



Adopted 1995, amended June 2025

CONSTITUTION

The British Association of Prosthetics and Orthotics

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1 Name

The Association shall be called the British Association of Prosthetics and Orthotics (hereinafter called "BAPO").

2 Mission Statement and Purpose

2.1 Mission statement:

Empowering the profession to enable the user

2.2 Purpose:

The Association exists to serve and advocate for the prosthetics and orthotics profession. Its overarching objectives are:

- To uphold and advance the professional status and interests of the prosthetics and orthotics profession.
- To empower practitioners in delivering optimal care to patients and thus enable the user.

These objectives are pursued through the following strategies:

- 2.2.1** Engaging with regulatory and policy-making bodies to represent the profession's interests.
- 2.2.2** Promoting excellence in clinical practice, adherence to the Association's Ethical Code, and alignment with the Statutory Regulatory Body's professional standards.
- 2.2.3** Supporting the highest standards in professional education and training.
- 2.2.4** Providing informed guidance and support to Full Members, Associate Members, Affiliates, and stakeholders on matters related to prosthetics and orthotics.
- 2.2.5** Facilitating the dissemination of knowledge and developments in the field via publications, digital communications, and events.
- 2.2.6** Encouraging member participation in research and innovation to underpin evidence based clinical practice.
- 2.2.7** Reinforcing the role of Prosthetists and Orthotists as key healthcare professionals accountable for the comprehensive management of prosthetic and orthotic needs.
- 2.2.8** Advocating for collaborative interdisciplinary practice, with Prosthetists and Orthotists as integral members of the healthcare team.
- 2.2.9** Maintaining an up-to-date member database including Full Members, Associate Members, and Affiliates.
- 2.2.10** Undertaking initiatives that support and further the mission of the Association.
- 2.2.11** Maintaining a non-sectarian stance and remaining independent of political affiliations.

3 Full Membership

- 3.1** Full membership of the Association shall be open to qualified Prosthetists and Orthotists, irrespective of political opinion and inclusive of any protected characteristics as listed in the Equalities Act 2010.
- 3.2** The EC shall determine the eligibility criteria for Full membership including the appropriate qualifications, in compliance with any appropriate standing order being in force at that time.
- 3.3** The qualifications recognised shall be listed in the Standing Orders of the Association.
- 3.4** Any person wishing to become a Full member must register to join the Association via the method stated in the Standing Orders of the Association. They should detail evidence that they are Prosthetists, Orthotists or Prosthetist/Orthotist by submitting the appropriate qualifications and documentation listed in the Standing Orders, upon request.
- 3.5** The Executive Committee shall have the discretion to allow, disallow, or impose conditions upon Full membership.
- 3.5.1** In the event that an application for full membership is refused. The Secretary will take the application to the Executive Committee and the Executive Committee make a final decision. The individual applicant shall be given notice of their rights to appeal within 28 days of receipt of notice giving the decision. Such notice shall provide the email address to which an appeal must be lodged (namely the BAPO Secretariat). Such notice shall also provide adequate, proper, clear and intelligible reasons for the Executive Committee's decision.
- 3.6** Full members may advertise their membership by the letters MBAPO.
- 3.7** Full UK members receive full insurance subject to terms and conditions with cover of the following three policies:
- Public & Product liability
 - Professional Indemnity
 - Medical Malpractice
- 3.8** Full members are entitled to vote on all issues relating to the Association.
- 3.9** Those Full members who are not practising as Prosthetists and Orthotists may be eligible for the class of non-practising member (this group would include Prosthetists/Orthotists engaged in full-time post-graduate studies that do not involve any clinical practice, and those not employed as Prosthetists or Orthotists). These members shall pay a reduced subscription as determined by the Executive Committee. They do not receive the insurance benefits of a Full member.
- 3.10** Those Full members who are over the age of 50, not practising or no longer intend to practice, may be eligible for the category retired member. These members shall pay a reduced subscription as determined by the Executive Committee. (The Executive Committee will consider applications from members outside these criteria on individual merit).

4 Associate Membership

- 4.1** Associate Membership shall be open, irrespective of political opinion and inclusive of any protected characteristics as listed in the Equalities Act 2010 to the following groups:
- 4.1.1** Learners on a programme that leads to either eligibility to register as a Prosthetist Orthotist with the Health and Care Professions Council in the United Kingdom or the prosthetic and orthotic technician apprenticeship.
 - 4.1.2** Technicians whose principal employment is in the fabrication of prostheses and/or orthoses.
 - 4.1.3** Prosthetic and Orthotic Support Workers whose principal employment is as a Prosthetic or Orthotic Support Worker.
- 4.2** Associate Technician UK members receive full insurance subject to terms and conditions with cover of the following three policies:
- Public & Product,
 - Professional Indemnity
 - Medical Malpractice
- They are entitled to vote on issues relating to technical issues, constitutional issues, and issues affecting Full members and Associate members as designated by the Executive Committee.
- 4.3** Associate Support Worker UK members will receive full insurance subject to terms and conditions with cover of the following three policies:
- Public & Product,
 - Professional Indemnity
 - Medical Malpractice
- They are entitled to vote on issues relating to Support Worker issues, constitutional issues, and issues affecting Full members and Associate members as designated by the Executive Committee.
- 4.4** Associate Learner members do not receive insurance benefits and shall have no voting rights within the Association. They also cannot stand for election to the Executive Committee.
- 4.5** Any person wishing to become an Associate member must register to join the Association via the method stated in the Standing Orders of the Association. They should provide evidence that they are eligible for one of the Associate membership categories upon request.
- 4.6** The Executive Committee shall have the discretion to allow, disallow, or impose conditions upon Associate membership.
- 4.6.1** In the event that an application for Associate membership is refused. The Secretary will take the application to the Executive Committee and the Executive Committee make a final decision. The individual applicant shall be given notice of their rights to appeal within 28 days of receipt of notice giving the decision. Such notice shall provide the email address to which an appeal must be lodged (namely the BAPO Secretariat). Such notice shall also provide adequate, proper, clear and intelligible reasons for the Executive Committee's decision.
- 4.7** Associate members will pay a subscription as determined by the Executive Committee.
- 4.8** Associate members may advertise their membership by the letters ABAPO.

5 Affiliation

- 5.1** Affiliation shall be open, irrespective of political opinion and inclusive of any protected characteristics as listed in the Equalities Act 2010 to the following two groups:
- 5.1.1** Professional: Any other professional working within the fields of prosthetics and orthotics would be eligible for this class of affiliation, such as bioengineer, doctor, nurse, or allied health professional.
 - 5.1.2** Individual: Any individual with an interest in the prosthetic and orthotic profession would be eligible for this class of affiliation.
- Each class shall pay a subscription as determined by the Executive Committee.
- 5.2** Affiliates shall have no voting rights within the Association. They shall not be eligible for election to the Executive Committee.
- 5.3** Any person wishing to become an Affiliate must register to join the Association via the method stated in the Standing Orders of the Association. They should detail and submit supporting evidence that they are eligible for one of the Affiliate categories.
- 5.4** The Executive Committee shall have the discretion to allow, disallow, or impose conditions upon Affiliates.
- 5.4.1** In the event that an application for an Affiliate is refused. The Secretary will take the application to the Executive Committee and the Executive Committee make a final decision. The individual applicant shall be given notice of their rights to appeal within 28 days of receipt of notice giving the decision. Such notice shall provide the email address to which an appeal must be lodged (namely the BAPO Secretariat). Such notice shall also provide adequate, proper, clear and intelligible reasons for the Executive Committee's decision.
- 5.5** Affiliates of the Association may not advertise their affiliation by using any postnominal letters.

6 Patron

- 6.1** A Patron, if elected, may be required to serve the Association in an honorary capacity. The Patron shall be a person who represents the profession and asserts influence in the interests of the profession.
- 6.2** The Association may elect a Patron. The election shall take place at a General Meeting. Nominations for the position of Patron must be endorsed by the nominee and proposed and seconded by two current Full members, or one Full and one Associate member of the Association. This information must be made available to the Association Secretary not less than 28 days prior to the General Meeting.
- 6.3** Voting shall be as per procedure in the Association's Standing Orders.
- 6.4** The position of Patron shall be reviewed every three years and in the event that the Patron is inactive for whatever reason, the EC may vote to retire the incumbent and to seek a new Patron in replacement.

7 Subscription

- 7.1 The subscription shall be determined annually or, from time to time, by the Executive Committee.
- 7.2 The subscription shall be due on joining the Association, and thereafter on the first day of January each year. Payment is to be made either in full or monthly by direct debit.
- 7.3 Subscriptions shall be payable either as a lump sum within forty five days of due date by BACS, Direct Debit, Debit/Credit card or in 12 monthly instalments by Direct Debit.
- 7.4 Those members wishing to rejoin the Association may be required to pay a rejoining fee, at the discretion of the Executive Committee.

8 Cancellation of Membership

- 8.1 A Full member, Associate member, or Affiliate shall cease to be a Full member or Associate member or Affiliate, if they give written notice to the Secretary of their intent to cancel their membership or affiliation.
- 8.2 A Full member, Associate Member or Affiliate whose subscription is more than forty-five days in arrears shall be deemed to have lapsed their membership or affiliation.
- 8.3 Cancellation of membership will have implications for both the three types of insurance included with UK Full membership, UK Associate Technician membership and UK Associate Support Worker membership. It will also have implications for those UK Full members who have taken out additional private practice insurance.

9 Complaints Procedures

- 9.1 The Executive Committee shall have the power to impose membership restrictions on a Full Member, Associate Member, or Affiliate when, in their opinion, such a person has been found to have broken the Ethical Code of the Association, or they have been found to be guilty of conduct prejudicial to the Association.
- 9.2 When a complaint against a Full Member, Associate Member, or Affiliate is received by the Association the procedure for considering the complaint, as laid down in the Standing Orders of the Association, will be followed. Failure to engage with the complaints process will result in the Full member, Associate member or Affiliate being unable to rejoin the Association. Only the specific complaint made against the Full Member, Associate Member, or Affiliate will be considered. If the complaint is referred to the Ethical Committee (a Standing Committee formed by the Chair of the Association) then the Ethical Committee will recommend to the Executive Committee one of the following courses of disciplinary action:
 - 9.2.1 No action
 - 9.2.2 A written warning cautioning the Full member, Associate member, or Affiliate and advising against future actions against the interests of the Association and profession.
 - 9.2.3 A period of probation lasting up to twelve months, after which the case will be reconsidered by the Ethics Committee.
 - 9.2.4 A period of suspension (the period of a maximum of twelve months, to be determined by the Executive Committee). During the period of suspension, the suspended Full member, Associate member, or Affiliate will be liable for subscriptions but shall not benefit from any of the Association's services.
 - 9.2.5 The withdrawal of Full membership, Associate membership, or Affiliation of the Association.

- 9.3 The Full member, Associate member, or Affiliate will be given the opportunity to present their case to the Ethical Committee or Executive Committee as required. A representative of their choice may accompany them. They will be provided with a minimum of 14 days' notice of the meeting, written details of the complaint made against them and written details of the decision or recommendation of the Ethical Committee.
- 9.4 The Full member, Associate member, or Affiliate may appeal against the decision of the Ethics Committee as laid down in the Standing Orders.
- 9.5 A Full member who has had their membership withdrawn may only be readmitted to the Association after a recommendation supporting their readmission is submitted to the Secretary by two other Full members of the Association, following the period of suspension. The Executive Committee must then approve their membership or affiliation. The Full member must satisfy the Association that no similar complaints against them would be likely.
- 9.6 An Associate member, who has had their membership withdrawn may only be re-admitted to the Association after a recommendation supporting their readmission is submitted to the Secretary by two other Full or Associate members (in any combination) of the Association following the period of suspension. The Executive Committee must then approve their membership. The Associate member must satisfy the Association that no similar complaints against them would be likely.
- 9.7 An Affiliate who has had their membership or affiliation withdrawn may only be re-admitted to the Association after a recommendation supporting their re-admission is submitted to the Secretary by two other Full, Associate members or Affiliates (in any combination) of the Association following the period of suspension. The Executive Committee must then approve their affiliation. The Affiliate must satisfy the Association that no similar complaints against them would be likely.

10 Executive Committee

- 10.1 The Executive Committee will consist of up to 14 members. This will comprise of up to 12 elected Full members and up to two elected Associate Technician and Support Worker members (one from each category). The Chair and Vice Chair of the Association will be Full members on the Executive Committee with the Secretary and Treasurer being two individual members from the remainder of the Executive Committee.
- 10.2 Elections will take place annually prior to the Annual General Meeting for members of the Executive Committee.
- 10.3 With the exception of the Chair and the Vice Chair (Chair Elect) no member of the Executive Committee may serve for a period of more than two years (one term) without re-election to the Committee and a maximum of four terms (eight years) before standing down from the Executive Committee for one term (two years). The nomination and voting procedure will be as outlined in Section 10 of the Constitution.
- 10.4 Nominations for the Executive Committee must be endorsed, in the case of Full members by the nominee, and proposed and seconded by two current Full members of the Association, and in the case of Associate members by the nominee and proposed and seconded by two current Associate or Full members (in any combination) of the Association.
- 10.5 Voting shall be prior to the Annual General Meeting as per procedure in the Association's Standing Orders.

11

Composition of the Executive Committee

- 11.1** The Committee shall consist of a maximum of 12 Full members and two Associate Technician and Support Worker (one from each category) members this will include:
- Chair – responsible for the overall running of the Association during their period in office with the assistance of the other office bearers
 - Vice Chair/Chair Elect - The Vice-Chair is the Chair Elect. The Vice-Chair will be required to act as the Chair in cases of the Chair being absent or unavailable.
 - Treasurer – to manage the Association’s finances
 - Secretary – to ensure the smooth and efficient operation of the Association in accordance with the Constitution and Standing Orders as outlined in item 10.1 above
- 11.1.1** The Office Bearers will also be the Directors of BAPO Ltd during their term.
- 11.2** The Chair shall serve for a term of up to five years, after which period, the Chair will stand down from the Executive Committee for one term (two years) before being eligible for re-election.
- 11.2.1** The Vice-Chair, as Chair Elect, is not required to be re-elected.
- 11.3** At the first meeting of the year following the Annual General Meeting, which should be held no later than 28 days after the Annual General Meeting, the Executive Committee will endorse the appointment of the Chair and elect the Vice-Chair, Secretary, and Treasurer by means of an anonymous vote conducted at that meeting. Chair and Chair elect positions may only be occupied by Full Members. Any casual vacancy of an Executive Committee seat arising after the elections, due to resignation or otherwise, may be filled by the Executive Committee through the co-option of a member or Associate member in accordance with item 10.1 above. However, any Full or Associate member co-opted by the Executive Committee shall retire or stand for election at the next Annual General Meeting.
- 11.4** The Executive Committee shall have the right to invite a relevant observer to an Executive Committee meeting to address a pertinent issue. Such an individual shall attend only for the relevant part of the agenda, shall have no voting rights, and shall respect the confidentiality of the meeting.
- 11.5** The Executive Committee shall have the right to invite Learner Associate Members to an Executive Committee meeting to observe and inform the meeting on behalf of the Learner Associate membership. Learner observers shall have no voting rights and shall respect the confidentiality of the meeting.
- 11.6** The proceedings of the Executive Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option, or qualification of any Executive Committee member.

12 Executive Committee Meetings

- 12.1** A minimum of four Executive Committee Meetings will be held annually. The Chair will set the date and venue of these meetings.
- 12.2** The Secretary acting through the Secretariat shall give not less than 28 days' notice of the date and time of these meetings.
 - 12.2.1** In the event that the Chair deems it necessary to call an urgent Executive Committee meeting, a minimum of 48 hours' notice is required.
- 12.3** Agenda items for the Executive Committee Meetings should be given to the Chair who will liaise with the Secretary not less than 14 days prior to the Meeting.
 - 12.3.1** In the event of an urgent Executive Committee meeting the Chair will send agenda items to the Secretary within 48 hours, the agenda items will be limited to urgent matters only.
- 12.4** The Secretary acting through the Secretariat will distribute the agenda and papers not less than seven days prior to the meeting and within 48 hours in the event of an urgent meeting.
- 12.5** The quorum of an Executive Committee meeting will be eight members or in the event of any vacancies, 60% (rounded up) of the Executive Committee number.
 - 12.5.1** In the event that the EC is not quorate and with too little notice for cancellation, the meeting shall progress at the discretion of the Chair, but no voting may be undertaken and no contentious issues decided.
- 12.6** In the event of a no majority vote the Chair will have the casting vote.
- 12.7** The Executive Committee may appoint members to various Standing Committees who will report directly to the Executive Committee. The Executive Committee will delegate powers and duties to the Chair of these Standing Committees as they consider necessary.
- 12.8** The Executive Committee shall be responsible for the management of the Association and shall have sole right to appoint and determine Terms and Conditions of Service of employees of the Association. The Executive Committee shall have power to enter into contracts for the purposes of the Association on behalf of all the members of the Association provided always that they shall be subject to review by the Association at a General Meeting and shall not be inconsistent with the provisions of this Constitution.
- 12.9** The members of the Committee shall be indemnified by the members of the Association against all liabilities properly incurred by them in the management of the affairs of the Association.

13 Annual General Meetings

- 13.1** The Annual General Meeting will be held before the end of June each year either in-person or online as determined by the Executive Committee. The business of the meeting shall be as follows:
 - 13.1.1** To report the results of the election of members to the Executive Committee by an anonymous vote
 - 13.1.2** To receive and adopt the Annual Report on work and activities during the preceding year.
 - 13.1.3** To consider the accounts of the preceding year.
 - 13.1.4** To transact any other business on the agenda.
- 13.2** 56 days' notice of an Annual General Meeting shall be given to members.
- 13.3** Items for inclusion on the agenda should be made known to the Association Secretary not less than 28 days before the Annual General Meeting. Copies of the Agenda shall be circulated to the membership at least 14 days prior to the Annual General Meeting.
- 13.4** The Annual General Meeting or Extraordinary General Meeting of the Association shall be open to Full and Associate members, and Affiliates of the Association only, excepting those parties whom the Executive Committee shall invite as non-voting observers.

14 Extraordinary General Meetings

- 14.1** The Association Secretary shall call an Extraordinary General Meeting when instructed by either:
 - (a) The Executive Committee, or
 - (b) On receipt of a written request signed by not less than 30 members of the Association, stating the nature of business to be discussed.
- 14.2** The business of the Extraordinary General Meeting shall be limited to that specified on the notice of the Meeting.
- 14.3** 14 days notice of an Extraordinary General Meeting shall be given to members.
- 14.4** The quorum for such a meeting shall be not less than twelve members.
- 14.5** The Chair or Vice-Chair shall take the chair for all General Meetings.
- 14.6** In the absence of both these officials, the members present shall elect one member present to take the Chair for that Meeting.

15 Alteration of the Constitution

- 15.1** The Constitution may be altered or revised by resolution at an Annual or Extraordinary Meeting provided that the resolution is carried by at least two thirds of members present at the Extraordinary or the Annual General Meeting.

16 Standing Orders

- 16.1** The Executive Committee shall have powers to make, repeal, and amend any such Standing Order as they may, from time to time, consider necessary for the running and/or organisation of BAPO. The Standing Orders, repeals, and amendments shall have effect until set aside by the Executive Committee or at a General Meeting.
- 16.2** The introduction of Standing Orders will remain the sole responsibility and be determined by the Executive Committee. Changes to the Standing Orders must be approved by an 80% vote in favour of a quorate EC.

17 Finance

- 17.1** The Executive Committee shall appoint in writing the Chair, Vice-Chair, Treasurer, one member (who is not an office bearer) of the Finance Committee and the staff member responsible for managing the Secretariat to authorise payment on behalf of BAPO/ BAPO Ltd. All payments should be authorised by no less than two of the appointed signatories and no sum of monies shall be drawn from the account except by cheque or electronic transfer. Any monies not required for immediate use may be invested as the Executive Committee, at their discretion, sees fit and the Executive Committee shall not be liable, singularly or collectively, for any loss incurred as a result of such investments providing, they are made in good faith and with reasonable care and consideration.
- 17.2** All monies raised by or on behalf of BAPO/BAPO Ltd shall be deposited in a bank account in the name of BAPO/BAPO Ltd.
- 17.3** The Treasurer should have visibility of all financial transactions and shall keep proper accounts of the finances of BAPO/BAPO Ltd.
- 17.4** Statements of accounts for BAPO for the last financial year shall be submitted to the Annual General Meeting.
- 17.5** The income and property of BAPO shall be applied only in furtherance of the objects of the aforesaid and no part thereof shall be paid by way of bonus, dividend or profit to any members of BAPO.
- 17.6** The Executive Committee shall have power to authorise the payment of expenses to any member or employee of BAPO. The Executive Committee also retains the authority to pay appropriate remuneration to any employee of BAPO or persons rendering services thereto.
- 17.7** The financial transactions of BAPO/BAPO Ltd shall be recorded in line with Standing Orders of the Association.

18 Borrowing

- 18.1 The Executive Committee may borrow monies on behalf of BAPO for the purposes of BAPO from time to time at their own discretion for the general upkeep of BAPO or with the sanction of a general meeting for any other expenditure, additions or improvements.
- 18.2 When so borrowing, the Executive Committee shall have power to raise in any way, any sum or sums of monies, and to raise and secure the repayment of any sum or sums of monies in such manner or on such terms and conditions as they think fit, and in particular by mortgage of or charge upon or by the issue of debenture charge upon all or any part of the property of BAPO.
- 18.3 The total amount borrowed by the Executive Committee shall be limited to an amount no greater than 15% of the total subscriptions paid during the previous calendar year. Amounts borrowed in excess of this amount shall require the endorsement of a General Meeting.
- 18.4 The Executive Committee shall have no power to pledge the personal liability of any member of BAPO for the repayment of any sums so borrowed.
- 18.5 Custodians shall, at the discretion of the Executive Committee, make such dispositions of the property of BAPO or any part thereof and enter into and execute such agreements and instruments in relation thereto as the Executive Committee may deem proper for giving security for such monies and the interest payable thereon. Any decisions to borrow will only be after reasonable care and consideration and are subject to the exercise of good faith.

19 Property

- 19.1 All property and assets of BAPO /BAPO Ltd, excluding funds held in bank accounts, shall be held in trust by up to four Custodians appointed by the Association.
- 19.2 Custodians shall be the current Office Bearers of the Association.
- 19.3 Custodians are entitled to claim reasonable expenses incurred while fulfilling their duties and shall be indemnified out of BAPO's assets for liabilities incurred in good faith.
- 19.4 Custodians must adhere to Standing Orders regarding the administration and maintenance of BAPO/BAPO Ltd's property.
- 19.5 A formal written report on the status of all property must be submitted to the Executive Committee at least once every two years.

20 Dissolution

- 20.1 A resolution to dissolve BAPO/BAPO Ltd may only be proposed at a General Meeting with a minimum of 14 days' prior notice issued to all members. The resolution must be approved by a two-thirds majority of eligible voting members present.
- 20.2 Upon approval of the resolution, the Executive Committee shall be responsible for overseeing the orderly winding up of BAPO/BAPO Ltd affairs, including settlement of debts and liabilities.
- 20.3 Any remaining assets, after all liabilities have been met, shall be divided amongst the Full members and Associate members at the time of dissolution of the Association, as approved by the Executive Committee.
- 20.4 In the event that the Association's liabilities exceed its assets, an emergency levy may be imposed on the membership to fulfil financial obligations.



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