

Constitution as adopted at the Founders Meeting of IPTOP in Solihull, England 10th October 2002.

The International Association of Physical Therapists Working with Older People. (IPTOP).

The term member Association applies to the special interest group. A parent organization is a national physical therapy body recognized by WCPT.

Election of the First Executive Committee

Representatives of the founder members associations will meet within twelve months of the confirmation of the group, to elect the executive committee from amongst themselves. This meeting may be conducted via facsimile or telephone.

Once the office bearers have been appointed, the constitution can be deemed to be in effect.

Table of Contents

Name.

Mission Statement

Definition/Structure

Objectives

Membership

Duties of Members

Rights of Members

Executive Board / Officers

Rights and Duties of Executive

Executive Meetings

General and Special Meetings

Finance

Official language

Amendments to Constitution

Dissolution

Name

The name of the association is, The International Association of Physical Therapists Working with Older People. or IPTOP.

Mission Statement

This association will represent national associations of physical therapy groups working with older people. The efforts of the association are directed towards member associations and their individual members working with older people through excellence, research, practice and clinical specialization. The intention of the association is to be the international resource for physical therapists working with older people and to be recognized as a subgroup of the World Confederation of Physical Therapists. (WCPT).

Definition / Structure

- 3.1 The association is a non- governmental affiliation of recognized groups of physical therapists who share an interest in working with older people worldwide.
- 3.2 The member associations are recognized groups of Physical Therapists recognized by WCPT.

Objectives

The objectives of the association are:

- 4.1 To foster co-operation between physical therapists working with older people throughout the world.
- 4.2 To encourage high standards of practice with older people by physical therapists.

- 4.3 To advance practice by communication and exchange of information.
- 4.4 To encourage scientific research and promote opportunities for the spread of knowledge of new developments in the field.
- 4.5 To assist WCPT member organisations in the development of recognized groups working with older people
- 4.6 To be recognized as a sub group of WCPT.

Membership

5.1 Founder Member.

“Founder” may be granted to members who attend the founder meeting and member associations that are fully paid up by the 31st December 2002. .

5.2 Full Member.

A recognized group of physical therapists from a WCPT member organisation working with older people and is approved by the association’s executive committee.

5.3 Member Elect.

A recognized group of a member organization of WCPT while awaiting confirmation of member status of the association at a general meeting, may 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.

5.4 Associate Member.

A WCPT member organisation, which has, not as yet a recognized group working with older people, but wishes to achieve full membership in the future, or is too small to ever have a recognized group.

5.5 Honorary Fellows.

Honorary fellowships may be granted by the executive committee or voting representatives at a general meeting to physical therapists who have enhanced the association or have rendered valuable services to older people through unique or long term service or have merited special international recognition for their work.

5.6 Special Fellow.

Special fellowships may be conferred by a two-thirds majority assent of the voting delegates at a general meeting. Special fellowship is an honorary category and is reserved for individuals rendering valuable service to the practice of physical therapy for older people internationally

5.6.1 Member Elect, Associate and Special Fellow shall not have the right to vote, or hold office.

5.7 Application for Membership.

The executive committee shall regulate the procedure for membership applications.

5.8 Granting of Membership.

The executive committee shall assess all applications for membership and make recommendations to the voting delegates at their next general meeting. Membership shall be granted if approved by a two-thirds majority of voting members present.

5.9 Termination and Re-instatement of Membership.

5.9.1. Termination of membership.

A member may terminate it’s membership by giving six months previous notice in writing to the executive committee and by paying all out-standing subscriptions.

5.9.2 The executive committee may terminate membership on default in payment of subscriptions.

Membership ceases if in 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 association or is likely to bring the association into disrepute. Liabilities to the association are not cancelled. 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 re-application. In exceptional circumstances the executive committee have the power to postpone, waive or suspend the subscription required.

5.9.3 Re-instatement to membership.

A member who has been excluded from membership under Article 5.9.2 for default in payment of subscription, may apply to the executive committee for re-instatement provided that no more than two years has elapsed since the termination of its membership and provided that it is still eligible and the

appropriate annual subscription for the intervening period are paid in full, the executive committee shall decide if the organization can be re-instated as a member.

- 5.10 Only representatives of full member associations can be part of the executive committee and have the right to vote at general meetings.

Duties of Members.

- 6.1 Members shall comply with the association's constitution, which shall not conflict with the WCPT Articles of Association.
- 6.2 Members shall comply with requirements adopted by the association at a general meeting.
- 6.3 Members shall pay the subscription in accordance with Article 12.
- 6.4 Members should send a voting delegate to at least one out of two consecutive general meetings.
- 6.5 Members shall keep the executive committee informed of any events or developments in their country of interest to the association.
- 6.6 Members shall do all in their power to promote the objectives and work of the association.
- 6.7 Members shall be in good standing as determined by their national organisation.
- 6.8 To ensure groups are a recognized group working with older people in their country, member associations should request their parent organisation to verify the official status of the group and the number of members in the group on the 30th June the previous year on the "Application Form" (available from the treasurer or any member of the executive committee). This information will facilitate the treasurer to invoice members for the capitation fee due.

Rights of Member Associations.

- 7.1 Members can participate in the affairs of the association in accordance with the constitution.
- 7.2 Members can participate in policy development by making suggestions to the executive committee and the general meeting.
- 7.3 Members can request technical support and assistance in their efforts to improve the situation of physical therapists practicing with older people in their countries.
- 7.4 Members may vote on all matters raised at the general meeting of the association, including the general election.

Executive Board / Officers.

The governing body shall be composed of physical therapists only.

- 8.1 The elected members of the executive committee will be chair person, vice chair person, secretary, treasurer, newsletter editor and regional representative if not covered in honorary posts. All regions shall have representation.
- 8.2 Co-opted members may be appointed at the discretion of the executive committee.
- 8.3 Elections for all positions may be held at any general meeting. The special interest group within their parent national physical therapist organisation must endorse the candidate.
- 8.4 The term of office for 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 one further term.
- 8.5 To facilitate communication, the chair person and the secretary may come from the same country, but there shall not be more than two executive committee members from the same country.
- 8.6 The chair person shall have served on the executive committee of the association or have represented a member's association at some time during the eight years prior to the election. The first chair person excepted who should be a founder member of the association.
- 8.7 The executive committee shall regulate its own procedures
- 8.8 Nominations for the executive committee offices shall be published six months prior to the general business meeting.

Rights and Duties of the Executive Committee.

- 9.1 To administer the finances and business of the association.

- 9.2 The executive committee should assess applications and recommend membership.
- 9.3 To carry out the decisions of the general meeting of the association.
- 9.4 To nominate a delegate to the WCPT general meeting.
- 9.5 To decide the location of the secretariat and arrange the day-to-day administration of the association.
- 9.6 To make provisions for the holding of congress and stimulate the conditions.
- 9.7 To appoint committees, sub-committees and working parties as necessary.
- 9.8 To make awards as approved by the general meeting.
- 9.9 To do all such activities as will advance the objectives of the association.

Executive Committee Meetings.

- 10.1 Executive committee meetings will be held at least every four years, the place, date and time to be decided by the executive committee. Electronic communication must take place two years after each attended meeting.
- 10.2 Where possible the executive committee meeting will be held in conjunction with a conference or scientific meeting.
- 10.3 Additional executive committee meetings may be called by the chair person at the request of the executive committee or at the request of a third of the committee. Additional meetings may be conducted via mail or electronic communication
- 10.4 To transact business at an executive committee meeting there shall be at least a majority of the executive committee present, representing member associations in good standing.
- 10.5 Notice of meetings shall be given at least six months in advance and the agenda circulated two months prior to the executive committee meeting.
- 10.6 The meeting shall be chaired by the chair person who shall regulate the proceedings and procedure including (with the consent of the meeting) adjournment of business. In the absence of the chair person, the vice-chair person shall have the power to conduct and chair the meeting. In the absence of the vice-chair person, the members present and entitled to vote shall have the power to select a member of the executive committee to conduct and chair such a meeting. The chair person of the meeting must approve any guests invited or wishing to attend the meeting.
- 10.7 Minutes of the meeting shall be taken and distributed to the named representative all member associations when confirmed by the executive committee.
- 10.8 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 electronically. Such a vote shall be received by the secretariat two weeks prior to the meeting.
- 10.9 Voting by postal vote / electronically 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.
- 10.10 Motions will be passed by a simple majority.

General and / Special Meetings.

- 11.1 A general meeting shall be held at least once in every four years in conjunction with a WCPT Congress. When no WCPT congress is held, then in conjunction with a physical therapist congress in physical therapy practice for older people.
- 11.2 All member associations who are in good standing are entitled to send delegates to the general meeting.
- 11.3 Every member association may send a maximum of three delegates. The national group for physical therapists working with older people, whom they represent, must authorize the delegates.
- 11.4 All delegates must be physical therapists.
- 11.5 All delegates have a right to speak but not vote, only one delegate per member association may vote. Observers may be invited to speak.
- 11.6 Observer status may be granted to WCPT member organizations.
- 11.7 To transact business at a general meeting there shall be at least a majority of the member associations in good standing represented. A simple majority will pass motions and officer elections.
- 11.8 Notice of meeting shall be given at least six months in advance and the agenda circulated two months

- prior to the general meeting.
11. 9 The meeting shall be chaired by the chair person who shall regulate the proceedings and procedure including (with the consent of the meeting) adjournment of business. In the absence of the chair person, the vice-chair shall have the power to conduct and chair the meeting. In the absence of the vice-chair, 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.
 11. 10 Minutes of the meeting shall be taken and distributed to all named representatives of member associations for confirmation at the next general meeting.
 11. 11 Each member association shall have one vote. A member association unable to send a delegate to a general meeting may cast a vote on any motion or nomination by post or electronically. Such a vote shall be received by the secretariat two weeks prior to the meeting.
 11. 12 Voting by postal or electronic vote will be available only for motions on notice or nominations for office but a member association may empower another member association in good standing to speak on that member's behalf at a general meeting.
 11. 13 The executive committee shall determine the place, date and time of the association's general meeting.
 11. 14 Motions (other than those to amend the constitution which require eight months notice) not received six months prior, may only be considered by a majority vote of the voting delegates present at the general meeting.
 11. 15 A special general meeting may be called when requested by a two thirds majority of the association's members. Such a meeting will require six months notice.

Finance.

12. 1 Funds for conducting the affairs of the association shall be raised by annual subscription as determined by the general meeting.
12. 2 Each member association shall pay an annual membership fee determined by the general meeting. Such a fee to be paid within two months of the commencement of the financial year (March 1st) and will be calculated on the numbers of the member organizations on June 30th of the previous year.
12. 3 The financial year of the association shall be from January 1st to December 31st.
12. 4 In default of payment of the membership fee by the date due, all membership rights will be forfeited for that financial year, or until such time as the out-standing subscription is paid.
12. 5 A financial report will be distributed by the treasurer annually to the member associations. 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 association shall be the responsibility of the member associations of IPTOP.
12. 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.
12. 7 The general meeting will decide the budget for the next / following financial years.
12. 7.1 All travel, hotel and other expenses relating to attendance at the general meetings will be borne by each member association.
12. 7.2 Telephone, postal and other essential receipted expenses for the executive committee will be borne by the IPTOP.
12. 8 The association will be financially independent of WCPT but the overall management of financial procedures shall be approved by the executive committee.

Official Language.

13. 1 The official language of the association will be English. All documentation required shall be submitted in the official language of the association.

Amendments to the Constitution.

14. 1 The constitution of the association may be amended at a general meeting providing members have been notified eight months in advance.

14.2 A two-thirds majority of those attending is required to change the constitution.

Dissolution.

- 15.1 The association may vote for a dissolution through a referendum, which receives a two-thirds vote from member associations.
- 15.2 Any remaining debts or liabilities will be joined and equally borne by the member associations
- 15.3 After all out-standing debts have been paid surplus funds will be transferred to the WCPT Development Fund
- 15.4 In the absence of a World Confederation of Physical Therapists the assets will be disposed to a non-profit making organization agreed by the majority of member associations.

Addendum

The Association shall be composed of six or more member countries from two or more WCPT regions. .

Procedures to be completed

- 1) To complete application to WCPT for recognition
- 2) The association shall not be in conflict with the Articles of Association of WCPT
- 3) A procedure booklet should be produced to cover all major policies

Procedures in relation to WCPT

- 4) Amendments to the constitution, which have been passed by the member associations, shall be submitted to the WCPT executive for approval.
- 5) Annual report to be submitted to WCPT
- 6) To nominate a delegate to the WCPT General Meeting

Procedures in relation to election of Officers

- 7) The four year term of office could be 2+2 years.
- 8) The first chairman will be in office for four years
- 9) All delegates to the national executive committee should have a paired partner in event of unavailability.
- 10) Prior to the general meeting in 2007 the executive committee should hold a "straw pole" to ensure phased terminations of appointments take place.

Finance Procedures

- 11) Procedures for either annual or 4 yearly payments to the Treasurer. To minimize cost of \$ conversion,
- 12) A four year membership fee may be paid in advance and should co-inside with a general meeting. It is the responsibility of the Treasurer to draw up and implement a financial policy for the Association this should include four year payment procedures.
- 13) To forward the annual financial report to WCPT.

Communication

- 14) Procedures to ensure safeguards when using electronic communication should be established.

Further Copies available from

Olwen Finlay MBE, FCSP, SRP, HT, DMS

24 Sion Road

Lansdown

Bath BA1 5SG. England.