

THE ASSOCIATION FOR CLASSICAL MANIPULATION

Constitution

1. Name

The Name of the Association shall be the Association for Classical Manipulation hereinafter called "ACM"

2. Objects

To support the essential principles, philosophy, and the art of physical manipulation as developed by the late John McTimoney.

To represent and promote the members of the ACM in their relations and negotiations with other health professions.

To be the co-ordinating and organising body for non-state registered practitioners and all who are in sympathy and/or practicing in accordance with the technique developed by the late John McTimoney.

To provide a discipline and code of professional and ethical conduct for members of the ACM and to ensure that the required standards are maintained.

To maintain a Register of those who are members of the ACM.

3. Membership

There shall be the following categories of members of the ACM

Member

Only graduates of the McTimoney College of Chiropractic are eligible to join the Association.

Honorary

Suitable persons may be invited to be Honorary members of the ACM at the discretion of the Committee.

Associate Members

Any person who espouses the philosophy of McTimoney and has followed a course approved by the ACM and wishes to join the ACM shall be regarded as an associate Member. Associate members will not be permitted to use any post-nominal letters indicating this level of membership of the ACM. Associate members will not be included in the directory of practitioners. Associate members will receive all relevant mailings from the ACM if they so choose.

Non-Practicing Members

Members who inform the ACM in advance of their intention to withdraw from practise for a period of one ACM year or more, and intend to return to practise at some future time, shall be regarded as non-practising members. (If a practitioner withdraws from practice for a period of more than one year they may be required to satisfy the ACM as to their competence to return to practice.) Non-practising members will not be included in the directory of practitioners but will receive all relevant mailings from the ACM if they so choose.

Student

Any person shall be eligible to become a student member who attends a course approved by the ACM.

4. Meetings

Annual General Meeting (AGM)

An Annual General Meeting of the ACM shall be held within 15 months of the previous Annual General Meeting at which shall be elected the Officers of the ACM as defined below.

Extraordinary General Meeting (EGM)

An EGM shall be called at the discretion of the committee.

An EGM shall also be convened upon a requisition made in writing by not less than 20% of the members. The requisition must state the object of the meeting and must be signed by the requisitionists and be sent to the Secretary of the ACM. The ACM will bear the cost of such EGM. Should a smaller number of members wish to convene an EGM, they have the right to do so at their own expense.

If the committee shall fail to convene an EGM which is duly requisitioned within 21 days of such requisition the requisitionists themselves may convene an EGM at any time within three months from such requisition. No business shall be conducted at the EGM other than that for which it shall be called or requisitioned.

Voting

All decisions made at a General meeting shall be on a simple majority vote save as otherwise herein specifically provided. Valid proxy votes shall be accepted. The Chair shall have an additional deciding vote if necessary to resolve a deadlock.

Business

A member shall give the Committee not less than one month's notice of any business, which such member wishes to have discussed at any General Meeting of the ACM.

Quorum

A General Meeting shall require a quorum of 15% of the membership of the ACM entitled to vote. Proxy votes shall not be included in the quorum.

5. Voting Rights

Full Members only, shall be entitled to vote at any General Meeting of the ACM on condition that their subscriptions and any other dues have been paid in accordance with section 7 of this Constitution up to the date of the meeting.

6. Voting Procedure

All questions arising at a General Meeting shall be decided by a show of hands of members present unless a poll is (before or on the declaration of the result of the show of hands) demanded by either the Chair or at least five members present and entitled to vote.

Proxy votes shall be accepted.

The Chair of the meeting shall cast all proxy votes that are registered with the Chair in the manner directed by the members registering those proxy votes.

7. Subscriptions

The annual subscription for all categories of membership shall be notified at the Annual General Meeting.

All annual subscriptions shall expire on 31st March each year and renewal subscriptions are due annually in advance on 1st April each year, or by any other method as decided by the Committee from time to time.

All members whose subscriptions (or the first instalment of such subscription) has not been received by the close of business on 1st June in each year shall cease to be a member of the ACM.

The ACM by a majority vote of voting members present at any Annual or Extraordinary meeting shall have power to determine an additional subscription fee on all members as may be necessary to meet the obligations of the ACM. Any such subscription may be obligatory, constituting part of the annual membership subscription.

8. Insurance

Adequate professional indemnity and public liability insurance cover must be held by all practising members of the ACM.

Members may subscribe to the bloc policy, if available, arranged by the ACM upon such terms and conditions as the ACM and the insurer may from time to time prescribe.

9. **Officers**

The following Officers may be elected at the AGM who shall be members of the ACM:

The Chair
The Secretary
The Treasurer
The Membership Secretary

The Committee shall comprise the Officers with other members elected at the AGM.

Four further members may also be elected to the Committee in addition to the Officers.

The Officers and Committee Members shall each hold office until the AGM following their election.

Officers and Committee Members shall be eligible for re-election at the expiration of their respective terms of office unless they shall have attended fewer than half of the Meetings of the Committee during their term of office in which case they shall be ineligible for re-election for the next following term.

In the event of any casual vacancy occurring in any office between one AGM and another the Committee may appoint a member of the ACM to fill the vacancy but the member so appointed shall hold office only until the following AGM unless at such AGM the member is re-elected for a further term of office.

If the position of Secretary and Treasurer cannot be filled from within the membership, the Committee may engage suitably qualified persons to undertake the function of such positions on terms approved by the Committee.

10. Committee

The management of ACM shall be by a Committee which shall comprise four Officers and up to four additional members. The Committee may delegate any of its powers to subcommittees or special committees consisting of the Committee or other members of the ACM; may alter or revoke rules and regulations (so long as such rules or regulations are not inconsistent with this Constitution and the Code of Ethics and the Disciplinary Procedure hereinafter referred to); and may generally exercise all such powers of the ACM as are not by this constitution or by statute required to be exercised by the ACM in General Meetings, subject nevertheless to this constitution, to statutory provisions, and to such rules Procedure or statutory provisions or as may be prescribed by the ACM in General Meeting. No rule or regulation made by the ACM in General Meeting shall invalidate any prior act of the Committee which would have been valid if such rule or regulation had not been made. The Committee shall make a report to every AGM.

The Committee shall have power to co-opt not more than three further members who shall hold office until the next AGM but who may be co-opted again.

The Chair will normally chair meetings of the Committee but in the Chair's absence a substitute Chair shall be nominated for the meeting by other members of the Committee present thereat. If a substitute cannot be agreed upon the meeting shall be postponed until the next following date on which the Chair is available.

The Committee shall require a quorum of four including at least two Officers. Decisions shall be on a simple majority vote of those present: the Chair of the meeting has an additional, deciding, vote to resolve a deadlock situation.

Any member of the Committee may be asked to resign or may be dismissed if a majority of the other members of the whole Committee consider it desirable in the interests of the ACM.

11. Subcommittees

The Committee shall establish such Subcommittees as are required from time to time and shall discontinue any that are no longer appropriate.

The Chairman of any Subcommittees shall be appointed by the Committee and may be replaced by a majority vote of the Committee.

The Chair of the ACM, or their nominee, shall be an Ex Officio member of all the Subcommittees of the ACM.

Being Chair of one Subcommittee, or an Elected Officer, shall not preclude any individual from being either Chair or ordinary member of any other Subcommittee.

12. Affiliation by or of the ACM

The Committee shall have the power to propose that the ACM shall affiliate with or grant affiliation or association to any other Association or Associations having similar interests to that of the ACM. In such an event an EGM of the ACM shall be convened to determine whether such an affiliation or association shall proceed and unless not less than three-quarters of those entitled to vote at such EGM vote in favour of proceeding such affiliation or association shall not proceed.

13. Code of Ethics

All members of the ACM shall be bound by the Code of Ethics of the ACM, which shall be deemed to be part of this Constitution. Membership of the ACM implies acceptance of the Code of Ethics.

14. Disciplinary Procedure

The ACM retains the right to establish a Disciplinary Procedure, which shall be deemed to be part of this Constitution. Membership of the ACM implies acceptance of the respective Disciplinary Procedure.

15. Amendments to the Constitution

Any addition or change to this Constitution or to the Code of Ethics shall only be made if three-quarters or more of the votes cast at a General Meeting of the ACM called to consider an amendment are in favour of the amendment.

16. Accounts

The accounts of the ACM shall be available for inspection by any member on reasonable notice to the Treasurer. They shall be presented to the AGM for approval.

17. Professional Services etc

The Committee shall be responsible for the selection and appointment of Accountants, Bankers, Solicitors and others whose services are required from time to time by the ACM.

18. Notices

A notice may be served by the ACM on any member, either personally or by sending it through the post in a prepaid letter addressed to the member at the member's latest address registered with the ACM. Any notice sent to such address shall be deemed to have been received by the member to whom it is addressed whether or not it is actually received on the next day for delivery of post following the date of posting. For the purpose hereof, the latest registered address of a member

shall be the address last appearing in the Register of members held by the ACM and it shall be the responsibility of the members to notify the Secretary forthwith of any change of address.

19. Expenses of Officers and Members of the Committee

The Committee shall have authority to pay remuneration for any person in attending meetings or otherwise rendering services to the ACM.

20. Surplus of Income over Expenditure

The ACM is a non-profit organisation. Any surplus will not be distributed and shall be applied in the interests of its members and promoting the objects of the ACM.

21. Miscellaneous Powers of the Committee

The Committee shall have the power to invest the monies of the ACM not immediately required upon such securities or otherwise in such manner as it may from time to time determine.

22. Winding up or Dissolution of the ACM

In the event of the ACM ceasing to exist then any assets remaining after payment of any debts and liabilities shall not be distributed amongst the members of the ACM but shall be given or transferred to a charitable institution or institutions having objects similar to the objects of the ACM and which shall similarly prohibit the distribution of its income or their income and property amongst it or its members. Such institution or institutions shall be determined by the members of the ACM in an EGM at or before the time of dissolution and if in so far as effect cannot be given to the aforesaid provision then the assets shall be given to some other charitable object.

23. Election of Members

Application

Every applicant shall provide a duly completed and signed application form, together with a valid insurance certificate and a signed statement to declare that they are not aware of any impending insurance claims or suits against them.

Every such application shall contain an undertaking by the applicant that if elected the applicant will abide by this Constitution and the Code of Ethics and the Disciplinary Procedure of the ACM.

Every such application shall be accompanied by the sum equal to the annual subscription which would be payable should the application be successful.

Election

The Secretary shall promptly circulate copies of each application from to members of the Committee or any membership subcommittee appointed for that purpose. The Committee or membership subcommittee (as the case may be) shall at its next meeting after the application shall have been received decide whether to accept, reject or make further enquiries about the applicant.

If the Committee or membership subcommittee (as the case may be) shall decide to make further enquiries about the applicant it shall at the first meeting after receipt of replies to such enquiries decide whether to accept or reject the application.

The Committee or membership subcommittee (as the case may be) shall have full power to accept the application. If the decision is to reject an application, however, the applicant may on refusal first attend before the next meeting of the Committee following the date of rejection of the application and speak against such rejection. If the Committee not withstanding such appeal either personally or through some other person on the applicant's behalf at the next General Meeting of the ACM and the decision of that General Meeting as to the application following such appeal shall be final and binding upon the applicant.

Re-election

Any member who has let their membership of the ACM lapse and wishes to rejoin must follow the normal application procedure to rejoin at the appropriate grade of membership and must satisfy the Committee as to their competence to practise.

Any changes to membership policy or category to be implemented at the commencement of the respective, following membership term.

24. Certificate of Membership

A certificate of membership in a form approved from time to time by the Committee shall be issued to each member of the ACM stating the category of membership. Such certificate shall be signed by the Chair and the Secretary. No such certificate shall however be issued unless and until the appropriate subscription fee has been paid.

Any such certificate is and shall remain the property of the ACM and shall be returned to the ACM upon demand by the Committee.

25. Post Professional Education

The ACM will co-operate with other organisations that are acceptable to the ACM in provision of Continuing Professional Development programmes.

26. Additional Requirements

It is the responsibility of Association members to keep their website data, both public and private, up to date and accurate. 2017/18

An administration fee of £25.00 applies to application to join and late renewal. 2016/17

That all members of the ACM are required to seek registration on the GRCCT register. 2016/17

That all members of the ACM should hold a current First Aid Certificate. 2009/10