

**International Federation of Physical Therapists
working in
Occupational Health and Ergonomics**

CONSTITUTION

Version 1 - 2018

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1. Name and International Recognition

- 1.1 The name of the organisation is the International Federation of Physical Therapists working in Occupational Health and Ergonomics, an international physical therapy organisation with specific interest in the area of Occupational Health and Ergonomics.
- 1.2 This constitution and membership requirements for the International Federation of Physical Therapists working in Occupational Health and Ergonomics will be consistent with the requirements for recognition as a subgroup of the World Confederation for Physical Therapy.
- 1.3 Procedures not stipulated in this constitution will follow those of the WCPT as included in the WCPT Articles of Association and procedural documents.

2. Objectives

- 2.1. The objectives of the International Federation of Physical Therapists working in Occupational Health and Ergonomics, are to:
- 2.2 Be recognised as a subgroup of WCPT in accordance with the WCPT Articles of Association.
- 2.3 Encourage high standards of physical therapy education, research and practice in particular those of relevance to Occupational Health and Ergonomics.
- 2.4 Encourage communication and exchange of information; this may include electronic, print and personal exchanges, and events.
- 2.5 Encourage scientific research and promote evidence based physical therapy practice in areas relevant to Occupational Health and Ergonomics.

- 2.6 Encourage the development of national organisations of physical therapists that share the objectives of the International Federation of Physical Therapists working in Occupational Health and Ergonomics.
- 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 Members are either:

- The national professional organisations, recognised by a WCPT member organisation, that represent physical therapists with an interest in occupational health and ergonomics, and whose members belong to the WCPT member organisation; or
- A WCPT member organisation which doesn't have a national group with an interest in the field.

Only one organisation per country shall be eligible for membership.

3.1.2 Members have full rights and privileges as stipulated by the International Federation of Physical Therapists working in Occupational Health and Ergonomics general meeting and including:

3.1.3 The right to be represented and to vote at the International Federation of Physical Therapists working in Occupational Health and Ergonomics' general meeting.

3.1.4 The right to submit motions and amendments to the constitution for consideration at the general meeting and of International Federation of Physical Therapists working in Occupational Health and Ergonomics according to the meeting procedures.

3.2. Member elect

- 3.2.1 An organisation that meets the requirements for membership and is awaiting confirmation of member status at an International Federation of Physical Therapists working in Occupational Health and Ergonomics general meeting.

3.3. Associate member

- 3.3.1 Individual physical therapists who are members of a WCPT member organisation that does not have a special interest group eligible for membership of the International Federation of Physical Therapists working in Occupational Health and Ergonomics and has chosen not to join as a member itself.
- 3.3.2 Associate members do not have the right to vote. They may attend the general meeting as observers.

3.4. Honorary member

- 3.4.1 This is awarded to individuals rendering valuable service to the development of International Federation of Physical Therapists working in Occupational Health and Ergonomics. Honorary membership may be conferred at an International Federation of Physical Therapists working in Occupational Health and Ergonomics (IFPTOHE) 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 IFPTOHE's constitution and continue to be recognised by a WCPT Member Organisation. Should a member fail to meet these requirements then the IFPTOHE's 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

- 4.2 Re-instatement of membership

The Executive Committee will define rules for reinstatement and communicate them to the membership.

5. Structure

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

6. General Meetings

- 6.1 Requirements

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

6.2 Rights and powers

- 6.2.1 The rights and powers of the general meeting are to:
- 6.2.2 Amend the constitution of the IFPTOHE.
- 6.2.3 Receive reports of the Executive Committee.
- 6.2.4 Approve the membership fee (if there is one)
- 6.2.5 Grant and terminate membership.
- 6.2.6 Elect the president and vice president of IFPTOHE.
- 6.2.7 Elect Executive Committee members.
- 6.2.8 Consider motions submitted.
- 6.2.9 Conduct any other business that promotes the objectives of IFPTOHE 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 constitution must be received in writing by the IFPTOHE's 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 constitution, 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 constitution 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 three months after the meeting.

7. Executive Committee

7.1 Structure

7.1.1 The Executive Committee consists of the president, vice president, treasurer and secretary and 1 to 3 additional members elected from within the organisations that are members of IFPTOHE; it is accountable to the General Meeting.

7.2 Powers

- 7.2.1 Act in the best interest of IFPTOHE and the WCPT.
- 7.2.2 Conduct the business of IFPTOHE consistent with the constitution 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 IFPTOHE.
- 7.2.4 Submit an annual report of IFPTOHE's activities and finances to the members and to WCPT.
- 7.2.5 Appoint committees and working groups.
- 7.2.6 Assess applications for membership.
- 7.2.7 Make provisions and set conditions for holding events.
- 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 IFPTOHE 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 the majority of members is required to conduct business, one of whom must be the President or Vice President.
- 7.3.4 Subject to the provisions of the IFPTOHE constitution the Executive Committee shall adopt its own rules of procedure.
- 7.3.5 Minutes of meetings shall be circulated to Executive Committee members within two months.
- 7.3.6 Expenses of members on IFPTOHE business shall be borne by IFPTOHE

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 IFPTOHE organisation. Nominations for president and vice president shall be submitted by at least two IFPTOHE member organisations, one of which may be the candidate's own.
- 7.4.2 Any physical therapist member of an IFPTOHE's organisation may be nominated. The candidate shall have served on the governing body of an IFPTOHE Organisation.
- 7.4.3 Members of the Executive Committee must be from different IFPTOHE 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 or via electronic voting means when elections are conducted between General Meetings.
- 7.5.3 IFPTOHE 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 at least one month prior to the general meeting
- 7.5.4 Members of the Executive Committee will serve from the end of one IFPTOHE's general meeting, or from the point of election, for a four year period, and will be eligible for re-election, with a maximum of two terms being served.

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 IFPTOHE shall be the calendar year.
- 8.2. A financial report shall be given at the general meeting.
- 8.3 IFPTOHE member organisations shall pay the annual subscription where implemented 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 IFPTOHE.

10. Amendment of constitution

- 10.1. The constitution may be amended at any general meeting subject to article 6.4.1.
- 10.2. A two thirds vote in agreement is required to adopt an amendment.

11. Dissolution

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

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

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.