



# **FTS International**

Facial Therapy Specialists International

## **CONSTITUTION**

### **1. TITLE**

- 1.1 The title of the association will be FACIAL THERAPY SPECIALISTS – INTERNATIONAL (also known as FTS-INTERNATIONAL)

### **2. OBJECTIVES**

- 2.1 To provide a forum to promote the exchange of ideas between those interested in facial palsy rehabilitation
- 2.2 To promote best practice for those working with children and adults who are diagnosed with facial palsy
- 2.3 To promote and facilitate CPD and educational opportunities in the therapy management of facial palsy
- 2.4 To encourage research and development in the therapy management of facial palsy and related fields to enhance the evidence base of facial therapy
- 2.5 To develop and maintain links with other relevant organisations in the UK and overseas
- 2.6 To represent facial therapy in the field of Facial Palsy Rehabilitation
- 2.7 To promote the benefits of facial therapy in the management of facial palsy

### **3. MEMBERSHIP**

- 3.1 Full Membership.  
Full membership of the Association will be open to all trained therapists and undergraduate therapy students. They will have full voting rights. An annual subscription as authorised by the Association will be paid, this will be determined and reviewed annually by the executive committee. All full members shall have the right to be nominated and stand for election to the Executive Committee.
- 3.2 Membership of the Association shall end when the member ceases to pay a subscription to the Association.

- 3.3 Overseas membership  
Overseas members who are qualified therapists and members of their country's governing body may be members.
- 3.4 Annual Fee  
An annual membership fee is payable to FTS-International. The Executive Committee recommend an annual membership rate which is voted on at the FTS-International Annual General Meeting (AGM). The membership period is for 1 year. Members will be contacted prior to their year ending and any rolling payment being collected so they can opt out and cancel their membership if wanted.
- 3.5 Membership of the Association shall not be construed as conferring any particular skill, expertise or title. Members shall not announce nor declare their membership to any third party in such manner or circumstance as may claim or imply the possession of such particular skill expertise or title.

#### **4. ELECTION OF EXECUTIVE OFFICERS**

- 4.1 Officers will be full members of FTS-International
- 4.2 Officers will consist of a minimum of Chair; Vice Chair, General Secretary; Treasurer; Membership Secretary; Newsletter Editor, Diversity Officer, Public Relations Officer and Webmaster. Sub-committees may also be formed as required.
- 4.3 Future officer positions that may be considered include Research Officer; Paediatric Liaison Officer and Psychology Liaison Officer. Individuals may continue to promote FTS via social media outside committee roles to ensure continuity.
- 4.4 **Nominations for new officer positions**
- 4.4.1 Chair and vice chair will be elected by the executive committee at the last executive committee meeting before the AGM and members advised at the AGM
- 4.4.2 All other officer positions will be voted by nomination and a majority of hands from members at AGM
- 4.5 In normal circumstances, the Chair and Vice-Chair will not retire in the same year. Officers shall hold office for two years before requiring re-election
- 4.6 Officers can hold office consecutively in different posts
- 4.7 Should officers be unable to carry out their role appropriately they shall be asked to step down from that role as long as the majority of members of the executive committee are in agreement.
- 4.7 Quorum for Executive Committee. The committee will consist of at least one third of elected Executive Committee members.

## **5. MEETINGS**

5.1 The Association may invite individuals and representatives of other organisations to attend any meetings in an advisory/interested and non-voting capacity.

### **5.2 General Meetings**

5.2.1 The quorum for all General Meetings of the Association shall be 10 members or 10% of the membership whichever is the lesser.

5.2.2 At any General Meeting of the Association each member shall have one exercisable vote. Voting shall be by simple majority. In the event of a tie the Chair shall have a second and casting vote.

5.2.3 All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings.

### **5.3 Annual General Meeting**

5.3.1 An Annual General Meeting shall be held within twelve months of the previous AGM.

5.3.2 The Secretary shall give at least 21 clear days' written notice of the Annual General Meeting to all members including the wording of any motions to be proposed.

5.3.3 The business shall include

- Receiving the annual reports of the officers of the Executive Committee
- Receiving the approved accounts
- To elect the officers of the Executive with the exception of the Chair and Vice-Chair.
- Fixing the annual subscription
- Considering motions of which due notice has been given

### **5.4 Extraordinary general meetings**

5.4.1 An Extraordinary General Meeting shall be called by the Secretary on receipt of:

- instructions from the Executive Committee, or
- the written and signed requisition of 15 full members. The requisition shall include the reason(s) for the meeting and the wording for any motion to be proposed.

5.4.2 The Secretary shall give at least 14 clear days' written notice to all members including the wording of any motions to be proposed.

5.4.3 The business of an Extraordinary General Meeting shall be limited to that for which it has been called

## 5.5 **Committee meetings**

- 5.5.1 Committee meetings may be called by the Chair or Secretary. The quorum for committee meetings shall be a minimum of 3 members.
- 5.5.2 There will be two committee meetings a year (one of which to coincide with the AGM) and officers must receive notice of meetings at least 6 weeks before.
- 5.5.3 Committee members should attend (in person or electronically) at least 1 out of the 2 meetings. Any committee member not attending at least one meeting a year without mitigating circumstances will be contacted by the committee and asked if they wish to continue.

## 6. **INTEREST**

- 6.1 No member may debate (except to provide information) or vote on any matter in which they are personally directly or indirectly interested whether financially or otherwise. All interests must be declared.

## 7. **FINANCE**

- 7.1 All monies raised by or on behalf of FTS-International shall be applied solely to further its stated aims. This shall include the repayment against receipts of reasonable out-of-pocket expenditures incurred by its officers or others when carrying out activities on behalf of the Association.
- 7.2 The Treasurer shall keep proper accounts of the finances of the Association and detailed records of all its financial transactions throughout the financial year. These will be checked by another officer prior to presentation at the AGM.
- 7.3 All financial commitments of the Association to third parties shall be signed by the Treasurer following agreement with one other officer. It will be settled only against detailed accounts.
- 7.4 Copies of the approved accounts for the last financial year shall be presented to the Annual General Meeting by the Treasurer.
- 7.5 Accounts shall be opened with such financial institutions as the Executive Committee shall from time-to-time decide. The Executive Committee shall authorise as signatory to the account the Treasurer.
- 7.6 Subscriptions. All members shall pay an annual subscription to be recommended by the Executive. It must be calculated to fulfil the budget as set out by the Executive Committee at the Annual General Meeting

## **8. INDEMNITY**

- 8.1 No member shall be held liable to the Association for any financial loss arising from any expenditure of its funds unless made fraudulently or negligently which shall include failure to take internal or external appropriate advice.
- 8.2 No member shall be held liable to the Association for any losses arising from the negligence or fraud of any of the Association's employees, volunteers or other agents providing that reasonable supervision of such parties has been exercised.

## **9. ALTERATION TO THE CONSTITUTION**

- 9.1 Any motion for the alteration of this Constitution shall be received by the Secretary from the Executive Committee before the Meeting at which it will be proposed.
- 9.2 Any motion to alter this Constitution shall require to be passed by a two-thirds majority of those members present in person and voting at the Meeting at which it is proposed.

## **10. CESSATION OF THE GROUP**

- 10.1 This may be done at an AGM, EGM or General Meeting
- 10.2 Twenty-eight clear days' notice of cessation must be given to all members
- 10.3 On cessation of the group any outstanding monies are jointly owned by the FTS-International membership who will decide on the disposal of assets.



Signature:

Print Name: Catriona Neville

Position held in group: Chair

Contact address: Therapy Department, Queen Victoria Hospital NHS Foundation Trust, East Grinstead, West Sussex, RH19 3DZ

Tel no: 01342 414004 (work)

E-mail address: [catriona.neville@nhs.net](mailto:catriona.neville@nhs.net)