



## OT Frontiers Constitution

### 1. Organisation name

OT Frontiers <sub>(uk)</sub>

### 2. Mission Statement

OT Frontiers is a network of occupational therapists based in the UK who have an interest in occupational therapy in low and middle income countries. We aim to promote an understanding of how as UK occupational therapists we can most appropriately apply our practice in the context of these countries. Whenever possible we collaborate with our overseas colleagues in projects that they undertake.

### 3. Purpose

3.1 To be a network of UK based occupational therapists who provide support and information for colleagues with an interest in occupational therapy in low and middle income countries by:-

3.1.1 sharing knowledge, skills and experiences with those wanting to contribute towards occupational therapy in low and middle income countries, those currently overseas, returnees, managers, students, educators and interested others.

3.1.2 supporting relevant professional development for occupational therapists planning to work in low and middle income countries.

3.1.3 capturing, sharing and making accessible relevant learning from the experiences of those who have practiced in low and middle income countries and from appropriate academic learning and research.

3.1.4 encouraging a high standard of appropriate ethical, sustainable and culturally appropriate occupational therapy practice in low and middle income countries.

3.1.5 liaising with other groups in and outside the occupational therapy profession with common interests. In particular the Royal College of Occupational Therapists, the World Federation of Occupational Therapists, ADAPT (Chartered Physiotherapists in International Health and Development) and Communication Therapy International.

3.2 To provide support to our occupational therapy colleagues in low and middle income countries by:-

- 3.2.1 responding to appropriate requests for support for development of individual therapists or the profession in their countries.
- 3.2.2 supporting the sharing of relevant resources and supporting relevant education and research.
- 3.3 To raise the profile of working as an occupational therapist in low and middle income countries among interested stakeholders.

#### **4. Membership**

- 4.1 Members are individuals who have actively agreed to be on the database within the past 24 months and who have therefore implicitly agreed to uphold the purposes of OT Frontiers.
- 4.2 All members have voting rights.
- 4.3 The committee may terminate an individual's membership if they feel the member has acted in a manner contrary to the purposes of the organisation (see 6.9).

#### **5. Powers**

In order to achieve its purpose OT Frontiers may:-

- 5.1 hold funds and other resources e.g. books, papers, posters.
- 5.2 receive contributions by means of donations and other fundraising activities of the organisation.
- 5.3 introduce membership fees.
- 5.4 reimburse reasonable expenses for activities undertaken in line with the purposes of OT Frontiers at the discretion of the committee.
- 5.5 hold personal information in accordance the Data Protection Act 1998.

#### **6. Management**

- 6.1 The role of the committee is to oversee the running and affairs of OT Frontiers and to uphold and maintain the purposes of OT Frontiers.
- 6.2 Committee membership
  - Chairperson
  - Vice chair
  - Secretary
  - Treasurer
  - Membership secretary

- 6.3 A designated member of any working / project group convened to develop a specific aspect of OT Frontiers work will be accountable to the committee and may be required to attend committee meetings as appropriate but will not be a full member of the committee.
- 6.4 Occupational therapists and students of occupational therapy who have been active members of OT Frontiers for a 6 month period may stand for committee office.
- 6.5 Elections to committee will follow due process at the Annual General Meeting (see 8 AGM).
- 6.6 Votes will only be taken on:-  
election of committee post holders  
changes to the constitution  
dissolution of OT Frontiers
- 6.7 Day-to-day decisions will be agreed at general meetings and committee meetings in a manner which the meeting feels to be appropriate (e.g. consensus or an informal vote at a meeting).
- 6.8 Decisions needed in-between committee meetings will be taken by the chairperson and two other members the chair appoints for this purpose.
- 6.9 Any disputed point and/or appeal of a decision must be put in writing to the committee. The committee will discuss it at the next committee meeting and make a decision by a straightforward majority. The decision will be final.

## **7. Meetings**

- 7.1 Meetings will usually be held quarterly including an AGM every 12/15 months. OT Frontiers reserves the right to change the frequency and timing of meetings.
- 7.2 Quorum: Committee meeting: 3 including chairperson or nominated deputy.  
Extraordinary General Meeting: 12 including chairperson / vice chair.
- 7.3 Members will be notified of meetings by email and website posted 21 days in advance, with information on the venue, date, time and purpose of the meeting.

## **8. AGM**

- 8.1 Two clear months' notice will be given to members of the Annual General Meeting
- 8.2 Quorum: 12 – simple majority with chairperson casting vote including for election of a committee member.
- 8.3 Business of AGM: Agenda items to be received by the Secretary no less than 7 days prior to the AGM. Agenda items should include:  
Election of members  
Committee member reports

Reports from current sub/working groups  
Any other business appropriate to the business of an AGM

#### 8.4 Procedure for nominations for committee:

- Nominations forms for committee posts will be sent to members along with the initial notice of the AGM. Completed forms will include the names of the nominee, the proposer and the seconder and include a personal statement from the nominee. Forms must be signed by proposer and seconder (electronic signatures are acceptable) and be returned to the secretary no later than 21 days prior to the AGM.
- Committee members may hold office for a period of 2 years with a possible 2 year extension. A break of 1 year is necessary before a member may be re-elected to a previously held role.
- Where possible retirement and re-election should be staggered to ensure stability of the committee.

### 9. Finances

9.1 OT Frontiers funds will only be used to achieve the purposes set out in the OT Frontiers constitution.

9.2 OT Frontiers money will be held in a bank account in the name OT Frontiers.

9.3 There will be three signatories (appointed by the committee).

9.4 Cheques need two signatures.

9.5 Payments (above £50) must be authorised by two members of the committee who are signatories.

9.6 When a payment of over £50 has been agreed non cheque payments can be made by the treasurer or any of the signatories.

9.7 Individual signatories may make payments of up to £50 as long as proof of purchase is provided.

9.8 The treasurer will maintain the accounts, present a summary at every general meeting and present full accounts at the AGM.

9.9 The treasurer will make the accounts available to any member or non-member upon written or email request and the agreement of two other committee members, within 2 months of a request being received.

9.10 Summary accounts will be held with the other OT Frontiers documents which are accessible to the committee at all times.

## 10.Changes to the constitution

10.1 Any proposed changes to the constitution must be given to the secretary in writing. The proposal must be circulated with the notice of the meeting i.e. Extraordinary General Meeting unless the AGM is sooner.

10.2 Amendments to the constitution may only be made at the annual general meeting or an extraordinary general meeting.

## 11. Dissolution

11.1 If a meeting, by simple majority, decides that it may be necessary to close down the group or merge with another organisation it may call an extraordinary general meeting to do so. The sole business of that meeting will be to discuss possible dissolution or a possible merger.

11.2 Upon dissolution of OT Frontiers, all debts will be paid and any remaining funds will be given to an organisation whose aims are in line with those of OT Frontiers.

## 12. Adoption

This constitution was agreed by the OT Frontiers meeting of .....(date) at .....(place) by

Name printed  
Chairperson  
Signature  
Date

Name printed  
Vice chair  
Signature  
Date

Name printed  
Secretary  
Signature  
Date

Name printed  
Treasurer  
Signature

Date

Name printed

Education

Signature

Date

Name printed

Membership secretary

Signature

Date

**Appendix**

An appendix accompanies this constitution. It is not part of the constitution but clarifies some points.