

# SCOTTISH POSTURE AND MOBILITY NETWORK

*Formerly SSWG*

## Constitution

### 1. Name

The Society shall be called the Scottish Posture and Mobility Network.

### 2. Area Covered

The activities of the Society shall be carried out within Scotland.

### 3. Purpose

The purpose of the Society shall be to advance, for the public benefit, the education of persons involved in the provision of posture and mobility services for people with physical disability, illness or impairment in Scotland through sharing of experience and knowledge and the dissemination of information on developments in posture and mobility services and related matters.

### 4. Powers to Carry Out Purpose

In furtherance of the above aim the Society may:

- 4.1. Promote and organise scientific and educational meetings;
- 4.2. Disseminate information on developments in posture and mobility services and related matters;
- 4.3. Strive to improve the organisation and quality of posture and mobility services within Scotland;
- 4.4. Promote the advancement of knowledge in posture and mobility services.

### 5. Membership

5.1. Membership is open to all persons who:

5.1.1. Are professionally involved with the provision of posture and mobility equipment or services; *or*

5.1.2. Are engaged in research relating to posture and mobility equipment or services; *or*

5.1.3. Are engaged in the training and education of others eligible for membership; *or*

5.1.4. Are users or representatives of users of posture and mobility equipment or services ; *or*

5.1.5. Are involved in the commercial provision of posture and mobility equipment or services

5.2. Corporate membership is open to charitable bodies or commercial companies which are deemed to satisfy the above conditions for ordinary membership.

5.3. Candidates for membership of the Society shall apply in writing to the Honorary Secretary of the Society. The granting of membership will be at the discretion of the Honorary Secretary. Membership is dependent upon payment of annual subscription.

5.4. Any member who desires to resign may do so by informing the Honorary Secretary in writing.

### **Executive Committee**

- 6.1. The Executive Committee shall consist of the Chairperson, Immediate Past Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer and five ordinary members and as ex officio members a nominated representative of each Sub Group if not already Executive Committee members.
- 6.2. All nominations for Executive Committee members must be received by the Annual General Meeting. If the number of nominations does not exceed the number of places, those nominated will be duly elected. A postal ballot will be held when the nominations exceed the number of places. Those elected shall assume their duties immediately.
- 6.3. The terms of Executive Committee Membership shall be three years. An equal proportion of the Executive Committee Members shall retire each year in rotation; retiring Members may stand for re-election but no Executive Committee Member may serve more than two consecutive terms except in circumstances of there being no new nominations, where an existing member may be nominated for a further year subject to approval of the AGM. On retirement, the Chairperson remains on the Executive Committee for a further two years as immediate Past Chairperson.
- 6.4. The Executive Committee shall have the power to co-opt non voting Members as it deems appropriate.
- 6.5. The Chairperson, Vice Chairperson, Honorary Secretary and Honorary Treasurer shall be appointed by the Executive Committee Members. The Vice Chairperson shall deputise for the Chairperson as required. On retirement of the Chairperson, the Vice Chairperson should normally succeed to the chair.
- 6.6. Five Executive Committee Members shall constitute a quorum for meetings.
- 6.7. The Executive Committee shall be responsible for deciding the arrangements for all meetings and other business of the Society.
- 6.8. The Executive Committee shall meet on such occasions as they or the Chairperson deem necessary for the effective conduct of the affairs of the Society.
- 6.9. The Executive Committee may nominate a representative to attend a meeting of another relevant professional body as a representative of the Group.
- 6.10. A nominated representative of another relevant professional body, may at the discretion of the Executive Committee, attend a meeting of the Executive Committee as an observer.

### **7. Sub Groups**

- 7.1. The Executive Committee may set up sub-groups to deal with specific topics which are relevant to the Society. Each sub-group will have its own constitution.

### **8. Scientific And Educational Meetings**

- 8.1. At least one scientific and educational meeting shall be held in each calendar year.
- 8.2. The business transacted at a Scientific meeting shall consist of scientific, clinical or other communications and demonstrations. Formal notice of each meeting together with a programme will be sent to all members at least 6 weeks before the scheduled date.

8.3. Non members may attend the meetings of the Society at the discretion of the Executive Committee.

## **9. Annual General Meeting**

9.1. An Annual General Meeting shall be held on the occasion of a Scientific and Educational Meeting once in each calendar year and the business to be transacted shall include:

9.1.1. Consideration of the Annual Report of the Society which should include reports from the Chairperson and Honorary Treasurer;

9.1.2. Consideration of the independently examined accounts;

9.1.3. Appointment of the independent examiner for the year;

9.1.4. Reviewing and, if appropriate, proposing revisions to the Constitution

9.1.5. Deciding questions of general policy raised by the Executive Committee, or upon notice from the members;

9.1.6. Approving the membership fee for the coming year;

9.2. Revisions to the Constitution must go a postal ballot; at least two-thirds of those voting in the ballot must approve the changes.

9.3. Resolutions, or items of inclusion in the Annual General Meeting agenda, shall be forwarded by Members to reach the Honorary Secretary at least five weeks before the date of the Annual General Meeting. An agenda shall be issued to Members at least 3 weeks before the date of the Annual, General Meeting.

9.4. An extraordinary general meeting may be called by the Executive Committee whenever it thinks fit and must be convened by the Honorary Secretary within 3 months of receipt of a request for such a meeting signed by at least 20 subscribing members of the Society.

9.5. The Chairperson, or in his or her absence, the Vice-Chairperson, or a member of the Executive Committee, shall preside at all General Meetings.

9.6. The quorum for a General Meeting shall be a sixth of the subscribing membership of the Society. Decisions shall be determined at the General Meeting by a simple majority; a casting vote may be exercised by the Chairperson of the meeting.

## **Financial Affairs**

10.1. An annual membership fee, as determined by the Executive Committee, and approved at the Annual General Meeting, shall be paid by all members.

10.2. An independently examined account of the financial affairs of the Society will be made available to all members and formally presented at the Annual General Meeting.

10.3. The accounting year of the Society shall be the financial year, 1<sup>st</sup> April to 31<sup>st</sup> March.

10.4. Income of the Society shall be applied solely towards the promotion of the purpose of the Society as set out in the Constitution. No portion thereof shall be paid or transferred in any way whatsoever to the financial advantage of the members of the Society. Nothing shall prevent the payment in good faith of reasonable and proper remuneration of out of pocket expenses to any Member of the Executive Committee or servant of the Society.

10.5. The Professional Development Fund will be used to reimburse qualifying members towards the costs of one of the following :

- a) A research project
- b) Fees for a further academic qualification
- c) Expenses for attendance at a major professionally relevant conference in which they are participating.

Members must apply for such monies and all applications will be considered on merit by the Executive Committee. The maximum amount of money to be thus distributed will be decided by the Executive Committee on an annual basis and notified to the members at the Annual General Meeting.

**Dissolution**

The Society may at any time, by a resolution passed by postal ballot of the membership in accordance with Article 9.2 be wound up and dissolved. In that event the records of the Society shall be disposed of in accordance with the directions of the Executive Committee and the assets remaining after payment of any debt shall be transferred to such a charitable body or bodies as shall be specified by the resolution for winding up provided that such body or bodies has or have objectives compatible with those of the Society

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Signature.....	Signature.....
Name.....	Name.....
Address.....	Address.....
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.....	.....
Position.....	Position.....
Date.....	Date.....

Changes to Constitution put to members at Annual General Meeting 23<sup>rd</sup> February 2007 and approved by postal ballot of Membership – votes counted 27<sup>th</sup> April,2007