**FTCMP(UK) CONSTITUTION**

First edition, 2004

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Third Amendment adopted on 8 March 2019

**Chapter 1，Name and Address**

1，The full name of the academic association is " Federation of Traditional Chinese Medicine Practitioners ( UK )", abbreviated as " FTCMP(UK )", the registered address is London, UK, the registration number is 5221073, and the address is London, UK.

**Chapter 2, The Purposeful of FTCMP (UK).**

2, FTCMP(UK) is a Traditional Chinese Medicine (TCM) academic group which composed of registered Chinese medicine practitioners (full member for Traditional Chinese Medicine and associates members for Tui-Na, Acupuncture and Herbal prescription individually ),teaching and Scientific research team.

**3, The main goals of FTCMP(UK) are as follows:**

a，To inherit and promote the practice and application academic and clinical skills of TCM's herbs medicine, acupuncture and acupressure (Tui-Na) ,etc.

b，To support and implement TCM's continued educational and academic exchanges.

c，To help TCM practitioners in the UK improve their skill levels and clinical efficacy.

d，To promote the healthy and benign development of TCM in the UK.

e，To advance the physical and mental health and well-being of the British people with high-quality clinical standards of TCM.

**4, To achieve these goals, FTCMP（UK） will provide members with the following services:**

a, FTCMP (UK) academic annual meeting and member network exchange platform to hold a variety of TCM clinical and safety lectures, clinical case discussions, strengthen academic exchanges between members, organize experts to guide the diagnosis and treatment of clinical difficult diseases, help FTCMP（UK） members improve TCM clinical practice level.

b. Through the annual “Summer Workshop”, exchange and share TCM clinical experience and practice techniques from expert of FTCMP(UK) or others, and conduct standardized training on clinical safety techniques such as TCM herbs, acupuncture, or cupping therapies,etc. to help our members improve clinical efficacy and safety.

c,Through the "Journal of Chinese Medicine in the UK", online academic platforms and annual academic conference, etc.We are able to promote the academic exchange with other TCM associations and Western medicine academic organizations.

d,To publish the information of the latest academic activities and progress by our website and other means to strengthen the connections between us and other parties.

5,Through self-regulation of this organization to ensure our members with appropriate academic level, clinical standards and the capability of safe practice,  to supervise and regulate the practice of our members in order to provide Chinese medical services safely for the benefit of the public.

6. FTCMP（UK） is a purely public-interest academic organization that only engages in public-interest academic activities according to the law of Britain .

1. FTCMP（UK） is a purely academic organization, independent of any political group or religious sect.

8. FTCMP（UK）does not pursue economic interests at any time.

9. The fund expenditure shall be consistent with the purposes of the FTCMP(UK).

**Chapter IＶ Members**

10. Full membership: All Chinese Medicine Physicians in the UK who have recognized the purpose of FTCMP（UK）, received Chinese medicine education conditions that meet the membership requirements of the FTCMP（UK）, have passed the professional level examination of FTCMP（UK）, and have been confirmed to have the professional practicing ability of Chinese medicine can apply for full membership of FTCMP（UK）.

11. Students / temporary members: TCM students from British universities /colleges or TCM students from other countries who come to UK can apply to become students / temporary members of FTCMP（UK）after investigation. Student members can give preferential in membership fees; Student members do not have the right to vote and stand for election.

12, Honorary members / overseas members/ overseas consultant/ overseas senior members: overseas well-experienced TCM doctors and scholars can apply and after access and verification by FTCMP(UK) academic committee and then become honorary / overseas members or consultants specialists members.

Honorary members/ overseas members / consultant specialists members should be beneficial to enrich our exchanging academic contents and improve the quality of academic exchanges for FTCMP(UK).

13, Fund sponsorship members: who are individuals，groups and organizations, supporting for the Chinese medicine academic research and realization Purpose of this Association, are willing to provide funds and services for this Association can become fund sponsorship members after passing the verification of this Association.

**14: Honorary members:**

a, honorary members should be the full members in our Association.

b, After being recommended by the Board of Directors in the Association and being got through the General Meeting of the Association, the full members who have well achieved in the field of the Chinese medicine or have big contributions to the Association can be awarded for the “ Honorary Member”.

c，The full members who want to apply for the Honorary member should have at least or more than 2 academic papers or academic books which have broader impacts and major significance in the field of our profession.

**15. The responsibilities and rights of members:**

a, All members must obey all the rules of the Association, pay membership fee on time, maintain the reputation of the Association, actively take part in the Association Affairs and serve for the Association.

b,The Association provides the services of academic exchanging activities and training for improving clinical practicing skills via academic annual Association assembly, workshop, Association website and Association Journal. And also supply the information related to the Chinese medicine academic, clinical and our professional trend.

c, The members take priority of preceding activities of the Association and have the Right to know the association affairs.

d, The members have the right to elect and to be elected for election of the board of directors and general elections inside the Association.

e, members have the right to criticize, advise and supervise the affairs of the Association.

16. Treatment of Membership fee and unpaid membership fee

a. The limit or adjustment of membership fee are determined by the Board of Directors of this society. According to the different types of members (e.g: formal member or student member), the limits of the membership fees are set by Board of Directors of this society

b. If the members don’t pay their membership fees without any proper reasons, they will be automatically dismissed by the Board of Directors.

c. The members who automatically are dismissed will be asked to reassessed again if they want to rejoin this Society. Through the reassessment, the one who is qualified to the new terms of membership, will again become new member.

d. The member who doesn’t pay the membership fee for more than three months without any proper reasons, should pay extra 15% management maintenance fee depends on his/her condition. The member who doesn’t pay the membership fee for more than 6 months without any proper reasons, should pay whole membership fee plus extra six months membership fee and 10% management maintenance fee.

e. The member who left UK due to proper reason, or cease his/her professional work due to proper reason, should give explanation on time and pay 50% of the full membership fee to keep his/her membership title.

17. All members can become members of this society, who agree on the Purpose and Constitution of this Society, fulfill their duties, pay their annual membership fee on time, sign and submit their written application form of joining in FTCM by post or online, who are assessed to be qualified to become members of this society by the relevant departments of this society.

18. Any member who change their personal information including names, home and clinic address, email address, home telephone number/fax or mobile phone number，or close should inform secretary-general or Organization Department via written form or email form.

**19,** The reasons for Exit Association

a. The members can officially apply for withdraw from this society.

b. The members have not paid membership fees for a long time.

1.) Members who have arrears of contributions will be automatically asked to leave.

2.) The members who are automatic retreat want to rejoin this society, and will be reassessed based on the new terms and conditions of rules of membership. When they passed the assessment, then they can be qualified to rejoin this society.

c. The members who have violation of the constitution of this society, and result in severe loss and damage to this society, or any criminal behavior; will be disqualified the membership and dismissed by this society.

d. For the members who have violation of the constitution, involved in crime offence or have been investigated by related organizations, this society has the right to temporarily terminate their membership.

20, Members has the right to exit from this society. The Board of Directors of this society has right to remove the members to leave this society who have been certified that they don’t take their responsibilities as a member or have severe wrong behaviors which do not meet the requirements of the rules of membership.

**Chapter Ｖ** Learned Structure

21, FTCMP (UK) main structure is general meeting and Board of Directors. According to different function and its relevant work of each department (e.g. Public Relations Department or Academic Department).

This Society sets up Supervisory Board which represents general members having the supervisory rights to general election of this society and financial affairs.

**Chapter 6, General Meeting**

22，General meeting will be held once every two years (could be held at the same time of Academic annual Conference). If one third of whole members officially raise requirements, the General meeting also must convene.

General meeting which convenes on the spot will be at least informed to each member by secretary-general three to four weeks before it convenes.

General meeting should be presented by one to two members of Board of Directors, must have written record. Meeting record must be signed by conference chair and recorder together.

23，In order to decrease the capital spending, increasing every member’s attendance rate for their decision to the big event of this society, modern communication platform can be used for members voting online instead of voting on the spot general meeting convenes.

But this way must be processed and submitted on our official online website and must guaranteed there is 24 hours for voting.

24， Any voting for general meeting on spot or online, no matter how many the number of attendance, will be formed the quorum.

The decision relevant to the general meeting online or on spot can pass based on 50% of all members who have right to vote and who are on the spot or online voting.

Changing constitution and Purpose of this society can be valid if three quarters of members agreed on and vote for it.

Appointing Board of Directors or head of each department is carried out by simple majority system. The one who qualified, meets all the requirements and gains the most votes can be elected.

**25， Every member has the right of one vote.** Only the votes for the members who are on spot at general meeting or online voting are valid. The members who are not on the spot or not online voting will be abstained from meeting.

**26，The tasks of general meeting include:**

a. Approve meeting agenda;

b. Adoption of the report on the work of the annual meeting;

c. Audit financial report;

d. Election of Board of Directors;

e. Election of Supervisory Board;

f. Develop work and financial plan;

g. Set up the standard of membership fee;

h. Adopting or amending the articles of this society or work regulations.

****第七章 理事会及理事会选举****  
**Chapter 7. Board of Directors and Election of Board of Directors**

27, The Board of Directors is the organization of decision and Executive of this society. The Board of Directors are composed of president, deputy president, secretary-general, directors of Academic department, Education and Training department, Discipline and Supervision Department, Public Relations department and Financial department. This society implements democratic centralism.

Major policy decisions can be made by the Board of Directors and then be executed after approved by all members in the general meeting.

Every director of each department should take responsibility for their duties and fulfill their commitment according to rules and regulations of this society. All directors volunteer to work for this society under obligation.

They could be obtained some allowance for their overwork, otherwise no extra pay.

**28, The Responsibility of President :**

a. This society implements president responsibility system. He mainly presents all the work of this society, leading to carry out important decisions.

b. President is the legal Representative of this society and represents this society externally.( Necessarily President can temporarily appoint one of Board of Directors to represent this society.

c. President should take responsibility for divisions of each departments.

29, Head of each department and Directors of Board

In general, head of each department is the director of this department, who takes responsibility for his/her department.

Because there is no particular full time officers of this society, so in our actual practice in order to work better and efficiently, the president or director of each department could nominate one or two members who have relevant working experiences, understand the direction and purpose of this society, be modest and honest, have commitment for his/her work and be able to work and cooperate with others without thinking of his/her own interests but for the development of this society, then can be appointed by the Board of Directors.

1. Director of Academic Department (One)

Carefully considering the situation, the society can recruit and employ our members who are senior experts as academic director or member of our academic committee, who can participate in the edition work of (Journal of Chinese Medicine in UK), arrange regular specific academic lectures, Answer members’ clinical and academic questions , supervise the level of entrance exam for new members and the members’ qualification, Educate and train members, Certify qualification, organize exchange and consultation of foreign experts and doctors and foreign academic exchange.

1. Director of Organization Department (one)

Inspect the qualification of new members, arrange the entrance exam for new members, issue membership certificates and send them to members. Due to plenty of work in this department, this department could recruit one extra director.

1. Director of Public Relationship Department (One)

Deal with all external issues and affairs except from the academic issues, and expand the external space related to the development of this society.

1. Director of Internet Management Department (One)

Manage and keep updating website of this society in time, publish online information of academic activities of this society, Co-operate with experts within this society and strengthen the conducting scientific propaganda of Chinese Medicine.

1. Director of Practice Supervision Department (One)

Safety and Protection for members clinics, Management of Hygiene and Practice regulation, Handling of violations of laws and disciplines and Explaining the relevant regulations and regimes of this society.

According to essential work of this department, it could recruit one extra director.

1. Director of Continuing Education Department (One)

Making the attendance certificates of academic conference held by this society and certificates of experts academic lectures, granting continuing education credits certificates of members and lectures of this society.

Delivering the announcement of lectures, keeping and statistically working out contents and information of lectures, providing relevant information to network management staffs for online accessing.

1. Director of Financial Department (One + vice president concurrent post by)

Executing financial balance based on decision mechanism and President responsibility system by Board of Directors.

Financial director only has the right of financial executive power, but not financial decision-making power.

Making accounts on time, handing over to accountant, Transparently report financial information to general Board of Directors including president, vice-president and secretary-general monthly and quarterly (showing bank statements); Informing all members of this society the financial balance in the end of each year.

30, Election of Directors of each department and Board of Directors

The Board of Directors of this society is an organization which internally executes self-management of Chinese Medicine, externally Strives for the decisions and executes of rights and interests status.

All directors of Board of this society are selected openly by all the members in the general meeting for a term of two years.

The Following terms and conditions for being elected as directors of Board:

1. Any member of this society Having at least five years working experiences in UK as a Chinese Medicine Practitioner ( Only those professionals who are quite familiar with Chinese Medicine and have gained certain clinical reputations are able to have capacity and time to serve for this society.)

Having two years (or above) age of membership (Two years membership can show that the candidate has enough time to know this society and all members have sufficient time to know this candidate).

b. Having stable working income and can be sure that they have sufficient time to serve this society.

c. Being honest and trustworthy, there is no any violation of regulations, regimes ad rules of this society, and no any illegal behavior against to laws in UK.

d. Being familiar with, fully understand and respect the Purpose , and regulations of this society;

e. Being warm-hearted and public-spirited without thinking of personal interests’ gain and loss, having no personal utilitarianism, willing to serve all members from the bottom of his/her heart, and willing to obey to all regulations and legislation of Democratic deliberation of Board of Directors.

f. Being proficient in using computing software of office and communication having sufficient communication ability in English (Particularly director of Public Relationship Secretary-general ) having relevant working experiences in societies and able to participate in relevant work of this society.

31, The previous directors of Board only can continue to serve this society if they are re-elected by all members in the general meeting.

The former or the relevant directors who want to be re-elected, should submit the reports of their previous work during their tenure.

The former or the previous directors need to hand over their application and then officially are able to be re-elected for the next Board of Directors.

32, In the actual work of Board, due to each department specific requirements , one can be appointed and participated in the relevant work of this society who has real power of working capacity, are able to understand the Purpose of this society, being honest and trustworthy, taking high responsibilities for this society, are able to work for the development of this society without thinking of personal interests, being able to co-operate with other members.

**33, The President of FTCMP**

In general, Chair is the candidate with majority of votes during the Council election. Being as a professional Chinese Medicine Academy in the UK, the candidates to become Chair and Deputy Chair must fulfill regulation No. 30 of the Charter, as well as the conditions below.

a. The candidates for Chair and Deputy Chair should have more than 10 years experiences of performing Chinese Medicine therapies, and being as a member of FTCMP for more than 4 years, with at least one-year work experience in the governing body. Work experience in the governing body helps members to understand the candidate’s capability of achieving targets.

b. The Chair should have good leadership quality and organizational skills. He/she is able to lead the council to a desired direction, and to organize academic meetings, as well as to manage the day-to-day business and affairs of the Council.

c. The Chair should have good characters (e.g. solid and reliable) and intensive experience in relevant management skills. He/she is justice, and always regards the development of the FTCMP as his/her work priority. The Chair should be able to work with academic organizations outside the Council to achieve a desire target of the FTCMP development.

d. The Chair must hold a Bachelor of Medicine degree or above, or equivalent (Specialty Doctor in Chinese Medicine, or Lecturer in Medicine, or above), and have made a significant impact in his/her academic field.

**34, The FTCMP Council Election**

a. The Council is elected through a secure online voting system, one person one vote.

b. The Chair is elected as the qualified candidate with an absolute majority of votes. If necessary, the election will continue until an agreement made among other councilors, including governing body fellows and academic advisers.

c. During the post election, the Chair will assign the Council jobs to the elected councilors, and offer an official Letter of Appointment.

d. According to local government regulation in the UK, the FTCMP should include 1-2 general public members involving in the council work.

**35. The FTCMP Council Regulation**

**A. The Chair-responsibility System** The Council applies the Chair-responsibility system. Chair is responsible for appointing the Executive President and Deputy Chair, and the recruitment of governing body fellows. Chair is also responsible for planning the Council finance and the day-to-day business and affairs of the Council. Chair represents the FTCMP Council for external affairs.

**B. The Council decision-making process**

a. The FTCMP council applies collective decision making; the Chair is responsible for the management of day-to-day internal matters.

b. Attendances to Council Meetings include Advisers, Chair, Councilors and a few members. The councilors (including Advisers) will receive a notice of Council Meeting at least 2~4 weeks in advance. All attendances are required to register the meetings before arrival.

c. The Council applies a voting system to make decisions under complicated circumstances. All voters are equal. One councillor, one vote. Results of votes are calculated based on the votes received. If a councillor didn’t vote, it will be counted as one abstention.

d. Except for special circumstances, Council decisions are made on the basis of more than 50% of valid votes. For the Council elections, the candidate who receives a majority vote will be elected.

**36, Period of Liability, Recall Election, Dismiss the Council**

**a. Period of Service** Council elections are held very 2 years, and the Councilors can be re-elected after 2-year terms. Resignation will be considered if elected candidates couldn’t fulfill their duties during period of service.

**b. Terminate the Councilors or Chair positions** If any councilors or member of staff are involved in a serious breach of the council regulations, or damage the interest of the FTCMP, there will require an emergency vote to decide whether to terminate their positions. Signatures from Chair, Executive President and all of the Advisers are required to raise the vote, and more than 50% of the eligible voters are required to change job status temporarily or permanently. They will be asked to quit the FTCMP under extreme circumstances.

**c. Recall of the Councilors, Chair or Deputy Chair; Dissolution of the Council**

Signatures from at least half of the Councilors and Advisers are required for a recall election. All of the Councilors and Advisers are required to vote for recall of the Councilors. All the members are required to vote for a recall of Chair or Deputy Chair; as well as dissolution of the Council. At least 2/3 of the eligible voters are required for a recall of Chair. More than 75% of the eligible votes are required for dissolution of the Council.

**d. Handover after Resignation or Recall** If a councillor is resigned or asked to terminate his/her position, a proper handover is required within 7~14 days of resignation or recall, in accordance with the Council arrangements. If any reason results in the loss of the FTCMP interest, the Council will retain the right to take necessary legal action to protect FTCMP rights and resources.

37, Councilors should evaluate their job performance annually or at the end of each term.

38, The council has the right to amend the council regulations and rules, and the details of financial management whenever necessary.

**Chapter 8 , Chair, Adviser, and Academic Committee**

39, A qualified candidate for the FTCMP Chair should fulfill the following conditions. The candidate is well known in his/her academic field, and previously held an appointment as Chair or Deputy Chair in an academic organization. He/she makes a significant contribution to promote the recognition of Chinese Medicine in the UK, as well as plays an important role in the establishment and development of the FTCMP. Finally, the candidate represents the FTCMP, and is capable of communicating with the Chinese Medicine doctors/practitioners outside the FTCMP.

The selection criteria to Emeritus Chair position is as below. A successful candidate must be a worldwide recognized Chinese Medicine expert, who is able to promote the development of the FTCMP, as well as Chinese Medicine filed in the UK to a desirable future.

Both Chair and Emeritus Chair should focus on the development of the Chinese Medicine field in the UK. They should monitor the direction of day-to-day FTCMP work, and ensure the Council work is on the right track.

40, The council or FTCMP General Assembly reserves the right to appoint as academic Advisers to the FTCMP. Qualified candidates can be the FTCMP senior members who made significant contributions to day-to-day FTCMP work, and in the good understanding of the FTCMP management. Successful candidates could be selected from previous Councilors, Chair or Deputy Chair, Honorary members, as well as well-known Chinese Medicine experts worldwide.

41, The Academic Committee is responsible for academic work. FTCMP is a professional Chinese Medicine organization, and the academic work is a very important part of the mission of the FTCMP. FTCMP serves as a unifying organization which seeks to improve, and standardize the research into, and practice of Chinese medicine. The FTCMP regards the establishment of an Academic Committee as very important. The appointment of new committee members is made in agreement with current committee members, the Councilors and Deputy Chair relevant to the academic management, Chair and Executive President.

**Chapter 9 The Council activities and Conflict of Interest**

42, All members are forbidden from gaining financial benefit from the FTCMP, with the exception of reasonable work-related expenses.

a. All members are required to register any conflict of interest with the council before voting. The only financial benefit available will be agreed fees, or financial benefits.

b. Councilors and Advisers are forbidden from operating beneficial personal training or academic activities, unless authorized by the council.

c. If not authorized by the council, no Councilors or Advisers cannot enter into any financial arrangements, including investment, borrowing, credit card, or land ownership. No-one is permitted to sign on behalf of the FTCMP unless this is explicitly authorized by the council. No staff recruitment is allowed unless authorized by the council.

d. Annual reports are required from the Councillor of each department for presentation to the council at the end of each year, or each term.

**Chapter 10 Secretariat**

43, The secretariat is chaired by the General Secretary, who acts on behalf of the council to administer the FTCMP on a daily basis. The General Secretary is appointed by the Chair of the council. If required up to two deputy secretaries can be appointed. The secretariat can recruit up to 2 general members if this is required to manage the workload imposed by the council. The secretariat is responsible for recruiting new members, organizing fee collection, and organizing academic activities.

**Chapter 11 , Management of Finance**

44, The foundation of the FTCMP should be mainly from membership fees and donations. The FTCMP is a not for profit organization.

45, The director of the finance department is a Finance Department Minister/Councillor, appointed to the role by the council. The finance department enacts decisions made by council. Any details of expenses listed in the Charter, especially for a large amount of money, must be reported to the Council, and authorized by the Chair of FTCMP. The finance department staff is not permitted to allocate the FTCMP funds before an approval from the Council, or an authorization from the Chair.

46, The funds held by FTCMP can only be used for approved FTCMP activities. No individual can seek financial support from FTCMP. The FTCMP title is protected, and cannot be used for non-FTCMP activities whether legal or illegal.

47, Councilors or members working on the FTCMP business are entitled to claim reimbursement. The details of claims will be determined by the work reimbursement regulations, a document owned by the council of the FTCMP. Councilors or members required to attend overseas meetings on FTCMP business are entitled to claim partial reimbursement for travel, and subsistence claims. The FTCMP can contract part-time experts or lecturers to deliver aspects of the FTCMP work. The number, and funding of these posts will be decided by the council or FTCMP General Assembly.

48, Members have the right to review the annual budget and financial statements from the finance department. The finance department has the obligation to report all expenditures and income in the annual report.

**Chapter 12. Supervisory Board**

49, The Supervisory Board consists of three members elected from the general membership. Each post is held for two years. These members must be registered members of the FTCMP. The general members also have the right to engage with the supervisory board to ensure oversight of FTCMP activity.

50, The Supervisory Board members can joint council, as ex-official members. They are responsible for monitoring FTCMP activity, and the operation of the council. In addition, they will oversee the accuracy, and the purpose of all financial expenditure annually. The details of the Supervisory Board responsibilities are listed in the Charter.

51, The Supervisory Board needs to produce an annual report for the annual general meeting of the membership.

****Chapter 13. FTCMP merger with other organizations with similar aims, or the disbandment of the organization.****

52, The FTCMP merger or disbandment will be agreed by a related FTCMP General Assembly, and enacted by the Council. There is a requirement for have a >75% majority of all eligible voters for major reorganization of the FTCMP.

53, If the FTCMP is merged then all remaining funds will transfer to the new organization. If the FTCMP is disbanded then all remaining funds will transfer to a new legal entity, or a charity with similar aims.

**Chapter 14 Amendments to the Charter**

54, The Charter Amendment is valid after passing by the FTCMP General Assembly majority vote. Until the change is agreed the FTCMP will follow the previous Charter.

55, The interpretation of the Charter is as agreed by the FTCMP council.

56, The FTCMP General Assembly needs to approve any amendments to the Charter before they come into force.