

CONSTITUTION AND BY-LAWS

Clinical Movement Analysis Society (CMAS)

ARTICLE 1: NAME

The name of the Charity shall be the Clinical Movement Analysis Society UK and Ireland (CMAS).

ARTICLE 2: HISTORY

The Association is a non-profit making organisation founded on Friday, 1st of March, 2002, in Birmingham, UK. In 2012 the Society became a registered Charity under the regulation of The Charities Commission (HMRC) (registration number 1148105) and is registered with Companies House (registration number 7867082).

ARTICLE 3: PURPOSE

The purpose of the Society is to oversee professional standards and training, to stimulate and advance scientific knowledge, to encourage professional interaction and the exchange of ideas among Society members relating to clinical movement analysis in adults and children.

ARTICLE 4: MEMBERSHIP

Section 1. Members shall be individuals with an interest in supporting the purpose of the Society.

Section 2: Application for membership must be made through application on the Society's website to the Secretary.

Section 3: Only Members in good standing shall be allowed to vote.

Section 4: Membership dues shall be paid annually by all Members in the amount determined by the CMAS Committee.

Membership and associated dues will be paid in full and will be valid only for the annual cycle in which they were paid. This period is consistent with the period between the previous and future AGM.

To hold for those applying after the annual meeting & AGM of that year

Section 5: Any Member desiring to resign from the Society shall submit his/her resignation in writing to the Secretary, who shall present it to the Committee for action.

Section 6: Membership of the Society will automatically lapse for non-payment of dues at the end of the sixty days after the most recent AGM. Any Member of the Society may be suspended if a majority of the CMAS Committee deem that suspension is in the best interests of the Society. Expulsion from the Society shall be only as a result of a majority affirmative vote of the voting Members of the Society.

ARTICLE 5: OFFICERS

Section 1: The Officers of the Society shall be a Chair, Vice Chair, Treasurer and Secretary. Officers of the Society are Trustees and registered Directors of the Charitable Company.

Section 2: Members of the Committee shall include up to five other Committee Members. Members of the Committee are Trustees and registered Directors of the Charitable Company. This is to include four members and one Web administrator roles. The Web administrator will serve a three-year term and oversee, manage and provide support for the website and electronic communication services used for purposes consistent with the Society's aims.

Section 3: The Officers of the Committee shall co-opt individuals and form separate ad hoc Committees as required for the running of the Society. Co-opted Members would not necessarily have to be Members of the Society but if not, would not have the right to vote on Society matters.

Section 4: Committee Members will be elected by either postal or email ballot. To be eligible for a position on the CMAS Committee, a person must be a CMAS Member who is active in the field of motion analysis, without commercial affiliations or other conflicts of interest. Each candidate nominated for and standing for a place on the Committee of CMAS must provide a brief curriculum vitae, including a statement of current work responsibilities, for circulation to the Society Members. A ballot will be prepared that shall be mailed to all Members in good standing not less than 45 days before the next scheduled Annual General Meeting (AGM) of the Society. This ballot shall be returned to the Secretary of the Society no later than two weeks before the AGM. Elections shall be announced at the AGM and in the next general mailing. When changes in a person's job function occur mid term whilst serving on the Committee, their continued contribution and eligibility would be reviewed by the Committee at the next AGM of CMAS. The Committee should ideally represent a mix of professional backgrounds and motion analysis laboratories.

Section 5: The post of Committee Chair, when it falls vacant, will be taken up by the current Vice-Chair. If the Vice Chair is unable to take up this position, and there is more than one nomination for the position, then it will be put to a vote by CMAS Members. If there is more than one

nomination for the position of Vice Chair, this will be put to vote by the CMAS Members. Other Officer posts to be decided among the Committee Members, with the Chair taking responsibility for overseeing this. Officers of the Society would normally have served on the Committee previously, though could take Office immediately if circumstances require. Committee Members would not have necessarily served on the Committee previously.

Section 6: Voting for elections and Society matters by Members in good standing will be by postal or email ballot. A period of 28 days' notice is required in respect of any circumstances where voting by CMAS Members (as individuals) is requested or mandated.

Section 7: The terms of Office and specific duties shall be as follows:

- a. The Chair shall:
 - serve a two year term and be the Chief Officer of the Society;
 - preside at all Committee meetings and Annual General Meetings of the Society;
 - exercise general supervision over the interests and welfare of the Society;
 - be an ex-officio Member of all Committees except a nominating committee;
 - call all meetings of the Society and Committee;
 - perform such duties as are required by the Committee and the Membership;
 - remain a Committee member with the right to vote on Committee matters for one year after demitting office as Chair.
- b. The Secretary shall:
 - serve a two or three year term, subject to requirement;
 - write and maintain minutes of all meetings of the Society and Committee;
 - manage applications for membership, working alongside the Treasurer
 - provide minutes in a timely fashion to the Committee and the Society as determined by the Chair;
 - appoint a substitute Secretary when the Secretary cannot perform these duties;
 - perform other such duties as may normally be a part of the Office of the Secretary as assigned by the Chair.
- c. The Treasurer shall:
 - serve a two or three year term, subject to requirement;
 - receive, account for, and deposit in a bank, all funds of the Society, as directed by the Committee;
 - keep an accurate record of the names and addresses of all Members and dues paid;
 - maintain appropriate financial records which shall be subject to inspection and audit as directed by the Committee and Companies House;
 - prepare and submit such financial statements or reports as may

be required by laws and regulations;
-propose at the AGM a budget for advertising and promotion of CMAS, to include but not be restricted to events and conferences. The Committee will set a budget for expenses incurred whilst conducting CMAS business.
-perform such other duties as may be assigned by the Chair

- d. A Vice Chair shall:
-serve a two year term;
-act in the absence of or during the incapacity of the Chair;
-accept other responsibilities as may be agreed upon by the Vice Chair and the Chair.
- e. Committee Members shall serve a three year term.
- f. The Secretary, Treasurer, Vice Chair and Committee Members shall have a vote in Committee matters. The Chair shall only vote in order to break a tie, or to make a tie in order to pass a question onto the Society. Co-opted individuals who have not been elected by the Society shall not have a vote.

Section 8. A Committee meeting will be quorate when at least half of the Committee Members are present.

Section 9. Committee Members shall be eligible to serve two or more consecutive terms, subject to re-election. Retiring Committee Members may not stand for office again within two years. Officers may also serve two or more consecutive terms.

ARTICLE 6: MEETINGS

Section 1. The AGM shall approve the Chair, Secretary and Treasurer's reports and the Meeting shall approve the Minutes of the previous Meeting and approve the dues following a recommendation made by the CMAS Committee.

Section 2. The official printed programme of each AGM shall contain an announcement of the time and place of the next AGM. Recommendations arising from the AGM will be considered by the CMAS Committee for approval and if necessary put to Members in good standing for their approval by postal or email ballot. This information shall also be included in the next general mailing to Members in good standing.

ARTICLE 7: AMENDMENT OF THE CONSTITUTION

The CMAS Committee or any six Members in good standing may propose, by written petition to the Secretary, an amendment to the Constitution. A copy of such proposal(s) shall then be mailed to all voting Members in good standing within 30

days of receipt. Balloting on the proposal(s) shall close not less than 30 days nor more than forty-five days after the proposal(s) is (are) mailed to Members in good standing. An amendment shall be approved and adopted by a two-thirds affirmative vote of all voting Members by postal or electronic ballot. The results of such balloting shall be announced to the Membership in the next general mailing.

ARTICLE 8: PUBLICATIONS

Publications undertaken by the Society shall be subject to Society policies and to any further guidance or controls prescribed by the Committee or its duly appointed Committees.

ARTICLE 9: STANDARDS AND CERTIFICATION

Section 1: There shall be five Members on the Standards Committee at any given time. Members shall be proposed by the main CMAS Committee. The composition of the Standards Committee should endeavour to reflect the scope of CMAS, both in profession (including clinical and technical experts) and geographical region. Members shall serve on the Standards Committee for a five year term. The CMAS Chair will also serve on the CMAS Standards Committee and attend meetings of the Committee. The Chair of the Standards Committee shall be decided within the Committee Members.

Section 2: The Standards Committee shall be responsible for overseeing the certification process, as well as the on-going development of the CMAS standards.

Section 3: CMAS will be responsible for conducting external audits and certifying eligible gait laboratories in the United Kingdom and Ireland.