

4.5 The Board may set up short-life working groups, co-opting non-Board members as appropriate.

4.6 The CSP Welsh 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.

## **5. Welsh Board Executive Roles**

The Board may elect the following officers as an Executive:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Communications Officer
- WAHPC Representative

5.1 The CSP Welsh Board Executive members 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).

## **6. Meetings**

6.1 The annual general meeting will be held in the first 3 months of the year and business will include:

- a. Election of officers
- b. Review of previous years objectives
- c. Transact any other business

6.2 CSP Welsh Board Executive and CSP Welsh Board Meetings shall be held not less than four times yearly. The meeting format is decided by CSP Welsh Board Executive and may include external speakers relating to their priorities or those of the CSP.

6.3 Council members and CSP staff may attend any executive or Board meeting. Questions that arise at a meeting will be discussed openly and the meeting will seek to reach agreement by consensus. If a consensus cannot be reached a decision will be made by a simple majority vote of Board members present.

6.4 The quorum will be one third of the Board members as on the day of the meeting.

6.5 Matters of urgency will be dealt with between meetings by the Board Executive with a report to Board at the next meeting.

6.6 All CSP Board meetings may be conducted remotely or physically. All decisions and motions agreed within a virtual meeting as within a face to face meeting will be considered as binding.

## **7. Finance and Governance**

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

7.2 Funds for the use of the Board shall be held by the CSP under a separately identifiable budget code.

7.3 The Board will abide by such financial advice or instructions as are issued by the CSP or the CSP's auditors.

## **8. Council powers**

8.1 The Council may:

- a. disband the Board
- b. remove a member from the Board.

8.2 The power to rescind or alter this constitution is vested in the CSP Council.

Approved by CSO Council August 2022

## Scotland Board Constitution

1. The Scottish Board of the Chartered Society of Physiotherapy (CSP) represents all the CSP members in Scotland.

### Title

2. The title of the Board shall be “The Scottish Board of the Chartered Society of Physiotherapy”.

### Objects

3. The objectives of the Board shall be to:
  - (a) Support, inform and influence the strategic direction set by CSP Council
  - (b) Further develop the interests of the Chartered Society of Physiotherapy (CSP) and the membership in Scotland
  - (c) Advise and act on issues affecting the physiotherapy profession in Scotland
  - (d) Work collaboratively with the CSP to provide a key link to Scottish Government and other agencies
  - (e) Engage with and support members to raise awareness of the impact and value of the Physiotherapy profession in Scotland
  - (f) Engage with members to raise the profile of Scottish board to embed succession planning and ensure ongoing effectiveness of Board
  - (g) Work collaboratively to enable members to engage and respond to issues at government, regional and local level
  - (h) Promote the value and contribution of the physiotherapy profession:-
    - (i) to current and potential future members
    - (ii) to other health professionals;
    - (iii) to public bodies and the bodies of Scottish Government;
    - (iv) to the general public, employers and local authorities
  - (i) Further develop the interests of the Chartered Society of Physiotherapy (CSP) and the membership in Scotland.

### CSP Policy

4. The Board shall at all times abide by, and promote, CSP strategies, policies and advice.
5. The CSP Scottish Board will provide a view/advice where there is no recognised CSP policy in response to Scottish Government initiatives or consultations, provided the Council is kept regularly informed of such developments.

## Membership

6. The Board shall consist of the following members of the CSP:-
  - 6.1 Strategic Committee Members - 8-10 current CSP members for Strategic committee, who are selected on the basis of leadership competencies and skill-set. This election process will be aligned with the CSP core/strategic committee process.
  - 6.2 Co-opted members
7. No one may be nominated, elected, or participate in appointment of members of a Board unless they have paid an annual subscription for the current year to the Society.
8. (a) Board members will serve for a term of four years. Members will be eligible for re-appointment.
  - (b) Vacancies arising mid-term vacancies may be filled at the discretion of the Board. On seeking to fill a vacancy the Board will refer to the relevant membership for an individual to complete the original term of service.
  - (c) Board members who do not attend in person or by VC or teleconference at least two meetings in a Board year will be deemed to have resigned (unless there are mitigating circumstances). The process will be aligned to the CSPs Professional Committee.
  - (d) Members of the Scottish Board will be expected to contribute to project groups/ short life working groups as and when required.

## Officers

9. The Officers of the Board shall consist of a Chair, Vice-Chair, Secretary, Communications Officer and Treasurer. Officers shall be elected every three years at the AGM. They shall be eligible for re-election.

## Annual General Meeting

10. An AGM of the Scottish Board is to be held within the first three months of the year. The business of the AGM shall be:
  - a. To elect the Officers
  - b. To transact any other business.

## Board meetings

11. A minimum of 3 Board meetings per annum shall be held and may include external speakers relating to their priorities or those of the CSP.
12. Dates of Board meetings shall be set at the Annual General Meeting or as soon as possible thereafter.

13. The agenda will include reports/discussions relating to:

- a. CSP priorities
- b. Priorities in Scotland
- c. Scottish Government policies relating to Allied Health Professionals (AHPs) and Physiotherapy in particular

### **Governance**

14. The quorum will be one third of the Board membership as at the day of the meeting.
15. The Secretary will circulate papers for meetings, which shall be convened on the authority of the Chair, to all members at least seven days in advance, together with a copy of the minutes of the previous meeting (if not previously circulated).
16. The Board may establish committees at its discretion.
17. The Annual Report and Planning document of the Scottish Board will link to CSP strategic objectives and be submitted on a yearly basis.
18. CSP staff and officers may be invited to attend but will have no voting rights

### **Finance**

19. The Country Board governance and financial year will run from 1 January to 31 December.
20. The Board will abide by such financial advice or instructions as are issued by the CSP or the CSP's auditors.

### **Cesser of Board**

21. The Council may disband the Board, in which event, the Chair, Secretary, and Treasurer of the Board, shall, within three months, complete the accounts and send all its records (including minute book, account books, deeds, papers, documents, money and securities for money) to the Chief Executive Officer of the Chartered Society of Physiotherapy.

### **Alterations to the Constitution**

22. The power to rescind or alter these regulations shall be vested in the CSP Council.

Agreed by Council 11 March 2020.

## REGIONAL NETWORKS STANDARD CONSTITUTION

### Title

1. The title of the Network shall be "The Chartered Society of Physiotherapy ..... Network".

### Purposes

2. The purposes of the network shall be to:

- a) promote equity, diversity and belonging within the CSP and the profession
- b) recruit people into the CSP and engage them through the work of the network
- c) raise awareness of physiotherapy with stakeholders in the region
- d) contribute knowledge and expertise to CSP policy, practice and other initiatives
- e) address the unique needs of members of the network eg by providing a safe space to network, support one another or by providing learning opportunities
- f) collaborate with and support the work of other CSP networks and Boards.

### Network membership

3. The membership of the Network is open to all CSP members, associate members, affiliate members and student members live, work or learn in the region.

4. CSP members who are from outside the region and CSP staff may attend meetings and speak but do not have the right to vote.

5. The chair may allow people who are not CSP members to meetings as guests. Guests shall not have the right to vote but may speak at the discretion of the meeting chair.

### AGM

6. The network will hold an Annual General Meeting each calendar year. The business of the Annual General Meeting shall be:

- a) To elect the chair, vice-chair and up to ten other members to plan and deliver the work of the network and to act as a link between members in the network and the CSP nationally.
- b) To consider any other business.

7. The AGM and elections will be advertised, as a minimum, via iCSP and by an email to all eligible members not less than seven days before the date of the meeting.

### Network Core Group



8. The Core Group shall consist of those members elected at the AGM and those members co-opted by the Core Group. Core group members may take on whatever functional roles the group deems necessary for the functioning of the network.

9. Matters of urgency will be dealt with between meetings by chair's action.

#### Elections

10. Any network member may be elected and/or or vote in an election of core team members. Members may self-nominate for election at any point up to the vote. Any network member may be co-opted to the core group.

11. Chairs and vice-chairs may serve a term of two years and may be re-elected to serve in the same role for no more than six consecutive years in total. Re-election to the same role may be sought after a break of one year.

12. Where the number of nominees is the same as, or less than, the number of vacancies the nominee or nominees will be elected unopposed.

13. Elections shall be carried out using the first past the post system. Where multiple post holders are to be elected, each voter will have the same number of votes as the number of vacant posts to be filled.

#### Alignment with CSP policy and procedures

14. The network shall at all times abide by, and promote CSP strategies, policies and advice to networks including financial instructions issued by the CSP or the CSP's auditors.

#### Alterations to the constitution and the powers of Council

15. The network can recommend changes to the constitution to Council as and when it considers them necessary.

16. The CSP Council may:

- a. amend or rescind this constitution
- b. disband the network
- b. merge the network with another network
- e. demerge or split the network into two or more new networks
- f. remove a member from the Core Group.