



**AUSTRALIAN COLLEGE
of PHYSIOTHERAPISTS**

REGULATIONS

Updated September 2016

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1. General

1.1 Definitions

- 1.1.1 The Australian College of Physiotherapists (hereinafter called The College) is the body within the Australian Physiotherapy Association which is primarily responsible for awarding Fellowships and administering the 2 year training program and Original Contribution process.
- 1.1.2 ‘Association’ means the Australian Physiotherapy Association.
- 1.1.3 ‘Associates’ means physiotherapists who are undertaking the Training Program for Specialisation or the process for Fellowship by Original Contribution.
- 1.1.4 ‘Board of Censors’ means the Board of Censors of The College, comprising the Chief Censor and other Censors appointed by the Council of The College.
- 1.1.5 ‘Board of Directors’ means the Board of Directors of the Association.
- 1.1.6 ‘Chief Executive Officer’ means the Chief Executive Officer of the Association.
- 1.1.7 ‘Council’ means the Officers and Elected Members of the Council.
- 1.1.8 ‘Fellow’ means a physiotherapist who has fulfilled the requirements for Fellowship of The College.
- 1.1.9 ‘Members’ means the financial Fellows of The College.
- 1.1.10 ‘Officers’ means the President, the Vice President and the Chief Censor of The College.
- 1.1.11 National Advisory Council is the constituent responsible for the provision of advice to the Board on the broad strategic and policy directions of the Association.
- 1.1.12 ‘Original Contribution’ means original work in the form of a thesis or published textbook by which a physiotherapist may become a Fellow of The College.
- 1.1.13 ‘National Group’ means National Group of the Association.
- 1.1.14 ‘National Office’ means the National Office of the Association
- 1.1.15 ‘Seal’ means the Seal of The College.
- 1.1.16 ‘Specialisation’ means the process by which a physiotherapist may become a Specialist and Fellow of The College.
- 1.1.17 ‘Training Program’ means the two year specialisation training program.

2. Objectives of the College

- 2.1 To award Fellowships by Specialisation and Original Contribution.
- 2.2 To provide a training program leading to Fellowship by Specialisation.
- 2.3 To provide a process leading to Fellowship by Original Contribution.
- 2.4 To support and promote excellence in physiotherapy practice.
- 2.5 To provide leadership that develops successive generations of the physiotherapy profession.
- 2.6 To provide expert opinion on matters pertaining to physiotherapy practice.

3. College Register

- 3.1 The Chief Executive Officer must ensure:
 - 3.1.1 The name, contact details, category of membership, and other particulars determined by the Board from time to time, for all Members within the College are maintained on the Association's national database in accordance with membership procedures and data entry requirements;
 - 3.1.2 Access to personal information collected and stored under College Regulation 3.1.1 is restricted in accordance with the requirements of relevant privacy legislation; and
 - 3.1.3 That information collected and stored under College Regulation 3.1.1 is only circulated to any third party external to the Association if consented by the Member and in accordance with the Association's policies.

4. Fellowships

- 4.1 Fellowships shall be awarded to physiotherapists following successful examination for Specialisation.
- 4.2 Fellowships shall be awarded to physiotherapists whose Original Contribution meets the requirements of The College.
- 4.3 Fellowships shall be awarded only to physiotherapists who are financial Members of the Association.
- 4.4 Only members of The College shall be entitled to use the post-nominal FACP (Fellow of the Australian College of Physiotherapists).

- 4.5 Only members with Fellowship by Specialisation shall be entitled to call themselves Specialist Physiotherapists in the discipline in which they were examined.
- 4.6 Fellows shall receive a Certificate of Fellowship which shall remain their property and which shall be presented at a College graduation ceremony.

5. Membership

- 5.1 A person shall be eligible for admission to Membership of The College who:
 - 5.1.1 Has fulfilled the requirements for granting of Fellowships under section 4 of these Regulations;
 - 5.1.2 Has practised physiotherapy for not less than the equivalent of five full-time years;
 - 5.1.3 Continues to update his or her knowledge and skills while remaining in active practice;
 - 5.1.4 Agrees to observe the Regulations of The College;
 - 5.1.5 Agrees to abide by the APA Code of Conduct;
 - 5.1.6 Pays the requisite annual fee;
 - 5.1.7 Is a Member of the Association.
- 5.2 Notwithstanding section 5.1, the Council at its discretion may consider other applications for Honorary Fellowship in recognition of an outstanding contribution to physiotherapy.
- 5.3 Members of The College shall have voting rights on matters pertaining to The College.
- 5.4 The annual Membership fee for The College shall be determined by the Board of Directors on the recommendation of the Council and shall be due on the first day of January in each year. Membership for Honorary Fellows will be complimentary.
- 5.5 Any Member whose subscription shall remain unpaid on the last day of March in each year shall be suspended from Membership. A suspended Member may be reinstated on payment of the full subscription for the current year.
- 5.6 Subject to the approval of the Board of Directors, the Council of The College may remove from Membership any Member who has:
 - 5.6.1 Ceased to be a Member of the Association or;
 - 5.6.2 Ceased to be a Member of the College or;
 - 5.6.3 Failed to uphold the Regulations of The College.

6. Council of the College

6.1 Role of the Council

The Council shall oversee the affairs of The College in accordance with the Regulations hereof, and shall award Fellowships by Original Contribution and Fellowships by Specialisation.

6.2 Composition

6.2.1 The Council of The College shall comprise the President, the Vice President and the Chief Censor, and at least six (6) and not more than eleven (11) Elected Members.

6.2.2 Where possible, Council shall include both members with Fellowship by Specialisation and members with Fellowship by Original Contribution.

6.3 Officers of the Council

6.3.1 The Officers of The College shall comprise the President, the Vice President and the Chief Censor.

6.3.2 The Council shall elect, from within its own number, the Officers of the College.

6.3.3 To be eligible to be nominated for election to the position of President, a member of Council should ideally have served a minimum of 12 months continuously on the Council immediately prior to the closing date for nominations.

6.3.4 The Officers of The College shall be elected, as required, at the first meeting of the year but no later than the last day of March in each year.

6.3.5 Nominations shall be made in writing on an approved proforma in advance of the first scheduled Council meeting of each year and shall be signed by two other Members of the Council and shall be endorsed with the consent of the Member nominated.

6.3.6 If more than one Member is nominated for the role of any particular Officer a vote shall be held administered by the Chief Executive Officer, or their nominee, in accordance with Association protocol.

6.4 Terms of Office

6.4.1 A term of office is three (3) years. Council Members may be eligible for reappointment for one further year term to a maximum of six consecutive years.

6.4.2 Terms of office of elected Council Members, excluding officers, may be varied at the discretion of the Council to ensure continuity.

- 6.4.3 The President may serve a two year term but may be eligible for reappointment for one further two year term to a maximum of four consecutive years as President.
- 6.4.4 In the event that the President does not continue on the Council under clause 6.4.3, a 1 year advisory position may be offered at the discretion of the Council.
- 6.4.5 Any casual vacancy on the Council shall be filled by nomination and election in the manner prescribed in regulations 6.3 and 6.4, the term to be consistent with Association policy.

6.5 Responsibilities of the Council

- 6.5.1 Manage the affairs and business of The College in accordance with the Regulations hereof.
- 6.5.2 Form and appoint such committees and working parties as is considered necessary in the execution of its responsibilities.
- 6.5.3 Delegate any of its powers to committees or working parties consisting of such Member or Members of its body and/or of such other persons as it thinks fit. Any committee or working party so formed shall in the conduct of its meeting and in the exercise of the powers so delegated, conform to the Regulations hereof and any terms of reference that may be imposed by the Council.
- 6.5.4 Recommend to the Board of Directors, any reasonable amendments to the Regulations hereof.
- 6.5.5 Elect the Chief Censor and appoint the Censors of the Board of Censors.
- 6.5.6 Award and confer Fellowships on the recommendation of the Board of Censors.
- 6.5.7 Provide for the safe custody of the Seal and the President's medallion.
- 6.5.8 Prepare and implement an annual activity plan as approved by the Board of Directors.
- 6.5.9 Prepare a report for the Board of Directors each year.
- 6.5.10 Form an appeals committee and conduct appeals as required.

6.6 Meetings of the Council

- 6.6.1 The Council may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it sees fit but shall meet no less than twice in each year.
- 6.6.2 A meeting of the Council at which a quorum (50%) is present, shall be competent to exercise all powers and discretions for the time being exercisable by the Council.
- 6.6.3 Meetings of the Council shall be chaired by the President or, in their absence, by the Vice-President or, in their absence, by a nominated Officer of the Council.

- 6.6.4 A representative of the Board of Directors may attend all meetings in a non-voting capacity.
- 6.6.5 All meetings of the Council shall be conducted in accordance with Association protocol and formally minuted.
- 6.6.6 Motions shall be passed by a simple majority. The chair shall have a deliberative and a casting vote.
- 6.6.7 A Council member who has a material personal interest in a matter being considered at a meeting of the Council must not vote in relation to the matter and shall not be present while the matter is being considered at the meeting.

6.7 Notice of Council Meetings

- 6.7.1 The President may at their discretion, but no less than twice in each year, call a meeting of the Council.
- 6.7.2 Three or more Members of the Council, on written request to the President, may call an extraordinary meeting of the Council where only the special business specified in the written request shall be transacted.
- 6.7.3 Not less than five days' notice of any meeting of the Council shall be given, and such notice shall specify the business to be transacted.

6.8 Motions Outside Meetings

- 6.8.1 Motions may be presented to, and voted upon by, the Council outside formal meetings in the manner prescribed under regulation 6.8.

6.9 College Seal

The Seal shall not be used without the authority of the Council previously given, and every instrument to which the Seal is affixed shall be signed by the President and by the Chief Censor or some other person appointed by the Council.

7. Board of Censors

7.1 Appointment

- 7.1.1 The Board of Censors shall comprise the Chief Censor, Members of The College from each field of specialisation and at least one Member by Original Contribution.
- 7.1.2 The Council at its first meeting of each year shall appoint a Chief Censor from its own number and other Censors from the Members at its own discretion.

7.2 Terms of Office

- 7.2.1 A term of office is three years. Censors may be eligible for reappointment for one further three year term to a maximum of six consecutive years.
- 7.2.2 The Chief Censor may serve a two year term but may be eligible for reappointment for one further two year term to a maximum of four consecutive years as Chief Censor.

7.3 Responsibilities

The Board of Censors shall:

- 7.3.1 Receive all applications for the 2 year training program and Fellowships by Original Contribution;
- 7.3.2 Accept or reject such applications;
- 7.3.3 Oversee the training program;
- 7.3.4 Oversee examinations for Fellowship by Specialisation;
- 7.3.5 Oversee the process for Fellowship by Original Contribution;
- 7.3.6 Make recommendations to the Council of The College on the awarding of Fellowships.

8. Elections and Voting

- 8.1 All College elections will be conducted in accordance with Association policy.
- 8.2 Elections for the Council and the Board of Censors, the voting pool shall be the Membership of the College.

9. Meetings of College Members

- 9.1 All College business will be conducted in accordance with Association policy.