



RAMP - THE CONSTITUTION 2017

1. TITLE

The Register of Animal Musculoskeletal Practitioners (RAMP), acting as a professional register of practitioners using physiotherapy, chiropractic and osteopathic techniques on animals.

For clarity the following definitions used throughout the Constitution are:

The Association: The Register of Animal Musculoskeletal Practitioners (RAMP)

Executive Committee: The minimum of 7 elected members, including at least one representative from each professional group plus one lay member and two Veterinary Surgeons (one representing small animal and one large animal practitioners).

Full Registrants: Practitioners qualified to treat animals according to criteria set down in the RAMP Standards Document

All registrants of RAMP will abide by the Veterinary Surgeons Act 1966, the Veterinary Surgeon's (Exemptions) Order 2015 and any subsequent amendments.

2. THE VETERINARY SURGEONS ACT

The Veterinary Surgeons Act 1966 provides that (with certain specific exceptions) only Veterinary Surgeons may carry out acts of Veterinary Surgery upon animals. "Veterinary Surgery" is so defined by that act as to include the making of a diagnosis, the carrying out of tests for diagnostic purposes.

Of the exceptions created by the Veterinary Surgery (Exemptions) Order 2015; one permits the treatment of an animal by physiotherapy; provided the veterinarian who has examined the animal has prescribed treatment of the animal by physiotherapy.

3. OBJECTIVES

The objectives of RAMP are to:

3.1 Provide a definitive register of animal musculoskeletal practitioners who are working to the agreed standard and within their scope of practice.

3.2 Develop clinical guidance and standards of practice for those working in the field of animal/veterinary physiotherapy.

3.3 Ensure a system of Continuing Professional Development (CPD), whereby members must show evidence of fulfilment of CPD; before re-registering annually. These requirements and recommendations will be periodically reviewed by the Executive Committee and published at the Annual General Meeting (AGM).

3.4 Strengthen and maintain a direct relationship between RAMP and the professional associations with whom its registrants are members.

3.5 Promote good relationships, co-operation and collaboration between members of the Royal College of Veterinary Surgeons (RCVS) Higher Education Institution (HEI's) and other organisations as required.

3.6 Act as an advisory body to which members and the public can apply for advice concerning matters specific to the regulation and practice of animal/veterinary physiotherapy.

3.7 Provide a robust complaints procedure for members of the Veterinary profession and members of the public.

4. THE MANAGEMENT OF THE ASSOCIATION

EXECUTIVE COMMITTEE

All voting members of the Executive Committee will have been elected by the registrants following the initial two and a half year development stage led by the steering group (Oct 2016 to April 2019), see further criteria statements.

4.1.A The affairs of RAMP will be managed by an Executive Committee, consisting of at least seven members, who will manage the professional, administrative and financial affairs of the Association and report annually to the Annual General Meeting. In the event of not obtaining seven members, then a minimum of five members must be obtained for the Executive Committee to function.

4.1.B Of the seven Committee members, one must be a representative from each of the core professions, ie a physiotherapist, a chiropractor and an osteopath. In addition there shall be a lay member and two Veterinary Surgeons.

4.1.C If a committee member misses three consecutive Executive Committee meetings, which excludes conference calls, unless for exceptional circumstances, she/he will be asked to stand down. The Executive Committee can then select a replacement member, who will serve until the next AGM; when she/he may stand for election for a full term.

4.1.D If a committee member resigns from the Executive Committee during her/his term of office, between AGMs; the Executive Committee can then select a replacement member; who will serve until the next AGM; when she/he may stand for election for a full term. The resigning committee member must inform the President of her/his intentions and must submit her/his resignation in writing to the administrative Secretary within four weeks of resignation. The resignation will take effect from four weeks after receipt of the letter of resignation by the administrative Secretary to enable the Executive Committee to select a replacement committee member.

4.2. The Honorary Officers will consist of:

President, Vice President, Education Officer and Diversity Officer.

4.2.A PRESIDENT

The President will have served on the Executive Committee at some time during the previous two years ideally as Vice President prior to election. Subject to there being no candidate for the position of President who has served on the Executive Committee at some time during the two years immediately prior to the election, then a member of the Executive Committee may be nominated. Subject to there being no candidate on the Executive Committee willing to serve as President, a member from the general membership may be nominated and elected by the Executive Committee at the next AGM.

4.2.B EDUCATION OFFICER

The Education Officer will be responsible for scrutinising upgrade routes submitted for consideration of their graduates, and for ensuring the standards of continuing professional development of Registrants.

4.2.C REGISTRAR

The Executive Committee will have the power to appoint a self employed Registrar from either within or outside the committee as required.

4.2.D ADMINISTRATIVE SECRETARY AND TREASURER

The Executive Committee will have the power to appoint a self employed administrative Secretary and a Treasurer from outside the membership of the Register. This Secretary and Treasurer will not have a vote and may or may not be a musculoskeletal practitioner.

4.2.E CO-OPTED MEMBERS

The Executive Committee may co-opt members; to assist the Committee to meet specific objectives. The number of Co-opted members will not exceed three. They will normally serve for one year; but may be retained in the co-opted role for up to two years. Co-opted members will have voting rights. Co-opted members will be expected to attend meetings, including conference calls, when requested.

4.2.F A quorum will be one half of the total membership of the Executive Committee excluding the Co-opted members.

4.2.G Executive Committee members are elected at the AGM. Applications for committee membership are received from full members of the Association by Executive Committee, in advance of the meeting. At the AGM nominations for Executive Committee membership, having been duly proposed and seconded by two members, will be considered and members elected by a show of hands. Proxy votes will also be included and accepted. In the event of the nominated members exceeding the number of places available a paper vote will be taken at the AGM.

4.3 TERM OF OFFICE

4.3.A The term of an Executive Committee member is two years. The committee member may stand for re-election and serve a further term of two years before retiring. The committee member must then wait one year before nomination and election to serve another term of two years.

4.3.B The Executive Committee will elect the Honorary Officers, including President and Vice President annually, from the members of the Executive Committee, at the committee meeting immediately following the AGM. Officers will normally serve for two years, but their positions will be reviewed annually.

4.3.C Retiring Executive Committee members may serve as co-opted members.

4.3.D In exceptional circumstances the honorary officers may serve a double term of up to four years but only with the agreement of the membership following a notice sent out to all members. This may be done electronically.

4.4 FORMING A NEW EXECUTIVE COMMITTEE

If the whole of the Executive Committee retires at the same time, then a new Executive Committee, consisting of **seven** members will be elected at the Annual General Meeting. At the first Annual General Meeting after the inception of the new Committee, the two members who received the least number of votes, will retire and not be eligible for re-election for a further year. Two new members will be elected to replace those retiring. At the end of the second year, the next two members with the least number of votes, will stand down and not be eligible for re-election for a further year. Two new members will be elected to replace those retiring.

The remaining three members will retire at the end of the third year. Three new members will be elected to replace those retiring, after which time the Committee will retire as set out above under Term of Office.

4.5 EXECUTIVE COMMITTEE MEETINGS

Executive Committee meetings and conference calls will be held as necessary to facilitate decision making and to administer the affairs of RAMP. The President will regulate the proceedings and procedure including, with the consent of the meeting, adjournment of business. In the absence of the President; the Vice President will have the power to conduct and chair the meeting. In the absence of a Vice President; the members present and entitled to vote will have the power to elect a member of the Executive to conduct and chair any such meeting.

Minutes of the meeting will be taken by the administrative Secretary or administrative Assistant. A report of the meeting will be distributed to all committee members when confirmed by the President.

Each Executive Committee member and co-opted member will have one vote. The President will have a casting vote when required.

4.6 WORKING PARTIES AND SUB COMMITTEES

Working parties and sub-committees will be convened as necessary in order to accomplish the work of RAMP and will work in accordance with the RAMP Constitution. If a member misses three consecutive working parties or sub-committees meetings, which includes conference calls, unless for exceptional circumstances, she/he will be asked to stand down. The Executive Committee can then select a replacement member.

4.7 ANNUAL GENERAL MEETINGS

The business will be:-

4.7.A To elect by a show of hands or by paper ballot, including proxy votes, new members onto the Executive Committee.

4.7.B To review and adopt the annual reports/accounts for the previous year.

4.7.C To agree annual subscription and the date of commencement of new subscription fee.

4.7.D To transact any other business. Such business will be notified to the President not later than 14 days prior to the AGM.

4.7.E To discuss and agree any alterations to RAMPs constitution.
21 days notice of the meeting will be given.

4.8 EXTRAORDINARY GENERAL MEETINGS

Notice to be sent to all members.

The Administrative Secretary will call and arrange an Extraordinary General Meeting.

4.8.A On receipt of instructions from the Executive Committee.

4.8.B On receipt of a written requisition signed by 35% of registrants.

21 days notice will be given to members of an **Extraordinary General Meeting**. The President or in her/his absence, the Vice President; of RAMP will chair the Extraordinary General Meeting. The business of an Extraordinary General Meeting will be limited to the business for which it was called.

4.10 CESSATION OF THE REGISTER OF MUSCULOSKELETAL PRACTITIONERS

The winding up of the affairs of RAMP may be done at the Annual General Meeting, or an **Extraordinary General Meeting - notice to be 21 days**. The meeting will decide on the allocation of the assets of RAMP and notification of the cessation of the Register to relevant organisations.

4.11 DATA

RAMP will adhere to current data control guidelines and have protocols in place to ensure confidentiality of the information it holds. This will include registration with the Information Commission.

5. APPLICATIONS FOR AND TERMINATION OF REGISTRATION

5.1 Applications for registration will be made in writing to the administrative Secretary in the form prescribed from time to time by the Executive Committee.

5.2 Applications for registration will be considered and decided by the Executive Committee. The Executive Committee will be entitled to delegate the consideration of the applications to such servants or officers of RAMP; as it will time to time decide.

5.3 The Executive Committee will have the power, in its absolute discretion, to refuse an application for registration.

5.4 The Executive Committee may terminate the registration of any registrant who does not fulfil the requirements of registration, or who has committed a breach of this Constitution, or whose conduct it considers in its absolute discretion to be opposed to the interests of RAMP.

5.5 Without prejudice to the discretion exercisable by the Executive Committee the following matters are likely to be regarded as grounds for termination of registration.

5.5. A If a registrant is struck off from their respective professional body

5.5. B False statements in the registrant application form.

5.5. C Refusal to comply with the reasonable requirements of RAMP.

5.5. D Inaccurate description in the registrant's advertisements or signage of the registrant's status in the Register;

5.5. E Failure to pay any sum due to RAMP after one calendar month of notified due date for payment. An administrative charge will be made to members who pay the sum due within the calendar month after the due date.

5.6 If a complaint regarding a registrant is received and substantiated.

5.7 If a member is subject to disciplinary action by their professional body or RAMP

5.8 Before resolving to terminate any registration, the Executive Committee will give notice in writing to the registrant setting out the grounds for termination and the registrant will be entitled to state her/his case in writing to the Executive Committee within twenty eight days of service of such notice.

5.9 The Executive Committee will give notice in writing of its decision regarding termination of registration within fourteen days of such decision, whereupon the registrant will forfeit all the privileges of registration.

5.10 A registrant whose registration has been terminated by the Executive Committee may appeal against the termination by notice in writing to the Administrative Secretary given within fourteen days of service of notice of termination. (Refer to 5.5).

5.11 The appeal, if any, will be considered by the Executive Committee; within three months of service of the notice of appeal under 5.10. It will give notice in writing to the registrant of the result of its determination within fourteen days thereof.

5.12 The registration privileges of a registrant who has received notice of termination under 5.9 will be forfeited upon the occurrence of the following events (but for the avoidance of doubt will continue in force unless and until so forfeited).

5.12.A Upon the expiration of the time for appeal under 5.10 the registrant having served no notice of appeal.

5.12.B Or upon service upon the registrant of notice of the failure of her/his appeal.

6 REGISTRATION

6.1 REGISTRANTS MUST

6.1.A Have an educational qualification to prove the knowledge base and the skills & proficiency expected

6.1.B Proof of Professional Indemnity Insurance cover.

6.1.C Proof of Public Liability Insurance cover.

6.1.D Signed undertaking for the minimum level of Continuing Professional Development (CPD).

6.1.E Signed acceptance of the Standards for Practice

6.1.F Payment of Registration Fee.

6.2 .A In order to clearly demonstrate that there is no intention to deceive, all RAMP registrants, who are NOT ALSO registered with the GCC, GOsC, CSP or HCPC if using any of the titles 'Chiropractor', 'Osteopath' or 'Physiotherapist' MUST prefix that title with an animal-related term, eg 'Animal', 'Equine', 'Canine', etc.

6.2.B All RAMP registrants must make it clear that they do not treat human patients with these techniques unless they are also separately registrants of the GCC, GOsC and HCPC avoid any implication that they do so.

6.2.C All RAMP registrants must publically correct and clarify any potential confusions arising from other people implying that they treat human patients with these techniques unless separately registered with the GCC, GOsC, CSP or HCPC.

Registration is restricted to residents of the United Kingdom, Channel Islands or the Isle of Man.

Registrants wishing to practice overseas on a temporary basis must first contact their insurance broker and obtain extended cover as necessary. It is not necessary to amend the RAMP registration unless intending to practice overseas for a period exceeding 12 months.

7. FINANCE

7.1.A Funds for conducting the affairs of RAMP will be raised by annual subscriptions as determined by the Executive Committee and ratified by registrants at the AGM.

7.1.B All monies raised will be used for administering and furthering the objectives of RAMP.

7.1.C Each registrant of RAMP will pay an annual subscription fee for their registration. Such fee to be paid by the due date.

7.1.D Legitimate expenses incurred by members of RAMP Executive Committee, working parties and sub committees; in fulfilment of their duties and responsibilities for RAMP; will be reimbursed in accordance with the Policies and Procedures of RAMP.

7.1.E The financial year of the organisation will be from 1st April to 31st March.

7.1.F In default of payment of the membership fee after one calendar month of notified due date, all registration rights will be forfeited for that financial year. (5.5E) If the subscription payment is made within the calendar month after the due date, an administrative fee will be charged.

7.1.G Appropriate accounts for all RAMP business will be kept in line with good accountancy practice by the RAMP Treasurer.

7.1.H An annual review by the duly appointed Accountant will take place.

7.1.I Accountants will be appointed annually at the AGM.

7.1.J A financial report will be presented annually to registrants.

7.1.K Expenses for activities and financial obligations legitimately incurred in accordance with RAMP Policy and Procedures on behalf of RAMP will be indemnified from the funds of the Organisation.

7.2 BANKING

7.2.A Three members of the Executive Committee will act as signatories to the Organisations bank account.

7.2.B Only one signature will be required to authorise each payment.

7.2.C All Expenditure/ account statements will be regularly reviewed by the Executive Committee

8. GOOD GOVERNANCE AIMS

RAMP aims to be:

1. Proportionate
RAMP should only intervene when necessary. Remedies should be appropriate to the risk posed, and costs identified and minimised.
2. Consistent
Rules and standards must be joined up and implemented fairly.
3. Targeted
RAMP should be focused on the problem, and minimise side effects.
4. Transparent
RAMP should be open, and keep rules simple and user-friendly.
5. Accountable
RAMP must be able to justify decisions, and be subject to public scrutiny.
6. Agile
RAMP must look forward and be able to adapt to anticipate change.

9. DISCLAIMER

A disclaimer will be published and updated regularly on the website.