

British Chiropody & Podiatry Association
(Inc: The British Association of Foot Health Professionals)

Constitution For Branches

October 1983

Amended 1995 & 2008

Constitution of Branches of the BCPA

1. Local Branches of the BCPA may at any time be established and dissolved by the Council and the Council shall have the power to advise and regulate the constitution, function and objectives of the Branches provided the same shall be consistent with the objectives of the BCPA.
2. The Council shall provide for such organisation linking the Council with the Branches as the Council shall consider adequate to ensure that the views and opinions of the Branches are communicated to the Council and the opinions and views of the Council are communicated to the Branches.
3. The Branch committee will consist of: Chairman, Vice Chairman, Secretary and Treasurer and such other members as the Branch shall consider necessary. The Committee shall constitute the Branch Officers and will be elected for a period of not less than three years, subject to ratification at the Annual General Meeting (AGM) of the Branch.
4. The officers of the Branch shall be fully qualified and practicing (MSSCH or FSSCH) members of the BCPA or fully qualified and practicing (MAFHP or FAFHP) members of the BAFHP and responsible to the Council of the BCPA for the conduct of the Business of the Branch. The only exception to this being in the case of the secretary and/or treasurer where it is not possible to fill the/these posts(s) by the member with the above qualification.

No officers of a Branch may be an officer of another chiropody, podiatry or foot health organisation.

5. The Branch chairman will be the Branch representative at Council and will attend any Council meetings held. In the absence of the Branch chairman either the vice chairman or another member of the Branch may be nominated to attend.
6. The Branch shall hold an annual general meeting once each calendar year. Such meetings shall be convened by the secretary by no less than fourteen days' notice in writing to each member of the Branch.
7. The committee shall organise meetings, training seminars, conferences, visits and social events for members of the Branch for the purpose of fulfilling the objectives of the association and shall encourage the recruitment of new members within the Branch area.
8. The Branch shall raise funds as it requires to enable it to arrange and carry out the programme of Branch Activities. Specifically, it is empowered to:
 - 9a. levy Branch Members an annual subscription to be ratified at the AGM.
 - 9b. Approach organisations for the use of premises for meetings, training seminars and conferences.

- 9C. Approach individuals and organisations for the provision of lectures, trade shows and presentations.
- 9D. Publish programmes and newsletters.
9. members may be members of more than one Branch, but may not hold Branch Officer posts in more than one Branch.
10. Officers of the Branch will stand down from their post should any complaint or disciplinary matter awaiting investigation by the Association or the Health Professional Council. Officers may resume their post should the complaint or disciplinary matter be absolved.
11. The Branch shall have the proper books of account to be kept. This should be the responsibility of the Branch Treasurer.
- 12a. All single financial transactions over £500 are to be authorised by two officers of the Branch.
- 12b. Branch accounts are to be made available to any Branch member not on the committee at a Branch meeting if requested.
- 12c. The full Branch Accounts are to be made available for inspection by the Branch membership annually at the Branch AGM, two Branch members are to inspect and ratify the accounts at this time if they are not audited by external professionals.
- 12d. It is advisable to have the Branch Accounts independently audited by an accountant.
12. Only members who have paid the annual subscription shall have the right to vote on any Branch issue.
13. All members will, at all times, uphold the ideals, standards and objectives of the Association and will abide by the rules and Code of Ethics of the Association.
14. Members who have a grievance against any other Association member, whether from this Branch or not will put the grievance in writing to the Branch committee for their investigation.
15. Members are entitled to bring guests to Branch meetings from other Branches and other organisations. However, non BCPA members may only attend for a trial period at the discretion of the Chairman, following which it is expected that they become BCPA members if they wish to continue to attend.
16. No non Branch members are to attend the Annual General Meeting.
17. Any amendments to this constitution must be endorsed in full by the Council of the BCPA.