



AUSTRALIAN
PHYSIOTHERAPY
ASSOCIATION

NATIONAL GROUP REGULATIONS

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National Group regulations

PART A - INTERPRETATIONS

Regulation 1—Power to make regulations

- 1.1 These National Group Regulations are made pursuant to clause 43.1 of the Constitution.
- 1.2 Except for National Group Regulation 2, if any National Group Regulation is inconsistent with a clause of the Constitution, the Constitution will apply to the extent of the inconsistency.

Regulation 2—Definitions

- 2.1 The following words have these meanings in this document unless the contrary intention appears:

Association: the Australian Physiotherapy Association ACN 004 265 150.

Australian College of Physiotherapists: the group of members responsible for awarding Fellowships to Members.

Branch: a group of Members in a geographic area as approved by the Board.

Branch President: any person elected or appointed as chair of the respective Branch Council in accordance with the Office Bearer Regulations.

Branch Council: the Committee responsible to the Board for the strategic oversight of matters relating to a respective Branch.

Committee: a group of Members elected or appointed to govern the respective group of members under the Constitution or the Association's regulations and includes any:

- (a) Branch Council;
- (b) National Group National Committee;
- (c) State Chapter Committee;
- (d) Branch Regional Group Committee; or
- (e) other Committee established by the Board.

Constitution: the Association's constitution.

Meeting regulations: the Association's regulations for meetings.

NAC: the Association's National Advisory Council.

NAC Regulations: the Association's regulations for the NAC.

NAC Representative: a person elected or appointed as a NAC Representative in accordance with the NAC Regulations.

National President: the President of the Association.

National Group: any group of members in an area of physiotherapy practice established by the Board.

National Group Chairperson: any chair of any National Group elected or appointed in accordance with the Office Bearer Regulations.

National Group Delegate: any person elected or appointed as a Delegate of the respective National Group to a relevant WCPT Subgroup pursuant to these National Group Regulations.

National Group Deputy Chairperson: the deputy chair of any National Group elected or appointed in accordance with the Office Bearer Regulations.

National Group member: means any person approved as a member of the respective National Group pursuant to these National Group Regulations.

National Group membership list: the document containing the name, contact details, category of membership, and respective Branch and State Chapter of all members of a particular National Group.

National Group National Committee: a Committee responsible to the Board for the strategic oversight of matters relating to their respective National Group.

National Group National Committee Meeting: a meeting of any National Group National Committee pursuant to the Meeting Regulations.

National Group Regulations: the Association's regulations for the National Groups.

National Professional Standards Panel: the Association's National Professional Standards Panel.

Nominations and Elections Policy: the Association's policy specifying the process of nominations and elections.

Objects: the Objects of the Association set out in the Constitution.

Office Bearer Regulations: the Association's regulations for office bearers.

State Chapter: any Chapter of a National Group established by a National Group National Committee pursuant to these National Group Regulations.

State Chapter Chairperson: the chair of a State Chapter Committee elected or appointed in accordance with the Office Bearer Regulations.

State Chapter Committee: the Committee responsible to the respective National Group National Committee for the operational management of their respective State Chapter.

State Chapter Committee Meeting: a meeting of any State Chapter Committee pursuant to the Meeting Regulations.

Voting member: a person entitled to vote at meetings of the respective Committee pursuant to the Meeting Regulations.

WCPT subgroup: any subgroup approved and confirmed by the World Confederation for Physical Therapy from time to time.

- 2.2 All words used in these National Group Regulations will have the same meaning and interpretation as those corresponding words used in the Constitution unless indicated otherwise.

PART B – NATIONAL GROUPS

Regulation 3—Establishment of National Groups

- 3.1 National Groups are established and disestablished by the Board in accordance with Section 43 of the Constitution.

Regulation 4—National Group role

- 4.1 The primary role of each National Group is to assist the Association to achieve its Objects, through the provision of leadership, communication, representation, and services to all Members, within the National Group's respective area of expertise.
- 4.2 The role of each National Group is performed by:
- (a) the respective National Group National Committee;
 - (b) the State Chapters of the respective National Group; and
 - (c) staff appointed under National Group Regulation 8.1.

Regulation 5—National Group responsibilities

- 5.1 Subject to any directions of the Board, each National Group must, in the performance of its role:
- (a) uphold and promote the Association's policies, procedures, and guiding principles;
 - (b) provide input to the Association's strategic planning initiatives;
 - (c) implement initiatives consistent with the Association's strategic plan;
 - (d) communicate and collaborate effectively with other Committees within the Association;
 - (e) exchange meeting agendas and meeting summary notes with other Committees within the Association from time to time;
 - (f) refer appropriate matters to the National Professional Standards Panel from time to time;
 - (g) manage the resources approved by the Board effectively and efficiently;
 - (h) promote and support Members' professional development by ensuring members of the respective National Group, especially Members residing in rural and remote areas, may access professional development opportunities;
 - (i) promote and support research;
 - (j) foster best practice, creativity and innovation;
 - (k) encourage and assist Members to undertake the process of specialisation;
 - (l) monitor the establishment and maintenance of appropriate academic, professional and clinical standards;
 - (m) provide advisory support to the Association; and
 - (n) contribute to the Association's policies, position statements, submissions and reports.

Regulation 6—External representation by National Groups

- 6.1 Subject to the Association's external representation policy, a National Group may, in performance of its role:
- (a) provide advice;
 - (b) represent the Association;
 - (c) advise and contribute to submissions;
to external agencies or the media on matters within their respective area of expertise consistent with the APA policy agenda.

Regulation 7—National Group exclusions

- 7.1 Unless the Board approves otherwise, a National Group and its State Chapters must not:
 - (a) remove or suspend the membership of any Member.
- 7.2 Unless the CEO approves otherwise, a National Group must not seek legal advice on any matter.

Regulation 8—Staff

- 8.1 The CEO must engage the appropriate level of staff to ensure the role of the National Group is fulfilled.
- 8.2 The CEO must ensure any person engaged under National Group Regulation 8.1 is accountable to the CEO and responsible to the respective National Group for the conduct of the ordinary business of the respective National Group.

PART C – NATIONAL GROUP MEMBERSHIP

Regulation 9—Rights of members of National Groups

- 9.1 Any Member may apply for concurrent membership of one or more National Groups.
- 9.2 Each National Group Member is entitled to vote in relation to their respective National Group in accordance with the Nominations and Elections Policy.
- 9.3 Any Titled Member may use the title “APA <respective area of expertise> Physiotherapist”.
- 9.4 Any Specialist Member may use the title “Specialist <respective area of expertise> Physiotherapist as awarded by the Australian College of Physiotherapists in <year>”.

Regulation 10—National Group membership list

- 10.1 The CEO must ensure:
 - (a) the name, contact details, category of membership, respective Branch and State Chapter, and other particulars determined by the Board from time to time, for all Members of each National Group are maintained on the Association’s national database in accordance with membership procedures and data entry requirements;
 - (b) access to personal information collected and stored under National Group Regulation 10.1(a) is restricted in accordance with the requirements of relevant privacy legislation; and
 - (c) information collected and stored under National Group Regulation 10.1(a) is only circulated to any third party external to the Association if consented by the Member and in accordance with the APA privacy policy.

PART D – NATIONAL GROUP NATIONAL COMMITTEE

Regulation 11—National Group National Committee responsibilities

- 11.1 The National Group National Committee, subject to approval by the CEO, has responsibility to:
 - (a) exercise any powers the Board may delegate to it from;
 - (b) establish State Chapters of the National Group;
 - (c) remove any State Chapter after consultation with the respective Branch Council and State

- Chapter Committee; and
- (d) subject to approval by the Board, establish Committees or working parties of the National Group to support the respective National Group's defined role and responsibilities;
- (e) participate in the election of Directors pursuant to the Constitution.

Regulation 12—National Group National Committee role

- 12.1 The National Group National Committee must:
- (a) communicate with, and advise, its State Chapters when making decisions; and
 - (b) make decisions in the best interests of the Members of the respective National Group.

Regulation 13—National Group National Committee composition

- 13.1 Each National Group National Committee must consist of:
- (a) the respective National Group Chairperson;
 - (b) no more than two respective National Group Deputy Chairperson(s);
 - (c) the respective State Chapter Chairperson according to these National Group Regulations; and
 - (d) any ex-officio positions of the respective National Group National Committee pursuant to these National Group Regulations.

Regulation 14—Ex-officio National Group National Committee positions

- 14.1 The National President is an ex officio member of all National Group National Committees.
- 14.2 Any National Group National Committee may, subject to the approval of the Board, appoint any other ex-officio positions to the respective National Committee for a term determined by the National Group National Committee but not exceeding two years.
- 14.3 Any National Group Co-ordinator is an ex-officio member of the respective National Group National Committee.

Regulation 15—Composition of a State Chapter

- 15.1 Each State Chapter is composed of any National Group Members whose primary postal address on the National Group Membership List is within the respective Branch.

Regulation 16—National Group Delegate to WCPT subgroup

- 16.1 Any National Group National Committee may appoint a member of the respective National Group to be the National Group Delegate to any relevant WCPT Subgroup in accordance with the Nominations and Elections Policy.
- 16.2 The National Group Delegate is expected to communicate regularly with their respective National Group National Committee on key issues arising from the WCPT subgroup.

Regulation 17—Term of office of National Group Delegate to WCPT subgroup

- 17.1 Except in relation to the appointment of a National Group Delegate to fill a casual vacancy, the National Group Delegate's term:
- (a) commences on 1 January of the year after the date they are elected and is based on the specific terms and regulations of the relevant WCPT subgroup.

PART E –STATE CHAPTER COMMITTEES

Regulation 18—Responsibilities of a State Chapter Committee

- 18.1 Each State Chapter Committee must:
- (a) support and consult with its respective National Group National Committee;
 - (b) liaise with the respective Branch Council(s) and other Committees within the respective Branch;
 - (c) provide leadership, communication, representation, and services within the respective National Group's area of expertise to its State Chapter Members; and
 - (d) exercise any powers the respective National Group National Committee may delegate to its State Chapter Committees from time to time.
- 18.2 Each State Chapter Committee is accountable to the Board through its National Group National Committee.

Regulation 19—Composition of a State Chapter Committee

- 19.1 A State Chapter Committee must consist of:
- (a) a State Chapter Chairperson
 - (b) not more than two State Chapter Deputy Chairpersons
 - (c) not more than eleven (11) Voting Members including the above..
- 19.2 Subject to National Group Regulation 24.1, each State Chapter Committee may in its sole discretion, determine its size whenever the term of any Voting Member of the respective State Chapter Committee term ceases.
- 19.3 Each National Group Chairperson is an ex officio member of the respective State Chapter Committees.
- 19.4 Each Branch Council President is an ex officio member of any State Chapter Committees within their Branch.
- 19.5 Any State Chapter Committee may, subject to the approval of the National Group National Committee, appoint any other ex-officio positions to the respective State Chapter Committee.

Regulation 20—State Chapter Committee positions

- 20.1 Any Member of a National Group is eligible for election to their respective State Chapter Committee in accordance with the Nominations and Elections Policy.
- 20.2 Except in relation to the appointment of a person to fill a casual vacancy, each State Chapter Committee Member's term:
- (a) commences on 1 January of the year after the date they are elected; and

- (b) ceases three (3) years after the date their term commenced unless they cease to hold the position earlier in accordance with these National Group Regulations.
- 20.3 A person may only be elected to the respective State Chapter Committee for two (2) consecutive terms.
- 20.4 A person, after serving two (2) consecutive terms as a State Chapter Committee Member, is not eligible to be elected or appointed as a member of the respective State Chapter Committee for at least two (2) years after the date their two (2) consecutive terms end.

Regulation 21—Resignation of State Chapter Committee Member

- 21.1 A State Chapter Committee Member may resign at any time by giving written notice of their resignation and the date of their resignation to the respective State Chapter Committee and APA staff.
- 21.2 A person ceases to be a State Chapter Committee Member from the resignation date specified in their resignation notice.

Regulation 22—Removal of State Chapter Committee Member

- 22.1 The Board may, in consultation with the National Group National Committee, remove any State Chapter Committee Member from their respective State Chapter Committee at any time.

Regulation 23—Cessation of State Chapter Committee Member

- 23.1 A person immediately ceases to be a State Chapter Committee Member if they:
 - (a) cease to be a member of the respective State Chapter for any reason;
 - (b) die or their estate is liable to be dealt with in any way under the laws relating to mental health;
 - (c) are absent, without reasonable excuse or the consent of the respective State Chapter Committee, from three (3) consecutive State Chapter Committee Meetings;
 - (d) are found guilty of an offence of professional misconduct; or
 - (e) are removed from office.

Regulation 24—Casual vacancy on State Chapter Committee

- 24.1 If there is a casual vacancy in a State Chapter Committee position, the respective State Chapter Committee may appoint a person to fill the casual vacancy.
- 24.2 The person appointed to the State Chapter Committee under National Group Regulation 29.1 will hold office until the expiry of the term of the position they filled.
- 24.3 For the purposes of National Group Regulation 25.3, any person elected to fill a casual vacancy under National Group Regulation 29.1 is deemed to have served a full term.

PART F - OTHER NATIONAL GROUPS

Regulation 25—Other National Group Committees

- 25.1 Any group of members may apply to the Board to establish a National Group National Committee subject to Clause 43 of the APA Constitution.
- 25.2 The decision on whether a National Group National Committee application under National Group Regulation 30.1 is approved is final and binding
- 25.3 If the Board approves a National Group National Committee application under National Group Regulation 30.1, the National Group National Committee must comply with any direction by the CEO regarding the composition and operation of the relevant National Group National Committee.