**The Constitution of AGILE**

**CHARTERED PHYSIOTHERAPISTS WORKING WITH OLDER PEOPLE**

**1. TITLE:**

The Association will be known as AGILE, Chartered Physiotherapists working with Older People

**2.** **AIM:**

To develop and communicate policies to enable and support members to deliver clinically effective and value for money physiotherapy practice with older people based on research and education.

**OBJECTIVES:**

**2.1** To facilitate the exchange of ideas and information for the benefit of all members

**2.2** To improve interdisciplinary communication and understanding for the benefit of older people

**2.3** To contribute to appropriate projects concerned with the well being of older people. This will include linking with external organisations on a long term or short term basis as appropriate

**2.4** To encourage, support and coordinate relevant activities regionally, nationally and internationally, based on the above. This will include activities to support members continuing professional development

**2.5** To support the quality and delivery of physiotherapy with older people by setting and disseminating standards of practice and guidelines

**2.6** To encourage research and development in the field of Older People’s Physiotherapy by making funding available to members

**2.7** To support the Chartered Society of Physiotherapy (CSP) strategy by ensuring AGILEs core aims and objectives are linked to the current CSP corporate plan

**3. MEMBERSHIP:**

Membership is open to the following categories of members on payment of the relevant current annual subscription as set by the AGILE Executive Committee:

**3.1. Full membership** of AGILE shall be open to all annually subscribing members of the CSP.. The AGILE subscription rate may vary for qualified members and those who are members of the Associates Board of the CSP. All UK practicing physiotherapist members must be HCPC registered

**3.2. Group membership** can be offered to sites with rotational staff. On payment of the fee the department shall be entitled to one copy of AGILITY and subsidy on AGILE merchandise. Each group is also entitled to one discounted fee at AGILE courses /conferences and one vote as required, providing that the course / conference / voting delegate is a CSP member

**3.3. Associate membership**

3.3.1 **Associate membership** shall be open to other Professionals at the discretion of the Executive Committee. Such professionals must have an equivalent health or professional body membership

3.3.2 **Associate membership** is available to any physiotherapist working overseas. Overseas members must be a member of their countries physiotherapy governing body

**3.4** **Student membership** is open to students studying on a full-time basis for a qualification recognised by the CSP and who are student members of the CSP.

Membership fees for students will be £5.00. Proof of student status is required when joining. When AGILE membership is renewed once qualified as a physiotherapist, membership fees are at the usual rate

**3.5** **Honorary membership** may be conferred on any person recommended by two members, who has, in the opinion of two thirds of the Executive Committee, made an exceptional contribution to the advancement of physiotherapy with older people, or given out-standing service to AGILE. If fulfilling the criteria for full membership, they shall maintain voting rights. A maximum of two Honorary Members may be conferred each year

**3.6 Voting rights** shall be held by all individual members. Any departmental memberships shall be entitled to one vote and shall count as one member on regional membership lists

**3.7** Membership applications that do not come under the above categories can be

considered by the AGILE Executive Committee at national executive meetings, with guidance from the CSP as appropriate

**4**. **REGIONAL GROUPS:**

**4.1** There shall be six regional groups, consisting of a group in Scotland, Wales and Northern Ireland and 3 regional groups in England. The geographical boundaries of the 3 English regional groupings will be determined by the Executive Committee and agreed by the membership at the Annual General Meeting (AGM). In the event a regional group needs to be closed or suspended temporarily, refer to point 4.7

**4.2** Each region shall elect one member and one alternative member to serve on the committee for a period of 2 years and will be eligible for successive re-election at the discretion of the Executive Committee. Where possible regions should elect new members to the committee every 2 years

**4.3** Local groups may be formed within the region at the discretion of members of that region and in consultation with the Executive Committee of AGILE

**4.4** Each region shall organise at least one meeting per year, which shall include an AGM

**4.5** Each Regional Group shall provide a short written report for AGILE’s AGM. Reports should also be written for each quarterly executive meeting

**4.6** Notification of termination of a Regional Group shall be submitted in writing to the Secretary of AGILE. Funds should be returned to the Treasurer of AGILE; these will be held for up to 7 years, ring-fenced, in the event of the regional group being re-established

**4.7** The number and boundaries of regions may be altered only after appropriate change or amendment to the Constitution of AGILE

**5. NATIONAL EXECUTIVE COMMITTEE:**

**5.1** The National Executive Committee (NEC) of AGILE shall be the Chair, Vice Chair, Treasurer, Secretary, Public Relations Officer (PRO), Research Officer, Journal Editor, Membership Secretary, Website Officer, Education Officer, Student Officer and one

representative from each of the agreed regions as defined in 4.1

**5.2** The majority of the NEC must be members of the CSP

**5.2** The NEC shall meet as often as necessary to deal with the day to day business of AGILE and to make recommendations for consideration by the executive committee

**5.3** The Chair shall normally hold office for two years following a two-year term of office as Vice Chair. The two-year term of office of the Chair may be extended if the Vice Chair has not held office for a complete term

**5.4** The Chair elect who shall be known as the Vice Chair shall be elected at the AGM and shall normally hold office for two years. In the event of the Chair relinquishing office before completion of the specified term, the Vice Chair shall complete the term of office of the relinquishing Chair and shall then serve as Chair for another two years. In this event or in the event of a Vice Chair relinquishing before completion of the specified term, the NEC shall have the power to appoint a temporary Vice Chair to hold the office until the next AGM when elections for the office of Vice Chair shall be held. The Vice Chair thus elected shall hold office for at least one year

**5.5** The Treasurer, Secretary, PRO, Research Officer, Membership Secretary, Journal Editor, Website Officer, Secretary, Student Officer and Education Officer shall be elected at the AGM and shall hold office for two years and will be eligible for one period of successive re-election; or in order to allow for shadowing and effective hand over of duties, 1 year extra term of office co-opted alongside a newly elected executive committee member in the post of Treasurer, Secretary, PRO or Education Officer

**5.6**  The President shall be invited by the Executive Committee to serve for two years and may serve for a maximum of three consecutive years

**5.7** If the elected Regional Representative relinquishes a seat on the Executive Committee, the alternative member shall complete the term of office. The Representative so appointed shall be eligible for immediate re-election

**5.8** Subsequent re-election following a retirement period of 2 years is permitted

**5.9** The Executive Committee shall have the power to invite others to meetings where expertise or advice is needed for particular tasks

**5.10** The Executive Committee shall meet not less than twice a year. AGILE Executive Committee meet quarterly and at the AGM which is held as part of the annual conference

**5.11** The Chair of AGILE shall not vote unless a casting vote is required

**6 PROJECT OFFICERS:**

**6.1** Additional co-opted Project Officers may also be elected to hold office on the NEC. Project Officers should not exceed 20% of the NEC, and may be appointed onto the NEC in order to fulfill specific objectives of AGILE, for example Falls Officer or Parkinson’s Officer. Their role should be reviewed annually and they should be eligible for co-option onto the NEC for two years (or longer if the specific objectives require this at the discretion of the NEC). Co-opted project officers are eligible to vote

**6.2** A regional **Conference Coordinator** may be elected and if so, shall be a member of the committee for that year (or be co-opted), resident in the region hosting the Conference for the year in question (if the conference is hosted by a region) and supported by local members

**6.3** Working groups may be set up on an ad hoc basis to meet the needs of AGILE (See Ref 5.7 above)

**7. QUORUM**

50% of the NEC shall form a quorum

**8 NOMINATIONS**

**8.1** Nominations for members of the NEC and project officers other than Regional Representatives shall be submitted in writing to the Secretary of AGILE prior to the AGM. They shall be proposed and seconded and shall include the written consent of the nominee. If no nominations are received, co-opted members may fill posts for one year. All vacancies will be notified to the membership with notice of the AGM

**9 ANNUAL GENERAL MEETING**:

**9.1** 5% of the membership constitutes a quorum

**9.2** At least 21 days notice in writing shall be given to the members

**9.3** Proxy forms may be used at the AGM. The Membership Secretary must receive all proxy votes on an official proxy form, fourteen days before the AGM stating the name of the attending member holding the vote that should not exceed 20 proxy votes per member

**10 FINANCES:**

**10.1** The funds of AGILE shall be kept in a bank approved by the NEC

**10.2** The bank accounts and all investments of surplus monies shall be in the name of AGILE

**10.3** The Chair, Treasurer and another NEC member shall be authorised to sign cheques on behalf of AGILE. Two signatures shall be required for each cheque

**10.4** The financial statement of AGILE made up to December 31st of each year, duly audited, shall be submitted to members of the Association at the AGM

**10.5** All AGILE monies will be used to further the aims and objectives of AGILE

**10.6** Additional funding entitlements apply for the President to attend conferences and AGMs - the President will get two nights accommodation (should accommodation be necessary) and travel paid for to attend the AGILE AGM plus an invitation to conference to present a keynote speech

**11 EXTRAORDINARY GENERAL MEETING:**

**11.1** The Chair or Secretary shall call and arrange an Extraordinary General Meeting

a) On receipt of instructions from the NEC

b) On receipt of a written requisition signed by at least 10% of the membership

**11.2** Twenty-one clear days notice shall be given to members

**11.3** The Extraordinary General Meeting shall be chaired by the Chair of the AGILE

**11.4** The business of the Extraordinary General Meeting shall be limited to the business for which it was called

**12 COMPLAINTS:**

**12.1** Complaints shall be discussed formally between the complainant and Regional Representative

**12.2** Should higher intervention be needed, the member/representative shall pass the latter to AGILE's Chair or Vice Chair or President as appropriate. The delegated person (Chair, Vice Chair or President) shall undertake an impartial investigation, report it to the NEC and submit a documented report to the Secretary and regional representative. If necessary the CSP should be consulted for further advice. Anonymity shall be assured as far as practicable.

**12.3** Any complaint investigated shall be included in the Chair’s Annual Report

**12.4** A complaint should be acknowledged within one month and completed within a further two months

**13 CESSATION OF AGILE:**

* 1. A recommendation for cessation of AGILE shall come from NEC at the AGM or an Extraordinary General Meeting and shall only occur if agreed by at least two thirds of the voting members present
  2. The meeting shall decide the allocation of assets of AGILE. As of December 2019, AGILE is no longer in receipt of capitation fees from the CSP and as such, from this date, the CSP would no longer be entitled to recover any balance pertaining to capitation fees for the period beyond 2019 should AGILE cease to exist

**13.3** Notice of cessation shall be twenty-eight clear days to all members

**13.4** Notice of cessation shall be lodged with the Council of the CSP

**14 ALTERATION OF THE CONSTITUTION:**

**14.1** Any amendments to this constitution shall be submitted to the Secretary three months prior to the AGM for circulation to the membership.

**14.2** Alterations shall only occur if agreed by the majority of the voting members at the AGM (including the proxy votes).

Approved at the AGM 2019