

A.O.T. CONSTITUTION

1 MEMBERSHIP is open to any person who works in the care of the orthopaedic patient.

1a THE ASSOCIATION reserves the right to refuse membership.

2 FULL MEMBERS are those who hold a current and recognised certificate of casting Training.

3 ASSOCIATE MEMBERS are those who hold no acknowledged certificate of casting training.

4 PRESIDENT / PATRON. The committee shall invite a notable person to accept the post of President to support and promote the AOT in whichever way possible.

5 AOT COMMITTEE shall consist of the following:-

Chair

Vice-Chair

Secretary

Treasurer

Membership Officer

5 Committee Members

a) A minimum of 3 full committee meetings plus the AGM will be held annually.

b) Agenda Items for committee meetings must be made available in writing to the Secretary 28 days prior to the meeting.

c) The Secretary shall give members of the committee at least 21 days written notice of date, time and venue of meeting. An agenda will be distributed at that time.

d) A quorum shall consist of 5 members of which 2 shall be members of the executive.

e) In the event of no majority vote during the meeting, the Chairperson will have the casting vote.

6 NOMINATIONS FOR COMMITTEE shall be sought from FULL MEMBERS ONLY at least 3 months prior to the AGM.

7 BALLOT for committee will take place 6 weeks prior to the AGM. Only bona fide members may vote. A single nomination unopposed will be deemed as accepted to the committee. More than one nomination will be put out to membership for ballot at least 3 weeks prior to the AGM. 50% of committee posts will be available for election by the membership each year.

8 SUB - COMMITTEE (S) The committee may elect or nominate suitable person(s) to undertake specific tasks. There will be a maximum of 3 persons per sub-committee. Any cost to be agreed with the treasurer and committee. These posts will be for a pre determined time and confer no voting rights on the committee. All sub-committees will report directly to the committee.

9 CO-OPTEE TO COMMITTEE. In the event of a vacancy becoming available prior to the AGM, the committee may, if they wish, invite a member of the AOT to fill the vacant post. This is a temporary position and the member shall retire or stand for re election at the following AGM. Full voting rights within the committee are acknowledged.

10 COMMITTEE MEMBERS. Shall serve a term of office for a minimum of 2 years. Post of chair to be recommended to the membership by the committee. The member must step down for at least one year after re election. If no one is able to accept the post of chair, or no recommendation made, then a nomination will be sought from the floor.

11 SUBSCRIPTIONS. The committee shall determine the membership subscription annually.

12 RESIGNATIONS. Members who resign from the association should give notice to the secretary.

13 EXPULSION. The committee have power (by majority vote) to expel any member who in their opinion has brought the AOT into disrepute.

13a APPEAL. An association committee decision that results in disciplinary action being taken against a member. That member has the right to appeal within a period not exceeding 3 months from that decision.

14 ANNUAL GENERAL MEETING. Shall be held during the yearly spring conference. The business of that meeting shall be as follows;

- i) To elect by ballot members of the committee
- ii) To receive officers reports
- iii) Approve the previous years audited accounts
- iv) To appoint auditors for the coming year
- v) To appoint tellers and scrutineers in the event of a ballot
- vi) To transact AOT business on the agenda
- vii) AOB

Members shall be given at least 56 days notice prior to the AGM Items for inclusion in the AGM agenda should be made in writing to the secretary at least 28 days prior to the AGM Agendas will be circulated prior to the meeting.

15 CHANGES TO THE CONSITUTION AND RULES. Propositions for alteration or inclusion must be written and forwarded to the secretary in the AGM agenda. 12 weeks notice is required so that the committee may offer the proposal to the current membership along with any committee proposals.

16 FINANCE. All monies raised by or on behalf of the AOT shall be received by the treasurer and deposited in an approved account in the name of The Association Of Orthopaedic Technicians. The committee shall authorise in writing the chairperson, treasurer and two other members of the committee to sign cheques on behalf of the committee. The treasurer and/or chairperson plus one other authorised signature must countersign all cheques. The AOT committee shall not be liable singularly or collectively for any losses incurred whilst organising events, courses or study days on behalf of the association. The treasurer shall keep proper account of the finances of the AOT and will present a financial statement at each committee meeting. Final accounts shall be audited yearly by external auditors, and will be presented to the membership at the AGM. The committee shall have the power to authorise payment of expenses to members / officers of the AOT.

17 DISSOLUTION. A resolution to dissolve the AOT can only be proposed at an AGM and carried by a two third majority. The AOT would be dissolved from an agreed date set at the AGM. Members of the AOT committee shall be responsible for the winding up of the assets and liabilities of the AOT. Any assets held by or in the name of the AOT shall be suitably dispersed after decisions taken by the committee with at least two thirds of members present.

18 EXTRAORDINARY OR SPECIAL GENERAL MEETINGS. The secretary shall call an extraordinary general meeting when instructed by the committee or on receipt of a written request by no fewer than 12 full members. The subject will be restricted to the specific items on the agenda. The secretary will give 14 days notice of the meeting to the membership.

19 AOT FELLOWSHIPS. The AOT committee may award any individual a fellowship for exceptional work done on behalf of the association. Members may also nominate a member or a colleague to receive a life fellowship.