



# **THE AGILE CONSTITUTION CHARTERED PHYSIOTHERAPISTS WORKING WITH OLDER PEOPLE**



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## ABBREVIATIONS

AGM	Annual General Meeting
CSP	Chartered Society of Physiotherapy
EDI	Equality, Diversity, and Inclusion
HCPC	Health and Care Professions Council
NEC	National Executive Committee
PN	Professional Network
UK	United Kingdom



## 1. TITLE

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

## 2. AIM

To develop and communicate policies and events 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 further improve interdisciplinary communication and understanding for the benefit of older people.
- 2.3** To contribute to appropriate projects concerned with the wellbeing 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 AGILE's core aims, and objectives are linked to the current CSP corporate plan.

## 3. MEMBERSHIP

Membership is open to the following member categories on payment of the relevant current annual subscription as set by the AGILE National Executive Committee (NEC):

- 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 or conferences and one vote as required, providing that the course / conference / voting delegate is a CSP member.
- 3.3 Associate membership** shall be open to both non clinicians and other professionals at the discretion of the Executive Committee. Members of both groups are encouraged to



join AGILE, provided **70% of the membership are BOTH physiotherapists AND CSP members** - as this is a requirement for AGILE to be recognised by the CSP as a Professional Network (PN).

**3.3.1 Non clinician associate members** do not have to be registered with a health or professional body but should be in a role under the supervision of a qualified physiotherapist.

**3.3.2 Other professional associate members** must be registered with an equivalent health or professional 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 per year for each year of their degree i.e., either three or four years depending on the university they attend. If they wish, students can pay for the full course in advance. 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 outstanding 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.

**3.8** In line with the CSP's PN guidance, AGILE must have a minimum of 100 members, 70% of whom **MUST BE** physiotherapists who are **ALSO** CSP members.

**3.9** At the end of every calendar year, AGILE will provide evidence to the CSP of the criteria in 3.8 above in order to continue to be recognised by the CSP as a PN.

## 4. REGIONAL GROUPS

**4.1** There shall be six regional groups, consisting of a group in Scotland, Wales, and Northern Ireland and three regional groups in England. The geographical boundaries of the three English regional groupings will be determined by the National 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 two 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 two 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 seven 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, Research Officer, Journal Editor, Membership Secretary, Communications Officer, Education Officer, Equality, Diversity, and Inclusion (EDI) Officer, Student Officer and one representative from each of the agreed regions as defined in 4.1. All of these committee members **MUST** be current AGILE members.

**5.2** The majority of the NEC must be members (can include honorary members) of the CSP.

**5.3** 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. Given the ongoing situation with the COVID pandemic the NEC will be using the principles of Remote-First working as highlighted by the CSP. The principles we will follow are:

- Remote-first when the meeting outcomes can be successfully achieved virtually – as this reduces costs and increases accessibility – particularly when meetings are not a full day, as this enables attendees to fit in other commitments.
- In-person when a group do not know each other and need time together to develop relationships and work as a team – particularly when the meeting is a whole day, or multiple day meeting.
- In-person when a meeting is predominantly interactive – such as development sessions – where there is an external facilitator and complex arrangements for break out groups– particularly when the meeting is a whole day. However, if a group is well established and the facilitator known, this could be delivered remotely.
- This mode of working does not necessarily relate to study days or learning events as we continue to emerge from the pandemic and the mode of these events is continuously under review, will reflect national and NHS infection prevention



guidance in context of covid infection rates and also the purpose of the learning event/study day/engagement activity etc.

**5.4** 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.

**5.5** 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.

**5.6** The Treasurer, Secretary, Research Officer, Membership Secretary, Journal Editor, Communications Officer, Secretary, EDI Officer, 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, one year extra term of office co-opted alongside a newly elected executive committee member in the post of Treasurer, Secretary, Communications or Education Officer.

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

**5.8** If the elected Regional Representative relinquishes a seat on the Executive Committee, an alternative member of the committee (if there is one willing and able) can complete their term of office.

**5.9** If any of the NEC positions become vacant for any length of time e.g., >6-8 weeks, there are several options to consider:

- the responsibilities of that role will be shared among other members of the committee.
- temporarily elect another member of the committee to cover the role.
- temporarily disband the role until a suitable candidate can be found to fill the role.

**5.10** Subsequent re-election following a retirement period of two years is permitted.

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

**5.12** 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.

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

**5.14** Chains of Office shall be worn by the Honorary President and the Chair (handed over on appointment at the AGM) at the AGILE Conference, the AGM, annual dinners, and



other fitting formal occasions. The Honorary President and the Chair undertake to keep the chain secure at all times.

## 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, NICE 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

Nominations for members of the NEC and project officers shall be submitted in writing (including via email) 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.

**Anyone applying for or nominated for an NEC position MUST be a current AGILE member.**

## 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 Secretary must receive all proxy votes on an official proxy form, 14 days before the AGM stating the name of the attending member holding the vote that should not exceed 20 proxy votes per member.

**9.2** In order for the CSP to maintain accurate records of PN contact details, each PN should supply the CSP using the template form (Appendix A) with the following information after an AGM, or when significant changes have been made:

- Name of Professional Network (PN).
- Type of organisation (Charity / business / incorporated / unincorporated).
- Name of Chair, with date of period of office.





- Executive members.
- First point of contact for CSP if not the Chair.
- Total membership as of AGM.
- Percentage or numbers of CSP membership as of AGM.

## 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** Following advice from an accountant all regional accounts must be audited annually. This can be completed by a lay auditor. This person must be independent of the treasurer. The NEC accounts and financial statement of AGILE made up to December 31st of each year, will be audited by an independent auditor annually and submitted to members at the AGM.

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

**10.6** All AGILE committee members (excluding Project Officers) are funded in full (i.e., travel, conference fees (where not covered by host organisation), accommodation (two nights) to attend any events which they attend in an AGILE capacity i.e., where NEC member is presenting and/or representing AGILE (including the AGILE annual learning event and AGM when a physical face to face event).

**10.7** A new CSP funding process has been developed, commencing in February 2019, whereby the total budget available for all CSP recognised PNs remains the same i.e., it reflects the amount set aside to be paid by the CSP to PNs for capitation fees, but the budget is now a pooled fund open for each and every PN to submit an application to request funding to undertake specific pieces of work in line with CSP corporate priorities. Once per year, PNs can apply for funding for, or towards these projects. The amounts available will usually be up to £3000 or £5000 per project, with the CSP awarding projects according to criteria that have been agreed with them. The CSP PN funding application and guidance and form can be found at: <https://www.csp.org.uk/networks/professional-networks>

**10.8** National Treasurer: see role outline in Section 6. of the AGILE manual for full details.

**10.9** Regional Treasurers are responsible for the management of the regional accounts including income and expenses. Following annual lay auditing, documentation is submitted to the NEC treasurer.

**N.B. If, for any reason, a region does not have a Treasurer, or the role is disbanded then contact must be made to the NEC to discuss onward management of the accounts. The conversations will include the future management of the regional funds.**



**We are currently piloting centralization of funds, testing the logistics of this via west & north regions. Following this pilot, a decision will be made as to whether all regional funds are centralised.**

## **11. EXTRAORDINARY GENERAL MEETING**

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

- On receipt of instructions from the NEC.
- On receipt of a written requisition signed by at least 10% of the membership.

**11.2** Twenty-one calendar 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 Honorary President as appropriate. The delegated person (Chair, Vice Chair or Honorary 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 an investigation and response be completed within a further two months.

## **13. CESSATION OF AGILE**

**13.1** 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.

**13.2** 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 28 calendar 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).



## APPENDIX A

### ANNUAL MEMBERSHIP REPORT FOR CONTINUED CSP RECOGNITION

Name of professional network (PN):	
Type or Organisation i.e., charity/unincorporated business etc.	
Total number of PN members as of 31/12/XXXX:	
Total number of CSP members as of 31/12/XXXX:	
Full name of Treasurer:	
Full name of Chair:	
Date:	