

WORLD CONFEDERATION FOR PHYSICAL THERAPY ARTICLES OF ASSOCIATION

1. NAME, OBJECTIVES

- 1.1 The name of the organisation is the World Confederation for Physical Therapy (WCPT)
- 1.2 WCPT is an international non-governmental confederation of professional organisations
- 1.3 The objectives of WCPT are to :
 - 1.3.1 Encourage high standards of physical therapy education and practice
 - 1.3.2 Encourage communication and exchange of information including organisation of international congresses of physical therapists
 - 1.3.3 Encourage scientific research
 - 1.3.4 Encourage the development of national organisations of physical therapists
 - 1.3.5 Represent physical therapy internationally
 - 1.3.6 Co-operate with appropriate international and national organisations
 - 1.3.7 Comment on social and political issues affecting health
 - 1.3.8 Engage in all necessary activities to further the best interests of WCPT

2. MEMBERS

- 2.1 WCPT consists of national organisations of physical therapists. Only one national organisation per country may be eligible for membership (For membership details see Article 12)

3. STRUCTURE

- 3.1 The business of WCPT shall be conducted through the :
 - General Meeting
 - Executive Committee
 - Regions
 - Subgroups

4. GENERAL MEETINGS

4.1 Requirements

- 4.1.1 A General Meeting shall be held at least once in every five years. The date, place and time will be determined by the Executive Committee. Normally it will be in conjunction with a WCPT International Congress
- 4.1.2 An extraordinary General Meeting may be called by the Executive Committee or Secretary General at the request of 1/3 of the Member Organisations, stating the proposed agenda item(s)

- 4.1.3 The presence of the voting delegates from a majority of the Member Organisations constitutes a quorum
- 4.1.4 Not less than three months prior to the date of the General Meeting and six weeks prior to the date of an extraordinary General Meeting, Member Organisations shall inform WCPT if they will or will not attend
- 4.1.5 The General Meeting shall be cancelled by the President if at six weeks prior to the General Meeting, it is determined that there will be no quorum

4.2 Functions

The rights and powers of the General Meeting are to :

- 4.2.1 Amend the Articles of WCPT
- 4.2.2 Receive reports of the Executive Committee
- 4.2.3 Approve the annual membership fee
- 4.2.4 Grant and terminate membership
- 4.2.5 Elect the President and Vice President of WCPT
- 4.2.6 Confirm the election of Executive Committee Members from the Regions
- 4.2.7 Confirm, reconfirm or withdraw the approval of Subgroups
- 4.2.8 Consider motions submitted
- 4.2.9 Conduct any other business that promotes the objectives of WCPT

4.3 Notice

- 4.3.1 Notice of a General Meeting including time and place shall be given to the Member Organisations at least 12 months before the date of the meeting, except in the case of an extraordinary General Meeting when 5 months notice shall suffice
- 4.3.2 Proposed amendments of Articles must be received in writing by the Secretary General at least 8 months prior to the General Meeting
- 4.3.3 Motions for inclusion in the agenda must be received in writing by the Secretary General at least 8 months prior to the General Meeting. Motions not received 8 months prior may only be considered by a majority of the votes cast
- 4.3.4 The agenda, motions to amend Articles, other motions and nominees for election shall be circulated to the Member Organisations at least 5 months prior to the General Meeting
- 4.3.5 Notice of a proposal to amend the Articles shall be given to the Member Organisations at least 3 months prior to

an extraordinary General Meeting called for such purpose

trustees of WCPT as a UK registered charity

4.4 Conduct at General Meetings

- 4.4.1 Rules of procedure for the General Meeting will be proposed by the Presiding Officer and decided upon by the voting delegates
- 4.4.2 Each Member Organisation shall be entitled to send one voting delegate and two non-voting delegates to General Meetings. Delegates must be physical therapists and have a written mandate from the Member Organisation. All delegates have the right to speak and present motions. In the absence or incapacity of the voting delegate the Presiding Officer may allow a non voting delegate to cast the Member Organisation's vote
- 4.4.3 The voting delegate may cast one vote. Unless otherwise required under the Articles, any matter before the General Meeting shall be adopted by a simple majority of the votes cast
- 4.4.4 Voting shall be by a show of hands except for elections or when a secret ballot is requested
- 4.4.5 The Executive Committee may appoint a Resolutions Committee to assist Member Organisations with motions to be proposed
- 4.4.6 Observers may attend meetings except the meetings or parts of meetings that are determined by the Presiding Officer to be for delegates only. Observers may speak with the permission of or at the invitation of the Presiding Officer

4.5 Postal Vote

The Executive Committee may decide that a postal vote shall be taken on matters of an emergency nature between General Meetings

4.6 Minutes

Minutes of General Meetings shall be circulated to Member Organisations no longer than 8 months after the meeting

5. EXECUTIVE COMMITTEE

5.1 Structure and Powers

The Executive Committee consists of the President, Vice President and a member from each Region. Acting in the best interest of WCPT, the powers of the Executive Committee are to:

- 5.1.1 Conduct the business of WCPT consistent with the Articles and policy directions of the General Meeting
- 5.1.2 Determine the location of the secretariat and employ a Secretary General who will be responsible for the administration of WCPT
- 5.1.3 Provide for an annual audit by a registered accountant and to act as the

- 5.1.4 Submit an annual report of WCPT's activities and finances to the Member Organisations
- 5.1.5 Appoint committees
- 5.1.6 Assess applications for membership and Subgroups
- 5.1.7 Make provisions and set conditions for holding congresses
- 5.1.8 Review activities of Regions, Member Organisations and Subgroups
- 5.1.9 Make awards according to criteria
- 5.1.10 Perform any other activities to advance the objectives of WCPT

5.2 Meetings

- 5.2.1 The Executive Committee shall meet at least annually
- 5.2.2 An extraordinary meeting may be requested by a majority of the Executive Committee members, and shall be called within 3 months stating the agenda
- 5.2.3 A quorum of 5 members is required to conduct business, one of whom must be the President or Vice President
- 5.2.4 Subject to the provisions of WCPT Articles the Executive Committee shall adopt its own rules of procedure
- 5.2.5 Minutes of meetings shall be circulated to Executive Committee members within 3 months
- 5.2.6 Expenses of members on WCPT business shall be borne by WCPT according to the policy agreed by the Executive Committee

5.3 Nominations

- 5.3.1 Nominations must be received in writing at least 8 months prior to the General Meeting and shall meet the approval of the nominee's own Member Organisation. Nominations for President and Vice President shall be submitted by at least two Member Organisations, one of which may be the candidate's own
- 5.3.2 Any physical therapist member of a Member Organisation may be nominated. The candidate shall have served on the governing body of a Member Organisation or one of its subordinate groups
- 5.3.3 Members of the Executive Committee must be from different Member Organisations

5.4 Elections

- 5.4.1 Election of the President and Vice President will be by separate, secret and successive ballot at the General Meeting

- 5.4.2 The President shall be elected by majority vote. If there is no majority vote on the first ballot, the name of the candidate receiving the lowest number of votes shall be removed from the ballot and the ballot shall be retaken. The ballot shall be repeated until there is a decision
- 5.4.3 The Vice President shall be elected by majority vote from the candidates for this office and from the unelected candidates for President. Ballot procedures are as above
- 5.4.4 Regional Members of the Executive Committee and their alternates shall be elected by the Region and confirmed at the General Meeting
- 5.4.5 Member Organisations unable to attend a General Meeting may mandate their Regional Member to vote on their behalf on election of the Executive Committee or may send a postal vote. Notice of either must be received in writing 2 months prior to the General Meeting
- 5.4.6 Members of the Executive Committee will serve from the end of one General Meeting to the end of the next and will be eligible for re-election. If the General Meeting is held in conjunction with a Congress, the term of office will extend to and start from the end of that Congress
- 5.5 Vacancies**
- 5.5.1 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 Regional Member as Vice President
- 5.5.2 In the event of resignation or death of a Regional Member, the alternate will assume the vacancy
- 6. REGIONS**
- 6.1 The Regions exist to assist in the development of physical therapy within their Region
- 6.2 There shall be no more than 6 Regions
- 6.3 All Member Organisations shall be assigned to one of the Regions by the Executive Committee
- 6.4 Regions shall comply with WCPT Articles for Regions as decided by the General Meeting (see Article 13)
- 6.5 Specific regional articles or rules must be approved by the WCPT Executive Committee
- 6.6 Regions shall submit financial reports and reports of their activities to the Executive Committee as requested
- 6.7 The Regions are financially independent of WCPT
- 6.8 Member Organisations who do not participate in the Region, including paying fees, but are in good standing with WCPT shall retain rights in WCPT
- 7. SUBGROUPS**
- 7.1 Subgroups shall have a specific interest and be organised to exchange scientific knowledge and to promote the advancement of physical therapy
- 7.2 Subgroups shall be approved by the Executive Committee, and require confirmation at the next and at each succeeding General Meeting
- 7.3 Subgroups shall comply with WCPT Articles for Subgroups as decided by the General Meeting (Article 14)
- 7.4 Subgroups shall be composed of Member Organisations or groups recognised by the WCPT 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
- 7.5 Subgroups shall submit, articles, accounts, reports and other information to the Executive Committee as requested
- 7.6 Subgroups are financially independent of WCPT
- 7.7 Subgroups may send a delegate to General Meetings with a right to speak but not the right to propose or second motions or to vote
- 8. FINANCE**
- 8.1 The financial year of the WCPT shall be the calendar year
- 8.2 A financial report shall be given at the General Meeting
- 8.3 WCPT shall accept, hold, invest, reinvest and administer subscriptions, gifts, legacies, bequests, funds, grants, and property of any sort or value without limitations as to amount or value
- 8.4 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 WCPT
- 9.2 The working languages of English, Spanish and French may be used for correspondence, for papers for the General Meetings and for publications
- 10. AMENDMENT OF ARTICLES**
- 10.1 Articles may be amended at any General Meeting subject to Articles 4.3.2, 4.3.3 and 4.3.5
- 10.2 A 2/3 affirmative vote is required to adopt an amendment
- 11. DISSOLUTION**
- 11.1 The dissolution of WCPT shall be considered at an extraordinary General Meeting called for that purpose

- 11.2 A 2/3 affirmative vote is required for the dissolution and 2/3 of the Member Organisations must be represented at the meeting by their voting delegate
- 11.3 If such a motion is carried, a referendum shall be called within 60 days to confirm or revoke the vote to dissolve
- 11.4 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 one or more organisations having aims and objectives as similar as may be to those of WCPT

12. MEMBERSHIP DETAILS

12.1 Requirements

- 12.1.1 The majority of the membership of the Organisation shall be qualified physical therapists
- 12.1.2 The majority of the governing body of the Organisation must be physical therapists
- 12.1.3 The Organisation must be open to all qualified physical therapists of the country unrestricted by consideration of nationality, race, creed, politics, gender or social status
- 12.1.4 When there is more than one organisation open to all qualified physical therapists in the country, only the organisation representing the largest number of qualified physical therapists in the country shall be eligible for membership
- 12.1.5 The Organisation shall have a Code of Ethics consistent with WCPT Ethical Principles

12.2 Application

- 12.2.1 Any organisation wishing to become a Member must address a written application to WCPT
- 12.2.2 The applicant shall submit information as the Executive Committee shall require including its articles, code of ethics and details of physical therapy education in that country
- 12.2.3 The Executive Committee shall assess all applications and make recommendations to the next General Meeting

12.3 Duties

To be and remain in good standing Member Organisations shall :-

- 12.3.1 Comply with the Articles
- 12.3.2 Pay subscriptions in accordance with the Articles
- 12.3.3 Send a voting delegate to at least one out of two consecutive General Meetings

- 12.3.4 Send WCPT a copy of all amendments to their Articles and Code of Ethics within six months following the adoption of these amendments
- 12.3.5 Send names and addresses of their Executive Committee Members to WCPT
- 12.3.6 Inform WCPT of national events or developments of interest to WCPT
- 12.3.7 Report to WCPT as and when requested
- 12.3.8 Promote the objectives and work of WCPT

12.4 Rights

Member Organisations may :-

- 12.4.1 Participate in the affairs of WCPT in accordance with the Articles
- 12.4.2 Participate in policy development by making suggestions to the Executive Committee and to General Meetings
- 12.4.3 Present proposals, speak and vote at General Meetings
- 12.4.4 Request support in their efforts to improve the situation of physical therapists nationally
- 12.4.5 Vote by proxy if not in attendance at the General Meeting. This does not substitute for the requirement for Member Organisations to send a Voting Delegate to at least 1 out of 2 General Meetings
- 12.4.6 Participate in the formation of Subgroups
- 12.4.7 Apply for assistance from WCPT funds

12.5 Termination

Membership may be terminated under the following conditions:-

- 12.5.1 By a Member Organisation at the end of the WCPT financial year by giving 6 months previous notice in writing to the Executive Committee and paying all outstanding subscriptions
- 12.5.2 By the Executive Committee when membership fees have not been paid by June 30
- 12.5.2.1 Liabilities to WCPT are not cancelled but the Executive Committee shall have the power to postpone, waive or suspend the subscription required
- 12.5.2.2 The Member Organisation may apply in writing for an extension of time
- 12.5.3 By the General Meeting for failure to comply with the Articles or conduct detrimental to WCPT
- 12.5.3.1 A complaint may be initiated by the Executive Committee or made to them in writing by at least 2 Member Organisations

12.5.3.2 The detailed procedure for handling a complaint and for application for reinstatement to membership shall be defined in an Executive Committee document and shall include the following steps:

The appointment of an independent investigation committee which shall consist of no more than 5 members each from a different Member Organisation. No member shall be from the Member Organisation filing the complaint or against whom the complaint has been filed

Following the report of the investigative committee, the Executive Committee shall decide if a hearing shall be held

If a hearing is to be held the Member Organisation concerned shall be given 3 months notice and informed of their right to be represented by 3 of their members or by 2 members and an executive employee

All Member Organisations shall be notified of the decision to hold a hearing

Should the Executive Committee vote to recommend retention of membership, upon written complaint by 1/7 of the Member Organisations, the next General Meeting shall hold an open hearing. The Member Organisation concerned shall be given 6 months notice informing them that they have the right to be present and to speak on their own behalf

A 2/3 majority vote by ballot at the General Meeting is required for expulsion on the recommendation of the Executive Committee or after an open hearing

Should the same complaint be re-submitted to the Executive Committee, it must be accompanied by new evidence substantiating the complaint. The Executive Committee shall decide if there is enough new evidence for the complaint to be reinstated

12.6 Reinstatement

12.6.1 A Member Organisation that has been excluded from membership due to non payment of membership fees may be reinstated by the Executive Committee provided that:-

12.6.1.1 An application is received within 4 years of the date of termination

12.6.1.2 The organisation still meets the requirements for membership

12.6.1.3 The current subscription is paid

12.6.1.4 A reinstatement fee equal to ¼ of the current subscription fee is paid

12.6.2 A Member Organisation that has been expelled from membership under Article 12.5.3 may apply for reinstatement after 2 years

12.6.2.1 A panel shall be appointed by the Executive Committee to investigate the organisation's eligibility for reinstatement in the light of the original complaint

12.6.2.2 The expense of the panel shall be borne by the organisation applying for reinstatement

12.6.2.3 The panel shall submit its findings to the Executive Committee, which will consider them and report its findings to the next General Meeting

12.6.2.4 The organisation may be present at the General Meeting to speak on its own behalf

13.6.2.5 An affirmative vote by 2/3 of the General Meeting is required for reinstatement

13. REGIONAL DETAILS

Formation

- All Member Organisations shall be assigned to one Region by the Executive Committee (Article 6.3)
- There shall be no more than 6 Regions (Article 6.2)
- Member Organisations who do not participate in the Region, including paying fees, but are in good standing with WCPT shall retain rights in WCPT (Article 6.8)

Reports

Regions shall submit financial reports and reports of their activities to the WCPT Executive Committee as requested (Article 6.6)

13.1 Name

The name of each Region shall be "The ... Region of WCPT", or "WCPT ..."

13.2 Aims

The Regions exist to assist in the development of physical therapy within their Region (Article 6.1)

13.2.1 The Region will determine its specific activities based on its needs and resources. Its activities must be consistent with the objectives of WCPT

13.3 Meetings

13.3.1 Meetings of the Region or any meeting of Member Organisations of a Region shall not constitute meetings of WCPT nor obligate WCPT to any decision adopted

13.3.2 Only physical therapist members of a Member Organisation in the Region may be voting delegates in regional meetings

13.4 Secretariats

- 13.4.1 Member Organisations in the Region shall establish a regional secretariat to administer such matters within the Region, as the Member Organisations deem advisable
- 13.4.2 Terms and conditions for the operation of a regional secretariat shall be determined by the Member Organisations within the Region and be the responsibility of such Member Organisations

13.5 Rules

Specific regional articles or rules must be approved by the WCPT Executive Committee (Article 6.5)

- 13.5.1 The articles and/or rules must be consistent with the objectives of WCPT
- 13.5.2 Documentation required shall be submitted in the official language of WCPT

13.6 Executive Committee

- 13.6.1 Regional Executive Committee Members must be physical therapist members of a regional Member Organisation
- 13.6.2 Regions shall have at least a Chairman and a Finance Officer
- 13.6.3 The WCPT Executive Committee Member from the Region shall be a member of the regional Executive Committee with full rights but shall not be an officer of the Region
- 13.6.4 The members from the Regions act in the best interests of WCPT at WCPT Executive Committee meetings and may not be mandated by the Region

13.7 Relationship to WCPT

The President and/or Vice President and/or the Secretary General of WCPT may attend meetings in the Region and have the right to speak

13.8 Finance

The Regions are financially independent of WCPT (Article 6.7)

- 13.8.1 Expenses for activities and financial obligations incurred by the Region shall be the responsibility of the Member Organisations who participate in the Region
- 13.8.2 Expenses of the members from Regions on the WCPT Executive Committee will be paid by WCPT for WCPT activities according to rules set out by the WCPT Executive Committee

14. SUB GROUP 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 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)

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 the 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 the 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 the 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

15.3.2 Agree to pay any expenses not met by WCPT in their capacity as ex-officio members of the Regional Executive Committee.

15. EXECUTIVE COMMITTEE DETAILS

15.1 Rights and Duties of Executive Committee Members

15.1.1 The President shall be the representative of WCPT and preside over Executive Committee and General Meetings. The President may appoint a Presiding Officer to preside over General Meetings with the approval of the Executive Committee

15.1.2 The Vice President shall perform the duties of the President in case of absence

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 Regional Member as Vice President (Article 5.5.1)

15.1.3 The Treasurer shall be elected by the Executive Committee from among the Regional Members and shall be responsible for the financial accounts of WCPT and advise the Executive Committee and the Secretary General on financial matters

15.1.4 Regional Members shall act in the interests of WCPT and speak of the concerns of the Region at the WCPT Executive Committee Meetings. In the Region they shall act as a resource

15.1.5 Alternate Regional Members shall be provided with the same information as the Regional Member for the Executive Committee meetings.

Serve in the event of the resignation or death of the Regional Member (Article 5.5.2)

15.2 Conduct of Business

Business may be conducted by all available means at the discretion of the Executive Committee

15.3 Expenses

Member Organisations giving consent for the nomination of one of their members shall :

15.3.1 Agree to pay the expenses of their member on WCPT business not paid by WCPT. They may contract with other Member Organisations in their Region for assistance in the payment of expenses if their member is to hold the position of Regional Member. The amount paid by WCPT shall be determined by the Executive Committee

Adopted at the 14th General Meeting of WCPT
Yokohama, Japan, May 1999

Amendments:
Article 7.4, 15th General Meeting, Barcelona Spain,
June 2003.