

International Society for Prosthetics and Orthotics

United Kingdom National Member Society

CONSTITUTION

These articles define the United Kingdom National Member Society of the International Society for Prosthetics and Orthotics (ISPO) and supersede all previous issues of the Constitution of the U.K. National Member Society.

Article 1. Purposes and Functions of the United Kingdom National Member Society

- 1.1 The United Kingdom National Member Society of ISPO (hereafter referred to as the UK Society), will serve within the United Kingdom of Great Britain and Northern Ireland to accomplish the objectives of ISPO as defined in Article 3 of the Constitution of the ISPO .
- 1.2 The UK Society of ISPO will act as the agent of ISPO within the United Kingdom of Great Britain and Northern Ireland to achieve proper communications with UK members of ISPO including collection of annual fees; to provide financial support for ISPO and itself through contracts, grants and fund-raising campaigns; and to mobilise United Kingdom efforts in support of the programme of ISPO.

Article 2. Membership and Privileges and Obligations of Membership

- 2.1 Membership in the UK Society will be those persons and organisations who reside or are incorporated in the United Kingdom and are all classes of members, of ISPO, as defined in Article 4 of the Constitution and Byelaws of ISPO.
- 2.2 All provisions of Article 4 of the Constitution and Byelaws of ISPO will apply to members of the UK Society.
- 2.3 Obligations and privileges of membership are the same as in Article 4.7 of the Constitution and Byelaws of ISPO.
- 2.4 The annual fees determined by the Executive Board of ISPO in accordance with article 4.7.2 of the Constitution and Byelaws of ISPO may be adjusted by the UK Society's National Committee (defined by Article 4.5 of the Constitution and Byelaws of ISPO and Article 4.1 of this Constitution) to meet the specific needs of the UK Society as allowed under Article 4.5.3 of the Constitution and Byelaws of ISPO: (See also Article 7).

Article 3. Society Officers

- 3.1 There shall be a Chairman and Vice-Chairman (preferably each from different disciplines) Honorary Secretary and Honorary Treasurer of the UK Society; all Officers shall be Members or Fellows of ISPO and shall be elected by the members of the Committee of UK Society. In the event of any vacancy arising among the Officers the National Committee shall have power to appoint a suitable Member to carry out the duties of the office vacated.
- 3.2 The Chairman of the UK Society shall be Chairman of the National Committee.

Article 4. National Committee

- 4.1 There shall be a central body called the National Committee comprising not more than 15 members and/or Fellows of the UK Society (excluding ex-officio Members) who shall be elected at the appropriate Annual General Meeting.
- 4.2 The Officers of the UK Society shall comprise a Chairman, Vice-Chairman, Honorary Treasurer and Honorary Secretary who shall be elected by the National Committee Members at the appropriate Committee meeting.
- 4.3 The term of office of the officers and members of the National Committee shall be three years, the officers and Committee Members to retire in equal proportion each year in rotation. All retiring officers

and Members shall be eligible for re-election provided that they shall have been nominated in accordance with the Constitution of the Society.

- 4.4 The National Committee shall meet together as often as may be necessary for the despatch of the UK Society's business and the promotion of its objects, and the expenses of such meetings may be a charge upon the general funds of the Society .
- 4.5 Officers. of ISPO and Chairmen of Standing Committees of ISPO who are UK Society Members will be ex-officio members of the National Committee
- 4.6 The retiring Chairman will be co-opted onto the National Committee for a period of three years.

Article 5 Management

- 5.1 The UK Society will function generally in accordance with the provisions of Article 4.5 of the Constitution and Byelaws of ISPO.
- 5.2 The Chairman or retiring Chairman shall be responsible for the conduct of elections for new office bearers at the first Committee meeting following the retiral of an office bearer or bearers and the subsequent election of a new Committee Member or Members.
- 5.3 Nominations for the election of office bearers shall be submitted by Committee Members at the beginning of the appropriate Committee Meeting with the consent of all persons nominated.
- 5.4 The affairs of the UK Society shall be managed and administered by the UK National Committee. All the powers in the UK Society shall be vested in and exercisable by the National Committee except so far as the same are by the UK Society's Constitution and Rules expressly required to be exercised by the Society in its Annual General Meeting of Members.
- 5.5 The Chairman in consultation with the National Committee may appoint such ad hoc committees as are required by the business of the UK Society. He may appoint any member of the UK Society to serve in any capacity on any such committees
- 5.6 The National Committee shall have the power to appoint and dismiss paid officials of the UK Society, and to make all necessary provisions for the payment of their salaries or wages out of the Funds of the UK Society. The National Committee shall have power to appoint a secretariat assistant as deemed appropriate.

Article 6. The Annual General Meeting.

- 6.1 A meeting to be known as the Annual General Meeting shall be held in each calendar year at place selected by the National Committee.
- 6.2 The business to be transacted by the Annual General meeting shall comprise:
 - i) Considering Reports and Accounts for the past year.
 - ii) Reviewing and if thought fit, revising the Constitution of the UK Society .
 - iii) Deciding questions of general policy raised by the National Committee or upon notice from Members or Fellows.
 - iv) Electing the Members of the National Committee.
- 6.3 Resolutions or items for inclusion in the Annual General Meeting Agenda shall be forwarded by Members or Fellows to the Secretary eight weeks before the date of the Annual General Meeting, and copies of the complete Agenda shall be issued to all Members at least six weeks before the date of the Annual General Meeting.
- 6.4 All nominations for the election of membership of the National Committee shall be submitted by Members or Fellows in writing eight weeks before the date of the Annual General Meeting and the consent of all persons nominated shall be first obtained.
- 6.5 All categories of membership shall be entitled to attend the Annual General Meeting. Each Member or Fellow shall be entitled to vote thereat excepting those in arrears with payment of membership fees.

- 6.6. Members of the National Committee shall be members of the Annual General Meeting and shall be entitled to take part in all discussions. The expense of their attendance may be a charge upon the General Funds of the UK Society .
- 6.7 The Annual General Meeting shall as far as the law will allow have supreme authority in all matters affecting the UK Society , and its decisions will be final.
- 6.8 A special Extra-ordinary General Meeting may be convened by the National Committee at any time and shall be so convened on the demand of not less than fifteen (15) members. Not less than thirty days notice shall be given of any such Extra-ordinary Meeting, which notice shall specify the business to be considered. Only the business for which the meeting was convened shall be dealt with by such meeting.

Article 7 Finance

- 7.1 An annual membership fee, as determined by the National Committee and approved at the Annual General Meeting, shall be paid in respect of all classes of membership. All monies so received shall be credited to the General Fund of the UK Society, and shall be the property of the UK Society, and vested in the National Committee.
- 7.2 There shall be credited to the General Fund all subscriptions, donations or gifts of any kind which shall be received by the UK Society by reason of its activities in promoting and effecting the objects of the UK Society of ISPO
- 7.3 The General Fund shall be used to pay the Annual Membership Levy due to the International Society and the funds surplus to current requirements shall be invested according to the powers given to Trustees by Law.
- 7.4 The Auditor appointed by the Annual General Meeting shall be a member of the Institute of Chartered Accountants.
- 7.5 The provisions of Article 8 of the Constitution and Byelaws of the International Society shall apply to the UK Society.
- 7.6 The Honorary Treasurer shall operate the UK Society bank account under the overall direction of the National Committee. All cheques shall be signed by any two of four, being the Chairman, Honorary Secretary, Honorary Treasurer and Secretariat Assistant of the National Committee.

Article 8. Amendment to Constitution

- 8.1 Any proposal for repealing, amending or adding to any of the provisions of the Society's Constitution shall be submitted in accordance with Article 6 to the Annual General Meeting or to a specially convened Extra-ordinary General Meeting, and shall become effective upon such proposals being approved by a majority equal to two thirds of the number of Members and Fellows present and entitled to vote thereat. The National Committee shall give effect to such proposals within 60 days following their adoption.

Article 9 Venue and Dissolution.

- 9.1 The Headquarters office of the UK Society will be decided from time to time by the National Committee.
- 9.2 The UK Society will be dissolved upon dissolution of the International Society for Prosthetics and Orthotics. The UK Society may also be dissolved by a decision of the National Committee. In either case notice shall be given to all Members of the UK Society seeking their advice on distribution of the UK Society funds after settlement of debts. It shall be a condition of any such distribution that only approved charitable organisations may benefit.