

# **International Organization of Physical Therapists in Paediatrics**

## **CONSTITUTION**

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# **International Organization of Physical Therapists in Paediatrics**

## **CONSTITUTION**

### **1. Name and International Recognition**

- 1.1 The name of the Organization shall be the International Organization of Physical Therapists in Paediatrics ( IOPTP) hereafter referred to as the Organization. The Organization is a recognized sub-group of the World Confederation for Physical Therapy (WCPT)
- 1.2 The Organization is a non-governmental affiliation of physical therapists and their member countries who share an interest in promoting the health of children worldwide.
- 1.3 The rules and membership requirements for the Organization will be consistent with the requirements for recognition as a subgroup of the WCPT
- 1.4 Procedures not stipulated in these rules will follow those of the WCPT as included in the WCPT Articles of Association and procedural documents.

### **2. Objectives**

The objectives of the Organization are to :

- 2.1 Be recognized as a subgroup of WCPT in accordance with the WCPT Articles of Association.
- 2.2 Foster co-operation between physical therapists practicing in paediatrics throughout the world.
- 2.3 Encourage improved standards and consistency of practice in paediatrics care by physical therapists.
- 2.4 Advance practice by communication and exchange of information including electronic, print and personal exchanges.
- 2.5 Encourage scientific research and promote opportunities for the spread of knowledge of new developments in the field of Paediatrics.
- 2.6 Assist WCPT member countries in the development of recognized subsections in Paediatrics.
- 2.7 Support WCPT in representing physical therapy internationally
- 2.8 Engage in all necessary activities to further the best interests of WCPT

### **3. Membership**

#### **3.1 Members**

- 3.1.1 The national organizations representing physical therapists with an interest in paediatrics. Members must be the WCPT member organization or groups recognized by the WCPT member organization. Members of the groups must also be members of the WCPT member organization. Only one organization per country shall be eligible for membership.
- 3.1.2 The Organization shall be composed of six or more Members who are recognized Paediatrics sub-sections of their respective WCPT Member

Organizations and collectively are from two or more WCPT Regions. Members of the Paediatrics sub-section of the National Member Organization, shall also be members of the National Member Organization.

3.2 Full Member

3.2.1 A Paediatrics sub-section from each WCPT Member Organization may be admitted to membership, provided it meets the requirements laid down in Article 15 of the WCPT Articles of Association, and is approved by the IOPTP's Executive Committee.

3.2.2 Members shall be represented in the general meeting of the IOPTP by a representative elected from within the Paediatrics sub-section and approved by the National Parent Body.

3.2.3 Members have full right and privileges as stipulated by the IOPTP's general meeting and including:

3.2.3.1 The right to be represented and to vote at the IOPTP general meeting.

3.2.3.2 The right to submit motions and amendments to the rules for consideration at the general meeting of the IOPTP according to the meeting procedures.

3.3 Member Elect

A sub-section, as the principal organization representing Paediatrics may, while awaiting confirmation of Member status at a General Meeting, become a Member Elect for the period between approval by the Executive Committee and confirmation of Membership at the next General Meeting. Full membership shall be granted if approved by a two thirds majority of the voting delegates at a General Meeting.

3.4 Associate Member

A WCPT Member Organization which has not as yet a Paediatrics sub-section in place, but wishes to achieve full membership in the future, or is too small to ever have a recognized sub-section.

3.5 Special Member

Special Membership may be conferred by a two-thirds (2/3) assent of the voting delegates at a General Meeting. Special membership is an honorary category and is reserved for individuals rendering valuable service to the practice of Paediatrics internationally. Member Elect, Associate and Special Members shall not have the right to vote, or hold office.

3.6 Application for Membership

The Executive Committee shall regulate the procedure for membership applications.

3.7 Granting of Membership

The Executive Committee shall assess all applications for membership and make recommendations to the voting delegates at the next General Meeting. Membership shall be granted if approved by a two-thirds majority.

#### 4. Termination and Reinstatement of Membership

##### 4.1 Termination of Membership

A Member may terminate its membership by giving six months previous notice in writing to the Executive Committee and by paying all outstanding subscriptions.

##### 4.2 Members remain in good standing so long as any subscription payments are maintained, they abide by the IOPTP constitution, and continue to be recognized by the WCPT Member Organization.

##### 4.3 The Executive Committee may terminate membership on default in payment of subscriptions. Membership ceases if the current year subscription is not paid by December 31st or if the actions or policy of a member is detrimental to the best interest of the Organization or is likely to bring the Organization into disrepute. Liabilities to the Organization are not canceled. If all subscriptions in arrears are paid by June 30th in the succeeding year then the Member, if eligible, may be restored to membership without reapplication. In exceptional circumstances the Executive Committee shall have the power to postpone, waive or suspend the subscription required.

##### 4.4 Reinstatement to Membership

4.4.1 An organization which has been excluded from membership under Article 4.2 for default in payment of subscription, may apply to the Executive Committee for reinstatement provided that no more than two years have elapsed since the termination of its membership; and provided that it is still eligible and the appropriate annual subscriptions for the intervening period are paid in full, the Executive Committee shall decide if the organization may be reinstated as a member of the Organization. If more than two years elapse, the country needs to reapply for membership in the Organization.

4.4.2 An organization which has been excluded from membership under Article 4.2 for not abiding by the IOPTP constitution may apply to the Executive Committee for reinstatement provided that a letter be submitted by the WCPT member country of that organization stating how the organization will abide by the IOPTP constitution.

4.4.3 An organization which has been excluded from membership under Article 4.2 for not being recognized by the WCPT Member Organization may apply to the Executive Committee for reinstatement provided that a letter be submitted by the WCPT member country of that organization stating that the group is now associated with a member of WCPT.

#### 5. Duties and Rights of Members

- 5.1 Members shall comply with the Organization Constitution which shall not conflict with the WCPT Articles of Association.
- 5.2 Members shall pay the subscriptions in accordance with Article 11.
- 5.3 Members should send a voting delegate to at least one out of two consecutive General Meetings.
- 5.4 Members shall keep the Executive Committee informed of any events or developments in their countries of interest to the Organization.
- 5.5 Members shall do all in their power to promote the objectives and work of the Organization.
- 5.6 Members shall be in good standing as determined by their National Association.
- 5.7 Members shall participate in the affairs of the Organization in accordance with the constitution.
- 5.8 Members shall participate in policy development by making suggestions to the Executive Committee and the General Meeting.
- 5.9 Members may request technical support and assistance in their efforts to improve the situation of physical therapists practicing in Paediatrics in their countries.
- 5.10 Members may vote on all Organization matters raised at the General Meeting, including the General Election.

## 6. Structure

- 6.1 The business of the IOPTP shall be conducted through the general meeting, Executive Committee, and IOPTP member organizations.

## 7. General and Special Meetings

### 7.1 Requirements

- 7.1.1 A General Meeting of Members of the Organization shall be held in conjunction with a Physical Therapy Congress in Paediatrics or at least once in every four (4) years if no Congress is held.
- 7.1.2 All Members of the Organization who are in good standing are entitled to send delegates to the Organization General Meeting.
- 7.1.3 Every Member may send a maximum of three (3) delegates. The delegates must be authorized by the National Paediatrics subsection which they represent.
- 7.1.4 All delegates shall be physical therapists.
- 7.1.5 Observer status may be granted to WCPT Member Organizations.
- 7.1.6 To transact business at a General Meeting there shall be at least a majority of the Members who are in good standing present. Motions and officer elections will be passed by a simple majority.
- 7.1.7 Each Member shall have one vote. A member unable to send a delegate to a General Meeting may cast a vote on any motion or nomination by post of facsimile. Such vote shall be received by the Secretariat one month prior to the Meeting.

- 7.1.8 Voting by postal vote will be available only for motions on notice or nomination for office but a member may empower another Member in good standing to speak on that absent Member's behalf at a General Meeting.
- 7.1.9 The Executive Committee shall determine the place, date and time of the Organization General Meeting.
- 7.1.10 Motions (other than those to amend the Constitution which require 8 months notice) not received six months prior, may only be considered by a majority vote of the voting delegates present at the General Meeting.
- 7.1.11 A special General Meeting may be called when requested by a majority of Organization Members. Such a meeting will require six months notice

## 7.2 Rights and Powers

- 7.2.1 The rights and powers of the general meeting are to :
  - 7.2.1.1 Amend the rules of the IOPTP
  - 7.2.1.2 Receive reports of the Executive Committee
  - 7.2.1.3 Approve the membership fee
  - 7.2.1.4 Grant and terminate membership
  - 7.2.1.5 Elect the president and vice president of the IOPTP
  - 7.2.1.6 Elect Executive Committee members
  - 7.2.1.7 Consider motions submitted
  - 7.2.1.8 Conduct any other business that promotes the objectives of the IOPTP and WCPT
- 7.2.2 All delegates have a right to speak but only one delegate per Member may vote. Observers may be invited to speak.

## 7.3 Notice

- 7.3.1 Notice of meeting shall be given at least six (6) months in advance and the agenda circulated two (2) months prior to the General Meeting.

## 7.4 Conduct at General Meeting

- 7.4.1 The meeting shall be chaired by the President who shall regulate the proceedings and procedure including (with the consent of the meeting) adjournment of business. In the absence of the President, the Vice President shall have power to conduct and chair the meeting. In the absence of a Vice President, the members present and entitled to vote shall have the power to select a member of the Executive Committee to conduct and chair any such meeting.

## 7.5 Postal Vote

- 7.5.1 The Executive Committee may decide that a postal vote ( including via electronic media) shall be taken on matters of an emergency nature between general meetings.

## 7.6 Minutes

- 7.6.1 Minutes of the meeting shall be taken and distributed to all Members for confirmation at the next General Meeting.

## 8. Executive Committee

### 8.1 Structure

- 8.1.1 The governing body of the Organization shall be composed of physical therapists only. The elected members of the Executive Committee of the Organization will be President, Vice President, Secretary, Treasurer, and one At-Large member. At least two WCPT Regions shall be represented.
- 8.1.2 Elections for all positions may be held at any General Meeting. The candidate must be endorsed by the respective National Paediatrics sub-section of their National Member Organization.
- 8.1.3 The term of office for the elected members of the Executive Committee will be a four year period from one General Meeting to the next. The candidates will be eligible for re-election for one further term in the same elected position. No individual will serve more than 4 consecutive terms on the Executive Committee.
- 8.1.4 To facilitate communication, the President and Secretary may be from the same country, but there shall not be more than two Executive Committee members from any one Member country.
- 8.1.5 The President shall have served on the Executive Committee of the IOPTP or have represented a Member Country to the Organization at some time during the eight years immediately prior to election. The first President, excepted.
- 8.1.6 The Executive Committee shall regulate its own procedures.

### 8.2 Powers of the Executive Committee

- 8.2.1 Act in the best interest of the IOPTP and the WCPT
- 8.2.2 Administer the finances and business of the IOPTP
- 8.2.3 Assess applications and recommend membership.
- 8.2.4 Carry out the decisions of the General Meeting of the Organization.
- 8.2.5 Submit an annual report of IOPTP's activities and finances to the members and to WCPT.
- 8.2.6 To nominate a delegate to the WCPT General Meeting.
- 8.2.7 To decide the location of the secretariat and to arrange the day to day administration of the Organization.
- 8.2.8 To make provisions for the holding of Congresses and to stipulate the

conditions for their organization.

- 8.2.9 To appoint committees, sub-committees and working parties as necessary.
- 8.2.10 To make awards as approved by the General Meeting.
- 8.2.11 Determine the delegate to attend the WCPT general meetings with a right to speak but not the right to propose or second motions or to vote.
- 8.2.12 To do all such other activities as will advance the objectives of the Organization and WCPT.

### 8.3 Meetings

- 8.3.1 The Executive Committee shall meet at least annually. Meetings may be in person or via electronic communication.
- 8.3.2 Where possible the Executive Committee Meeting will be held in conjunction with a conference or scientific meeting.
- 8.3.3 Additional Executive Committee Meetings may be called by the President at the request of the Executive Committee or at the request of one third of the members. Additional meetings may be conducted via facsimile, telephone or internet.
- 8.3.4 To transact business at an Executive Committee Meeting there shall be at least a majority of the Executive Committee present one of whom must be the President or Vice President
- 8.3.5 Notice of meetings shall be given at least six (6) months in advance and the agenda circulated two (2) months prior to an Executive Committee Meeting.
- 8.3.6 The meeting shall be chaired by the President who shall regulate the proceedings and procedure including (with the consent of the meeting) adjournment of business. In the absence of the President, the Vice President shall have power to conduct and chair the meeting. The Chair of the meeting must approve any guests invited or wishing to attend the meeting.
- 8.3.7 Minutes of the meeting shall be taken and distributed to all Members when confirmed by the Executive Committee.
- 8.3.8 Each Executive Committee Member shall have one vote. An Executive member unable to be present at an Executive Meeting may cast a vote on any motion on notice by post or facsimile. Such vote shall be received by the Secretariat one month prior to the Meeting.
- 8.3.9 Voting by postal vote will be available only for motions on notice but an Executive Committee member may empower another Executive Committee member in good standing to speak at the Executive Committee Meeting on that absent member's behalf.
- 8.3.10 Motions will be passed by simple majority.
- 8.3.11 Expenses of members on IOPTP business shall be borne by IOPTP according to the policy agreed in advance by the Executive Committee.

### 8.4 Nominations

- 8.4.1 Nominations must be received in writing by the secretary at least four months prior to the general meeting and shall meet the approval of the nominee's own IOPTP organization. Nominations for president and vice president shall be submitted by at least two IOPTP member organizations, one of which may be the candidate's own.
- 8.4.2 Any physical therapist member of an IOPTP organization may be nominated.

## 8.5 Elections

- 8.5.1 Election of the President will be by separate, secret and successive ballot at the general meeting.
- 8.5.2 The vice president and members of the Executive Committee shall be elected by show of hands.
- 8.5.3 IOPTP member organizations unable to attend a general meeting may mandate another member to vote on their behalf on election of the Executive Committee or may send a postal/electronic vote.
- 8.5.4 Members of the Executive Committee will serve from the end of one IOPTP general meeting to the end of the next and will be eligible for re-election.

## 8.6 Vacancy

- 8.6.1 In the event of the resignation or death of the president, the vice president shall take the place of the president and the Executive Committee shall elect a member as vice president.
- 8.6.2 In the event of the resignation or death of an Executive member, the Executive Committee may co-opt to fill the vacancy until the next general meeting.

## 9. Finance

- 9.1 Funds for conducting the affairs of the Organization shall be raised by annual subscriptions as determined by the General Meeting as stated in 7.2.1.3
- 9.2 Each Member Organization shall pay an annual membership fee determined by the General Meeting. Such fee to be paid within two (2) months of the commencement of the financial year (June 1)
- 9.3 The financial year of IOPTP shall be from 1 January to 31 December.
- 9.4 In default of payment of the membership fee by the due date, all membership rights will be forfeited for that financial year, or until such time as the outstanding subscription is paid.
- 9.5 A financial report will be presented by the Treasurer annually to the Members. A financial report for the period between General Meetings will be presented by the

Treasurer for approval at the General Meeting and audited by at least two members elected from the General Meeting. Expenses for activities and financial obligations incurred by the Organization shall be the responsibility of the Members.

9.6 The audited financial report, together with copies of accounts and reports and such other information, shall be submitted to the WCPT Executive Committee as requested.

9.7 The General Meeting will decide the budget for the next/following financial years.

9.7.1 All travel, hotel and other expenses relating to attendance at General Meetings will be borne by each member Association.

9.7.2 Travel expenses, hotel expenses, and phone expenses for Executive Committee meetings will be borne by the Organization when finances permit.

9.8 The Organization shall be financially independent of WCPT.

## 10. Official Language

10.1 The language of the Organization will be English. All documentation required shall be submitted in the official language of the Organization.

## 11. Amendments to Constitution

11.1 The Constitution of the Organization may be amended at a General Meeting providing Members have been notified eight (8) months in advance.

11.2 A two-third affirmative vote is required to change the Constitution.

11.3 Amendments to the Constitution which have been passed by the Members shall be submitted to the WCPT Executive for approval.

## 12. Dissolution

12.1 The Organization may vote for a dissolution through a referendum which receives a two-thirds vote from Members.

12.2 Any remaining debts or liabilities will be joined and equally borne by the Members.

12.3 After all outstanding debts have been paid surplus funds will be transferred to the WCPT Development Fund.

12.4 In the absence of a world confederation the assets will be disposed to a non-profit making organization of physical therapists agreed upon by the majority of Members.