



WCPT Subgroups

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1. Background

Subgroup status is granted by WCPT to international physical therapy organisations having a specific interest area and organised to exchange scientific knowledge and to promote the advancement of physical therapy.

The International Federation of Orthopaedic Manipulative Physical Therapists (IFOMPT) was the first organisation recognised as a subgroup (1978), having existed for a number of years in its own right. The next subgroup the International Private Practitioners Association (IPPA) was not recognised until 1995. Since 1995, new subgroups have been recognised at each GM. IPPA was established following an international meeting of private practitioners in Hong Kong in 1992 organised by WCPT.

While IFOMPT had a life before it was recognised by WCPT, the groups since then have formed with the specific intent of becoming WCPT subgroups. They therefore have tried to ensure that WCPT requirements are embodied in their constitutions.

2. Requirements for WCPT subgroups

Subgroups must:

- Be composed of WCPT member organisations or groups recognised by their WCPT member organisation.
 - Some WCPT member organisations are small and may not have a well developed special interest group structure or there may not be a special interest group in the area being developed as a WCPT subgroup. In these cases the member organisation itself can be a member of the subgroup.
- Consist of members who are also members of WCPT member organisations.
- Be composed of members from at least 10 countries and from at least three WCPT regions.
- Have a governing body composed of physical therapists only.
- Have a constitution, articles of association (appendix 1), and rules that are not in conflict with WCPT's articles of association. Namely:
 - Have a specific interest and be organised to exchange scientific knowledge and to promote the advancement of physical therapy (Article 7.1)
 - Be composed of Member Organisations or groups recognised by their Member Organisation. Members of the groups must also be members of the WCPT Member Organisation. Subgroups shall comprise at least ten members representing at least three Regions (Article 7.4)

- Be approved by the WCPT Executive Committee and have their status confirmed at the next and each succeeding General meeting (Article 7.2)

3. Duties of WCPT subgroups

To be and remain in good standing subgroups shall:

- comply with the WCPT articles of association
- submit information as requested by WCPT
- submit proposed amendments to their articles for approval
- submit all documents required in the official language of WCPT
- be financially independent of WCPT and keep financial accounts and audit them annually
- pay fees if required

4. Rights of WCPT Subgroups

Subgroups receive WCPT News, other publications and the information that is sent to WCPT member organisations. They are entitled to send a delegate to WCPT General Meetings who is entitled to speak, but not propose motions or vote.

5. WCPT website

WCPT is happy to provide groups working towards subgroup status with a profile page on the WCPT website, including contact details and a brief summary of the group's status, aims and objectives. In addition these groups can have a dedicated board on WCPT's web based discussion forum.

WCPT offers all subgroups the opportunity to have a website hosted by WCPT by expanding their profile page to include up to nine extra pages of content, an organisation specific banner across the top of every page and providing an organisation specific web address. Quarterly visitor statistics are provided at which time groups are offered the option to request edits to their content. There is a one-off set up fee, and an annual maintenance fee to pay.

6. Applications

Applications are considered by the WCPT Executive Committee. If they approve it, the General Meeting is asked to confirm subgroup status.

The most frequent reason for WCPT declining a subgroup application is a conflict between WCPT subgroup requirements and the group's membership criteria. All groups represented in the organisation applying for subgroup status must be recognised by the WCPT member organisation of their country.

All applications must be made on the WCPT application form (appendix 2).

WCPT strongly advises prospective subgroups to have their application and draft constitution ready 12 months prior to the next WCPT general meeting. The WCPT Executive Committee will then review applications and provide feedback prior to the formal submission. The final application should be received six months prior to the General Meeting. WCPT Secretariat staff are available to provide advice throughout the process.

7. Preparing the subgroup constitution

Developing the first constitution can be a challenge for new subgroups. WCPT has prepared a draft template to assist groups in this first step towards formation and then recognition as a subgroup. It incorporates the WCPT requirements and uses WCPT documents as the reference point if requirements/procedures are not specified.

The purpose of the template is to:

- Provide guidance to groups wishing to be recognised as WCPT subgroups.
- Ensure subgroup criteria are included in constitutions from the beginning.
- Provide groups with sufficient flexibility that they can have an independent identity in addition to subgroup status.
- Help existing subgroups to review their constitutions.

8. Draft template subgroup constitution

The elements appearing in blue are considered essential. However, WCPT recognises that some elements may be something for new groups to aspire to. If they consider any pose a significant challenge then WCPT is happy to provide advice and support.

Those in black are desirable, optional or provide guidance that can be adapted as appropriate to the needs of the subgroup.

1. Name and International Recognition

- 1.1** The name of the organisation is the **WXYZ**, an international physical therapy organisation with specific interest in the area of **XXXX**.

- 1.2 The rules and membership requirements for WXYZ will be consistent with the requirements for recognition as a subgroup of the World Confederation for Physical Therapy.

[Note: It may be worth noting that the rules are those set out in the constitution so as to avoid people thinking there is another document.]

- 1.3 Procedures not stipulated in these rules will follow those of the WCPT as included in the WCPT Articles of Association and procedural documents.

[Note: WCPT strongly encourages subgroups to use the term “physical therapy” or “physical therapist(s)” in their title]

2. Objectives

- 2.1 The objectives of WXYZ are to:

- 2.1.1 Be recognised as a subgroup of WCPT in accordance with the WCPT Articles of Association.
- 2.1.2 Encourage high standards of physical therapy education and practice in particular those of relevance to WXYZ.
- 2.1.3 Encourage communication and exchange of information including electronic, print and personal exchanges and organisation of international conferences/congresses of physical therapists.
- 2.1.4 Encourage scientific research and promote evidence based physical therapy practice in areas relevant to the WXYZ.
- 2.1.5 Encourage the development of national organisations of physical therapists that share the objectives of the WXYZ.
- 2.1.6 Support WCPT in representing physical therapy internationally.
- 2.1.7 Engage in all necessary activities to further the best interests of WCPT.

3. Membership

3.1 Members

- 3.1.1 The national professional organisations representing physical therapists with an interest in XXXX. Members must be the WCPT member organisation or groups recognised by the WCPT member organisation. Members of the groups must also be members of the WCPT member organisation. Only one organisation per country shall be eligible for membership.
- 3.1.2 Members have full rights and privileges as stipulated by the WXYZ's general meeting and including:

- 3.1.2.1 The right to be represented and to vote at the WXYZ's general meeting.
- 3.1.2.2 The right to submit motions and amendments to the rules for consideration at the general meeting and of WXYZ according to the meeting procedures.

3.2 Member elect

- 3.2.1 An organisation that meets the requirements for membership and awaiting confirmation of member status at a WXYZ general meeting.

3.3 Associate member:

- 3.3.1 A WCPT member organisation which does not have an organisation that meets the requirements of 3.1.1 may make application to be an associate member of WXYZ.
- 3.3.2 Individual physical therapists who are members of a WCPT member organisation that does not have a special interest group eligible for membership of WXYZ.
- 3.3.3 Associate members do not have the right to vote. They may attend the general meeting as observers.

- 3.4 *Other category/categories – the group may maintain a list of individual PTs for the purposes of sharing information, promoting events etc.*

3.5 Special member

- 3.5.1 Special membership is an honorary category and is reserved for individuals rendering valuable service to WXYZ physical therapy internationally. Special membership may be conferred at a WXYZ General Meeting.

4. Suspension/Termination of Membership

- 4.1 Members remain in good standing so long as any subscription payments are maintained; they abide by the WXYZ constitution and continue to be recognised by a WCPT Member Organisation. Should a member fail to meet these requirements then the WXYZ Executive Committee must decide the appropriate course of action. This may include but is not limited to:

- Negotiating a resolution
- Suspending the member pending conditions being met
- Terminating membership
- Conditions for restoration to membership
- Other as appropriate

5. Structure

- 5.1 The business of the WXYZ shall be conducted through the general meeting, Executive Committee and WXYZ member organisations.

6. General Meetings

6.1 Requirements

- 6.1.1 General meetings shall be held at least once every five years. The date, place and time will be determined by the WXYZ Executive Committee. Normally it will be in conjunction with an international conference/congress of WXYZ or WCPT.

6.2 Rights and powers

- 6.2.1 The rights and powers of the general meeting are to:
- 6.2.1.1 Amend the rules of the WXYZ.
 - 6.2.1.2 Receive reports of the Executive Committee.
 - 6.2.1.3 Approve the membership fee.
 - 6.2.1.4 Grant and terminate membership.
 - 6.2.1.5 Elect the president and vice president of WXYZ.
 - 6.2.1.6 Elect Executive Committee members.
 - 6.2.1.7 Consider motions submitted.
 - 6.2.1.8 Conduct any other business that promotes the objectives of WXYZ and WCPT.

6.3 Notice

- 6.3.1 Notice of a general meeting including time and place shall be given to the members at least six months before the date of the meeting, except in the case of an extraordinary general meeting when three months notice shall suffice.
- 6.3.2 Proposed amendments of the rules must be received in writing by the WXYZ secretary at least four months prior to the general meeting.
- 6.3.3 Motions for inclusion in the agenda must be received in writing by the secretary at least four months prior to the general meeting. Motions not received four months prior may only be considered by a majority of the votes cast.
- 6.3.4 The agenda, motions to amend rules, other motions and nominees for election shall be circulated to the members at least two months prior to the general meeting.

6.3.5 Notice of a proposal to amend the rules shall be given to the members at least two months prior to an extraordinary general meeting called for such purpose.

6.4 Conduct at General Meetings

6.4.1 The conduct at general meetings shall be in accordance with the WCPT Articles of Association and rules of procedure.

6.5 Postal vote

6.5.1 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.

6.6 Minutes

6.6.1 Minutes of general meetings shall be circulated to members no longer than eight months after the meeting.

7. Executive Committee

7.1 Structure:

7.1.1 The Executive Committee consists of the president, vice president and X members elected from within the organisations that are members of WXYZ and is accountable to the General Meeting.

7.2 Powers:

7.2.1 Act in the best interest of WXYZ and the WCPT.

7.2.2 Conduct the business of WXYZ consistent with the rules and policy directions of the general meeting.

7.2.3 Determine the location of the secretariat and employ a secretary/contract for secretarial services to undertake the work of the WXYZ.

7.2.4 Submit an annual report of WXYZ's activities and finances to the members and to WCPT.

7.2.5 Appoint committees.

7.2.6 Assess applications for membership.

7.2.7 Make provisions and set conditions for holding conferences/congresses.

7.2.8 Review activities of members.

7.2.9 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.

7.2.10 Perform any other activities to advance the objectives of WXYZ and WCPT.

7.3 Meetings

7.3.1 The Executive Committee shall meet at least annually. Meetings may be in person or via electronic communication.

7.3.2 An extraordinary meeting may be requested by a majority of the Executive Committee members, and shall be called within three months stating the agenda.

7.3.3 A quorum of X members is required to conduct business, one of whom must be the President or Vice President.

7.3.4 Subject to the provisions of WXYZ rules the Executive Committee shall adopt its own rules of procedure.

7.3.5 Minutes of meetings shall be circulated to Executive Committee members within three months.

7.3.6 Expenses of members on WXYZ business shall be borne by WXYZ according to the policy agreed in advance by the Executive Committee.

7.4 Nominations

7.4.1 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 WXYZ organisation. Nominations for president and vice president shall be submitted by at least two WXYZ member organisations, one of which may be the candidate's own.

7.4.2 Any physical therapist member of a WXYZ organisation may be nominated. The candidate shall have served on the governing body of a WXYZ Organisation.

7.4.3 Members of the Executive Committee must be from different WXYZ Organisations.

7.5 Elections

7.5.1 Election of the President will be by separate, secret and successive ballot at the general meeting.

7.5.2 The vice president and members of the Executive Committee shall be elected by show of hands.

7.5.3 WXYZ member organisations 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. Notice of

either must be received in writing two months prior to the general meeting

7.5.4 Members of the Executive Committee will serve from the end of one **WXYZ** general meeting .to the end of the next and will be eligible for re-election.

7.6 Vacancy

7.6.1 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.

7.6.2 In the event of resignation or death of an Executive Member, the Executive may co-opt to fill the vacancy until the next general meeting.

8. Finance

8.1 The financial year of the **WXYZ** shall be the calendar year.

8.2 A financial report shall be given at the general meeting.

8.3 **WXYZ** member organisations shall pay the annual subscription as decided by the general meeting. Subscriptions are due on 1 January each year and are payable in the currency stipulated by the Executive Committee.

9. Language

9.1 The official language is English and shall be used for all meetings and documents of **WXYZ**.

10. Amendment of rules

10.1 Rules may be amended at any general meeting subject to rule 6.4.1.

10.2 A two thirds vote in agreement is required to adopt an amendment.

11. Dissolution

11.1 The dissolution of **WXYZ** shall be considered at an extraordinary general meeting called for that purpose.

11.2 A two thirds vote in agreement of the member present is required for the dissolution and 50% of the **WXYZ** member organisations must be represented at the meeting by their voting delegate.

[Note: If dissolution is to happen for financial reasons 50% may not be able to afford to attend a physical meeting so plans for postal or alternative media voting should be included.]

11.3 The methods of dealing with the outstanding accounts, disposal of assets and compensation of employees shall be consistent with legal requirements. Any funds remaining shall be dispersed to the WCPT.

Appendix 1

ARTICLES OF ASSOCIATION RELATED TO SUBGROUPS

(adopted at the 14th General Meeting, May 1999; Article 7.4 amended at 15th GM June 2003)

ARTICLE 14 – SUBGROUP DETAILS

Formation

Subgroups shall:

- Have a specific interest and be organised to exchange scientific knowledge and to promote the advancement of physical therapy (Article 7.1)
- Be composed of Member Organisations or groups recognised by their Member Organisation. Members of the groups must also be members of the WCPT Member Organisation. Subgroups shall comprise at least 10 members representing at least 3 Regions (Article 7.4)
- Be approved by WCPT Executive Committee and have their status confirmed at the next and each succeeding General Meeting (Article 7.2)

Reports

Submit articles, accounts, reports and other information to the Executive Committee as requested (Article 7.5)

Rights

Subgroups may send a delegate to General Meetings with a right to speak but not the right to propose motions or to vote (Article 7.7)

14.1 Requirements

Subgroups shall:

- Comply with WCPT Articles (Article 7.3)
- Submit their articles and other information as requested by WCPT Executive Committee (Article 7.5)
 - 14.1.1 Have a governing body composed of physical therapists only.
 - 14.1.2 Submit proposed amendments to their articles for approval of WCPT Executive Committee.
 - 14.1.3 Submit all documents required in the official language of WCPT.

14.2 Finance

Subgroups shall:

- Be financially independent of WCPT (Article 7.6)
 - 14.2.1 Pay such fees as the General Meeting might require.
 - 14.2.2 Keep financial accounts and audit them annually.

14.3 Withdrawal or Withdrawal of Approval

- 14.3.1 Subgroups may withdraw from WCPT by methods contained in their Articles.
- 14.3.2 The WCPT Executive Committee may recommend that the General Meeting withdraw approval of the subgroup.
 - 14.3.2.1 Nine months notice must be given to the Subgroup of WCPT Executive Committee's intention to recommend withdrawal of approval
 - 14.3.2.2 Representatives of the Subgroup may be present and two may speak on its behalf
 - 14.3.2.3 A 2/3 vote of the General Meeting is required for withdrawal of approval.

Appendix 2

SUBGROUP APPLICATION FORM

INSTRUCTIONS

1. Complete all sections of this application form.
2. Prepare all supporting documents listed in Section 3 in English.
3. Read and sign the declaration in Section 5 of the form.
4. Send the completed application and supporting documents (Section 3) to:

**WCPT Secretary General, Kensington Charity Centre, 4th Floor, Charles House, 375
Kensington High Street, London, W14 8QH, England UK**

Email: info@wcpt.org

1. ORGANISATION DETAILS

1.1. Name of Organisation:	
1.2. Primary contact person (person to whom correspondence should be addressed)	
Name:	
Address	
Telephone Number:	
Fax Number:	
Email:	
1.3. Date the Organisation was established:	

2. REQUIREMENTS FOR RECOGNITION AS A SUBGROUP OF WCPT

Please indicate compliance with the requirements for subgroup recognition	YES	NO
2.1 The organisation has a specific interest in and is organised to exchange scientific knowledge and to promote the advancement of physical therapy		
2.2 Members of the organisation are WCPT Member Organisations or groups recognised by their WCPT Member Organisation. (Please list your member organisations and the relevant WCPT Member Organisation on the attached form)		
2.3 Members of the organisation come from at least 10 different countries and at least 3 WCPT Regions		
2.4 Individual members of the groups recognised by the WCPT Member Organisation are members of the WCPT Member Organisation		
2.5 The organisation's Constitution/Articles of Association/Rules do not conflict with WCPT's Articles of Association. A copy of your organisation's constitution should accompany this application.		
2.6 The Governing Body of the organisation is composed of physical therapists		

Please indicate compliance with the requirements for subgroup recognition	YES	NO
2.7 The organisation is financially independent of WCPT		
2.8 The organisation agrees to:		
<ul style="list-style-type: none"> Submit amendments to its constitution/articles/rules to the WCPT Executive Committee 		
<ul style="list-style-type: none"> Pay fees as the General Meeting may require. (No fees have been imposed to date. Fees are charged for some services and Subgroups may choose whether or not to purchase the service/s.) 		
<ul style="list-style-type: none"> Keep financial accounts and audit them annually 		
<ul style="list-style-type: none"> Submit accounts and report to the Executive Committee as requested 		

3. ENCLOSURES

Please enclose the documents listed below in English		
Enclosed	YES	NO
3.1 List of officers		
3.2 Membership list – the full name and contact details for each organisation and the name of the WCPT Member Organisation		
3.3 Audited financial statement for the year prior to the application		
3.4 Report of recent activities (i.e. meetings, conferences and projects) and plans for the future.		
3.5 Constitution/Articles/Rules		

4. OTHER DETAILS

Please provide any other details you would like WCPT to consider with the subgroup application:

5. DECLARATION

We have read the requirements for subgroup recognition and declare that our organisation meets all the requirements

Name:		Date:	
Signature:		Position:	
Organisation:			

SUBGROUP OFFICERS

Name	Position in Subgroup	Term of Office	Email Address	Telephone Number (include country code and area/city code)

SUBGROUP MEMBERS

Full names of the member organisations of the proposed subgroup	Country	WCPT Region	Name of the WCPT Member Organisation	Do you have written confirmation that the WCPT Member Organisation recognises the member of the proposed subgroup?