

# CONSTITUTION

## THE NATIONAL ASSOCIATION OF MASSAGE & MANIPULATIVE THERAPISTS

### 1 THE NAME:

The Limited company shall be called the “Association of Massage and Manipulative Therapists Limited.” Registration No. 7617968, trading as the “National Association of Massage and Manipulative Therapists” and shall hereinafter be referred to as “the Association”. The Association’s titular abbreviation shall be NAMMT.

### 2 THE HEAD OFFICE:

The Head Office of the Association shall be Registered Office 17 Standroyd Drive Colne Lancashire England. BB8 7BE

### 3. THE OBJECTIVES:

- a. The Association shall be a “not for profit” Association.
- b. To promote the welfare and professional development of Members.
- c. To offer professional advice, guidance and direction on practice and regulatory matters.
- d. To gather and disseminate pertinent information from and to Members interested individuals and bodies.
- e. To act as a networking facility for Members.
- f. To offer a focus for centralising information pertaining to massage and manipulative therapies.
- g. To encourage research into, and evidence-based practice of, massage and manipulative therapy techniques.
- h. To promote the continuing professional education and development of skills and competencies of Members as allied health care professionals.

### 4 MEMBERSHIP:

- a. The Association shall consist of individual Members. Full Members each having 1 (one) vote.
- b. Observer status bodies’ representatives/individuals may be admitted by majority Executive Committee decision, but shall have no voting or membership rights.
- c. NAMMT has three levels of membership: Student, Full and Honorary.
- d. Student membership is for all students currently registered on courses whose training meets or exceeds the National Occupational Standards set out by the General Council for Massage Therapies. There is no voting right.
- e. Full membership carries the right to post-nominal, designatory letters:
- f. NAMMT (MassTh) – for holders of massage diplomas meeting the National Occupational Standards set out by the General Council for Massage Therapies.
- g. NAMMT (RM) – for holders of an approved Diploma in Remedial Massage.  
NAMMT (RMAAdv) – for holders of an approved Diploma in Advanced Remedial

## Massage

NAMMT (ManipTh) – for holders of an approved Diploma in Manipulative Therapy.

NAMMT (Phys) – for HPC registered Physiotherapists.

NAMMT (SpTh) – for holders of an approved Diploma in Sports Therapy.

NAMMT SP& R) - for sports and remedial member affiliated to CNHC

FNAMMT – Fellowship of NAMMT. For members who have devoted their time and energies to the massage and manipulative therapy profession and made a significant contribution to its enhancement.

- h. Honorary membership may be awarded by the Association at its discretion to individuals not outside the UK or massage and manipulative therapy professions. The post- nominal designation is NAMMT (Hon) and there is no annual fee nor voting, nor speaking rights.

## 5 SUBSCRIPTIONS:

- a. Subscription fees shall be fixed from time to time as decided by the Executive Committee and passed by a simple majority at the AGM.
- b. The Financial year of the Association shall date from 1<sup>st</sup> April to 31<sup>st</sup> March, and premiums shall be payable annually by 1<sup>st</sup> April or on a pro rata basis from the date of joining.
- c. Members who fail to pay the annual subscription within two months of invoicing shall be sent a reminder by the Membership Secretary, and if the subscription shall remain unpaid by 30<sup>th</sup> April, they will cease to be a Member of the Association.

## 6 OFFICERS:

- a. The Limited Company shall be governed by unpaid Officers who shall form the Executive Committee. The Executive Committee shall comprise of two Directors and a Director / Secretary. The running of the association will also comprise of a Management Committee which will comprise of individuals drawn from the Members. Their roles shall be: Chairperson, Secretary, Treasurer, Education & Research Officer, Regulatory & Discipline Officer, Membership Secretary, and Support Member.
- b. Election of Officers: All Officers shall stand for a minimum of 2 (two) years and be elected or re-elected at the Annual General Meeting. No more than 6 (six) Officers will resign or stand for re-election at any one Annual General Meeting. Written nomination, with a proposer and seconder from the Membership, for Management Committee positions should be lodged with the Secretary at least 1 (one) week before the Annual General Meeting. Should there not be enough nominations lodged, the Members at the Annual General Meeting may decide to accept nominations from the floor on the day of the meeting.
- c. Co-option of Members: In the event of any committee positions not being filled at the Annual General Meeting, or in the event of any positions becoming vacant during the year, the Executive Committee shall have the power to co-opt an Officer from amongst the representatives of the Members of the Association and to co-opt the same for sub-committees.
- d. The Management Committee may at their discretion employ professional services.
- e. Travel expenses incurred in the course of Association work should be submitted with relevant supporting receipts for the Treasurer's approval.

7 EXECUTIVE COMMITTEE AND ITS RESPONSIBILITIES:

- a. The Management Committee shall manage the whole of the affairs of the Association and may appoint sub-committees, with or without powers, as it resolves. Such sub-committees shall appoint their own helpers. Meetings of the Directors shall meet annually and publish minutes of the meeting to members. The Management Committee to transact competent business shall be held periodically as necessary and shall be called by the Chairperson by notice to each Management Committee Member. Four Management Committee Members shall constitute a quorum.
- b. The Chairperson shall chair all meetings of the Association or Management Committee and in his or her absence, the Secretary shall preside. Failing both of them, the Acting Chairperson shall be the Senior Member of the Management Committee present or such Member of the Association as the meeting may appoint. The Chairperson shall have in all cases of equality a casting vote.
- c. The Management Secretary shall keep a correct record of all proceedings of the Association at its general and special meetings and at meetings of the Management Committee and take charge of the papers, books and records of the Association. He or she shall deal with all relevant correspondence unless identified as a responsibility of another Management Committee Member.
- d. The Treasurer shall keep detailed accounts of all transactions and present a full and complete statement thereof, duly audited, at the Annual General Meeting of the Association. The Management Committee may at any time require the Treasurer to present them with an account of all transactions and the state of the funds of the Association. All monies collected by the Treasurer shall be lodged at a bank or building society to the credit of an account to be kept in the name of the Association.
- e. The Membership Secretary shall keep a record of all the names and addresses of all Members and deal with all relevant and agreed membership matters.

8 MEETINGS:

- a. The Annual General Meeting of the Association shall be held at such time, date and place as may be decided by a preceding Annual General Meeting or, failing that, by the Management Committee, not later than 15 months after the preceding Annual General Meeting, with at least four weeks' notice.
- b. A Special Meeting of the Association may be called at any time by authority of the Management Committee and the Management Committee shall be bound to call a meeting upon the request of not fewer than ten Members of the Association, addressed to the Secretary or Chairperson. At least four weeks notice of such a meeting will be given to the membership.
- c. At such Special Meetings, 25% of total Members will form a quorum.

9 AFFILIATIONS:

The Association, by a majority of three-fourths of the Membership present and voting at an Annual General Meeting or Special Meeting, shall have the power to approve the federation or affiliation of the Association with, or to other associations or groups of associations having similar objects, and to approve the subscription payable in respect of such federation or affiliation. All federations or affiliations shall be subject to annual renewal by a majority vote at the Annual General Meeting.

Nothing in this clause shall concede the right to any association or group of associations to obstruct or override the free judgement or decisions of the Association.

#### 10 RULES AND CODES OF THE ASSOCIATION:

- a. Members undertake to abide by the Association's constitution and Code of Ethics.
- b. Professional Indemnity Insurance must be held by all Full and Student Members.
- c. Student, Full and Honorary memberships are renewable annually.

#### 11 INFRINGEMENT OF THE CONSTITUTION OR CODES OF THE ASSOCIATION:

In the event of a report or obvious infringement of any of the Constitution or Code of Ethics of the Association, the Directors shall invoke the Association's Complaints Procedure to resolve the issue.

#### 12 CONSTITUTIONAL CHANGES:

The Constitution shall not be altered or added to without the approval of three-fourths of those Members present and voting at an Annual General Meeting or Special Meeting. Notice of such proposed alteration or addition must be lodged with the Secretary six weeks before the date of such a meeting, the agenda for which shall embody a statement of alteration proposed, and shall be circulated to all Members at least five weeks before such a meeting. Any alteration or addition so approved shall become operative immediately unless qualified otherwise.

#### 13 AUDIT:

The auditors shall audit the accounts and balance sheet for the financial year. All references to auditors shall be taken to mean two Members, neither of whom shall be Officers or Members of the Directors or Management Committee, appointed at the previous Annual General Meeting or, if appropriate, Special Meeting to act jointly to audit the accounts and Treasurer's statement. If an Annual General Meeting or Special Meeting fails to appoint auditors or if either or both appointed auditors become unable or unwilling to act, the Directors shall appoint one or two Members, as may be necessary, to be auditors. If the Management Committee takes such action, it will inform all Members as soon as is reasonably convenient.

#### 14 INSPECTION OF BOOKS:

Every Member or person having an interest in the funds shall be entitled to a copy of the annual accounts and balance sheet of the Association and to inspect at any reasonable time the books or papers and the names of the Members of the Association.

#### 15 DISSOLUTION:

- a. The Association may at any time be dissolved by a resolution passed at a Special Meeting of the Association by a majority of three-fourths of those present and voting at the meeting provided that one month's notice of the proposal to dissolve the Association has been given to all Members in writing.
- b. After dissolution, any remaining Association funds will be divided equally between the Full Members.