



CONSTITUTION  
DRAFT 2022

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## 1. Name:

The name of the organisation shall be The College of Operating Department Practitioners, hereafter referred to as CODP or the College.

## 2. Aims

The aims of the College will be:

- To be the professional body for Operating Department Practitioners (ODPs) being members of the profession regulated under the protected title by the Health and Care Professions Council (HCPC). Hereafter referred to as ODPs or the Profession
- To be the voice of and represent the best interests of the Profession
- To lead the continuing development of clinical; managerial; educational and research opportunities that support the development of the Profession.
- To promote education and the education standards for the Profession
- To ensure that the aims of the College align with the best interests of patients and service users

## 3. Membership

Membership categories:

- **Full membership** is open to members of the profession currently registered as an ODP with the HCPC
- **Learner membership** is open to anyone studying (including Apprentices) on an approved programme of studies leading to eligibility to apply for registration as an ODP with the HCPC
- **Retired membership** is open to a member of the profession who relinquish their registration following retirement from practice AND who has previously been a member of the CODP
- **Associate membership** is open to anyone who supports the aims of the CODP including members of other professions; those in perioperative support worker roles; members of the public.

Membership will begin as soon as the membership form and first annual or monthly payment has been received.

There will be an annual membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by all members in their appropriate category of membership.

A list of all members will be kept by the membership secretary.

Full and Student members are deemed to be voting members of the College and are eligible to stand for election to the Professional Council of CODP.

### Ceasing to be a member

Members may resign at any time in writing to the secretary. No reimbursement of any fees paid will be made.

Any member whose membership fee is more than 3 months in arrears will be deemed to have resigned.

## 4. Officers and Professional Council

A Professional Council will manage the business of the College, hereafter referred to as the Council.

The Council will comprise of [X] Ordinary Members of the College, plus one Student Member.

The Council will as a minimum include the following five core Officer roles.

- **President**, who shall chair the Council and the AGM
- **Education Officer**, who will be elected by members of the ESC and chair the Education Standards Committee
- **Secretary**, who shall be responsible for co-ordinating meetings, minutes and the distribution of all papers
- **Membership secretary**, who shall be responsible for keeping records of members
- **Treasurer** who shall be responsible for maintaining accounts

In addition to the five core officer roles, the Council may include additional Officers as determined from time to time by the Council. Currently this includes Patient Safety and Devolved Nations Leads and Editor/Communications Officer.

The Council of the College will meet as necessary and not less than four times a year.

Any Council member not attending three consecutive meetings may be required to stand down, following a vote of Council Members

### Election to the Council

Membership of the Council shall be determined by ballot, in which all ordinary and student members of the College are eligible to vote.

An annual ballot will be held, and the results notified to members at the AGM.

Election to the Council will be for a three-year term of office.

### President

The President of the College will be elected from among the members of the Council in a ballot of members of the Council. The President will serve in the role for five years and may not serve more than two consecutive terms as President.

### Student member of Council

The student member of Council will potentially be elected to a three-year term of office. Excepting that the student will stand down at the AGM in the year immediately following their acceptance onto the HCPC register. The student member will stand down immediately if they cease to be a student prior to entering the HCPC register.

### Maintenance of the Council

To ensure continuity and organisational memory, terms of office are staggered so that no more than one third of Council members complete their term of office in any one year.

If a member of the Council stands down before the expiry of their three-year term of office, the Council may co-opt a replacement, who must though stand for election in the following annual ballot of members if they wish to remain a member of the Council.

A vacancy on the Council that arises mid-way through a term of office will only be filled (as above) for the balance of the term. E.g., a vacancy that arises within the first year of a term of office will only be filled at the next ballot for the remaining two years of the term.

Terms of office of less than three years will be filled by those members of the profession standing for election who receive the highest number of votes in the ballot behind those successfully elected to the three-year terms of office.

Should the President fail to be re-elected to the Council at the end of their three-year term of office but before expiry of their five-year term as President the Council may elect to ask the President to remain in office for a further one year to assist succession planning.

## Ballots

Ordinary or student members of the College may submit a nomination for election to the Council. Nominations must be supported by a proposer and at least one seconder, who must be voting members of the CODP (see membership categories).

Self-nominations must be seconded by at least two voting members of the College.

The Council shall ensure that an appropriate process for election to the Professional Council is maintained.

This must ensure that all ordinary and student members of the College have a reasonable opportunity to cast a ballot in any election.

## Transitional period

In order to ensure continuity in the period immediately following the College becoming independent from Unison the following special transitional arrangements for the election and maintenance of the Council will be in force.

- An Annual General Meeting will be held within fifteen months of the College becoming independent from Unison.
- The existing Council members and all officers will remain in office for a period of not less than one year from the date of independence (should they so wish)
- At the first AGM a ballot for any vacant Council positions will be held
- After two years at least one third of Council positions will be open to election for a three-year term of office. After three years a further third of positions will be open to election, with a further third at year four.
- This transitional clause of the constitution will cease no later than five years from the College becoming independent from Unison.

## 5. Meetings

### Annual General Meetings

An Annual General Meeting (AGM) will be held within fourteen months of the previous AGM.

The AGM may be held as a virtual on-line event should circumstances at the time so dictate.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time, or joining arrangements, along with any proposed changes to the Constitution.

Proposed changes to this constitution must be notified to the Secretary at least five weeks before the date of the AGM.

An AGM shall be deemed quorate provided that ordinary and student voting members of the College outnumber Council members present by no less than ten members.

At the AGM: -

- The Council will present a report of the work of the College over the year
- The Treasurer will present the accounts of the College
- The Secretary will announce the results of the ballot for membership of the Council and any changes to this constitution.

### Special General Meetings

The Secretary will call a Special General Meeting at the request of a majority of the Council where the ordinary and student members are required to vote on any formal motion.

The meeting will take place within twenty-one days of the request and all members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda.

A Special General Meeting shall be deemed quorate provided that ordinary and student voting members of the College outnumber Council members present by no less than ten members.

### Professional Council Meetings

Council meetings may be called by the President or Secretary. Council members must receive notice of meetings at least 7 days before the meeting.

The quorum for Council is at least one third of Council members, including at least two core officers

### Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast for or against is equal, the Chair of the meeting shall have an additional casting vote.

### Finances

An account will be maintained on behalf of the College at a bank agreed by the Council. Three account signatories will be nominated by the Committee (one to be the Treasurer).

All payments will be signed by two of the signatories.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each AGM.

Council members/Officer of the College shall not receive payment or honorarium. These roles are voluntary on behalf of the profession. Reasonable expenses incurred on behalf of the College will be reimbursed on presentation of a signed expenses claim form.

Council members are expected to travel by the most economic public transport route for the journey.

## Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution may be made by the Council or by any ordinary or student member, provided this is seconded by at least two other voting members. This must be submitted to the Secretary in writing

The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

The Professional Council has approved the use of post nominal letters to indicate membership and fellowship of the College of Operating Department Practitioners. From this time;

## Fellowship of the College of Operating Department Practitioners

Ordinary members of the College may use the post nominal designation after their name, MCODEP. This signifies that you are Member of the College of Operating Department Practitioners. You must only use this designation while you remain a member of the College.

Members of the profession that were honoured with a Fellowship of the College's predecessor organisations (Institute of Theatre Technicians, BAODA, AODP etc.) were entitled to use the post nominal designation FIOT; FAODP and so on.

Past Fellow's that retain ordinary or retired membership may use the post nominal designation of FCODEP (Fellow of the College of Operating Department Practitioners). FCODEP status is only valid while ordinary or retired membership is maintained.

New fellows of the College may be created at the discretion of the Professional Council. Fellowship will be awarded for 'notable contribution to the profession or professional body'. Nominations for Fellowship may be made by individual members of the College, or colleagues from other professions who believe that an ODP meets the criteria for Fellowship.

Nominations must be made in writing to the President, setting out clearly why you believe that the nominee meets the criteria. The nominee must be a current member of the College of Operating Department Practitioners.