

**INTERNATIONAL FEDERATION OF ORTHOPAEDIC  
MANIPULATIVE PHYSICAL THERAPISTS (IFOMPT), INCORPORATED**

**CONSTITUTION**

**ARTICLE I     NAME**

**SECTION 1)**

The name of this organisation shall be the "International Federation of Orthopaedic Manipulative Physical Therapists (IFOMPT), Incorporated" here and hereafter referred to as the Federation.

**SECTION 2)**

The Federation, a recognised sub-group of the World Confederation for Physical Therapy (WCPT), is composed of orthopaedic manipulative physical therapy organisations recognised by their national physical therapy associations which must be WCPT Member Organisations. The Federation shall be comprised of at least ten (10) Member Organisations representing at least three (3) Regions of WCPT.

**ARTICLE II     OBJECTS**

**The objects of the Federation are:**

- a)           To encourage high standards of Orthopaedic Manual Therapy (OMT) throughout the world.
- b)           To encourage communication and exchange of information with respect to the advancement of OMT.
- c)           To encourage scientific research and promote opportunities for the spread of knowledge of new developments in the field of OMT.
- d)           To organise, at regular intervals, events and learning opportunities relevant to OMT.
- e)           To represent OMT on an international level and encourage evidence based practice in OMT.

**ARTICLE III    DEFINITIONS AND GOVERNANCE**

- a)           The Educational Standards of IFOMPT are fully explained in the Educational Standards document which reflects definition of terms, scope of OMT practice, and acceptable educational standards for training and examination of specialists in OMT. This document is approved by the Executive Committee and Delegate Assembly. The Educational Standards document is included as an appendix to both the IFOMPT constitution and governance manual.
- b)           Orthopaedic Manual Therapy (OMT) is a specialised area of physiotherapy / physical therapy for the management of neuro-musculo-skeletal conditions, based on clinical reasoning, using highly specific treatment approaches including manual techniques and therapeutic exercises. Orthopaedic Manual Therapy also encompasses, and is driven by, the available scientific and clinical evidence and the biopsychosocial framework of each individual patient.
- c)           Physical Therapy and Physiotherapy are used interchangeably within the Federation and will be abbreviated as "PT". Likewise, Physical Therapist and Physiotherapist are used interchangeably within the Federation.
- d)           Orthopaedic Manual Therapy, Orthopaedic Manual Physical Therapy, Orthopaedic Manipulative Therapy, and Orthopaedic Manipulative Physical Therapy are considered interchangeable terms within the Federation.

- e) International monitoring is conducted by the Standards Committee and is the process of monitoring of existing educational programs amongst the Federation member organisations to assure compliance with the Educational Standards document. International monitoring is conducted at regular intervals and follows policies and procedures as outlined in the Educational Standards document.
- f) Governance manual is the document maintained by the Executive Committee to document the policies and procedures of the Federation. If conflicts arise between the governance manual and the constitution, the constitution shall take precedence.

## **ARTICLE IV MEMBERSHIP**

### **SECTION 1)**

The Federation's membership shall be composed only of Orthopaedic Manipulative Physical Therapy Organisations which consist only of Orthopaedic Manipulative Physical Therapists. These member organisations shall be represented in the Federation by a representative (i.e. Delegate) elected from within that organisation. The member organisation delegates shall make up the Delegate Assembly.

There shall be three categories of membership:

#### **(a) Member Organisation**

- (i) Any organisation whose voting membership on Federation matters consists only of Orthopaedic Manipulative Physical Therapists who have met the recognised Federation Educational Standards and who are members of the national physical therapy association that is a member organisation of WCPT.
- (ii) The Organisation, representing OMT in that country shall not represent just one area, group or educational institution but all eligible physical therapists.

The organisational structure to ensure such representation can be decided at a national level. Where a Registered Interest Group fulfils Full Membership criteria and exists within a country with a Member Organisation, the Member Organisation should facilitate implementation of the constitutional requirements to allow representation of the Registered Interest Group within IFOMPT.

The Organisation must be conducting or recognising a programme(s) within their country of post graduate education in manipulative and other manual therapy skills in accordance with the Educational Standards document.

- (iii) An Organisation must comply with the requirements of the Federation.
- (iv) The Organisation must be recognised as the organisation representing the country within IFOMPT by their national physical therapy association, which is a WCPT Member Organisation

#### **(b) Registered Interest Group**

Before applying for Membership, an Orthopaedic Manipulative Physical Therapy organisation, consisting only of physical therapists who are members of their country's national physical therapy association that is a member of WCPT, can apply to be a "Registered Interest Group" by completing the application form available from the Federation.

Registered Interest Groups shall not have the right

- (i) to vote
- (ii) to hold office
- (iii) to serve as chairman of any committee

**(c) Special Member**

The title special member may be conferred by the Federation at a General or Special Meeting, upon a person who has rendered valuable service to OMT. Nominations for Special Memberships may be submitted by any Member Organisation to the Executive Committee for their recommendation to a General or Special Meeting. Election shall require the assent of at least two-thirds (2/3) of the Delegate Assembly at a General or Special Meeting. A special member shall not have the right

- (i) to vote
- (ii) to hold office
- (iii) to serve as chairman of any committee

unless they are a voting delegate representing a Member Organisation or appointed by the Executive Committee.

The following categories of Special Memberships are available:

**(i) Life Membership**

May be granted to physical therapists (current or past members) who have provided outstanding long term service to the Federation and OMT.

**(ii) Honorary Membership**

May be granted to individuals who have enhanced the Federation or have rendered valuable service to OMT through unique or long term service or have merited special recognition for their work in a parallel field and who is not a physical therapist.

**(iii) Patron**

May be granted to those individuals and organisations that have made a significant financial contribution to the Federation

**SECTION 2) Application for Membership**

**(a) Registered Interest Group**

To become a Registered Interest Group, a group must present to the Federation a written application which should be accompanied by:

- (i) A letter from the national physical therapy association which is a Member of WCPT, stating all members of the group are members of the national physical therapy association.
- (ii) The number of members in the group, with names and addresses of Officers.
- (iii) The group should submit a Code of Conduct.
- (iv) Payment of the Annual Subscription fee as set by the Delegate Assembly at a General meeting and listed in the Governance Manual.

A Registered Interest Group shall be approved by the Executive Committee.

**(b) Full Member Organisation**

To attain Full membership, an Organisation must present to the Secretary a written application which shall be accompanied by:

- (i) A letter from the national physical therapy association, which is a member organisation of WCPT, recognising the organisation concerned as the organisation representing OMT within IFOMPT.

- (ii) A letter from the national physical therapy association which is a Member of WCPT, stating all voting members of the group are members of the national physical therapy association.
- (iii) The organisation must receive a favourable review from the IFOMPT Standards Committee as having met the requirements for manual therapy educational programmes as outlined in IFOMPT standards document.
- (iv) The number of members in the OMT Organisation and the names and addresses of the Officers
- (v) The organisation will submit a Code of Conduct. Such Code of Conduct shall not relieve that group from conduct which is in conflict with the Federation's Code of Conduct, which is fully described in the Professional Conduct document, approved by the Executive Committee and Delegate Assembly as described in the Governance Manual.
- (vi) Application Fee and first year's annual membership fee (i.e. annual dues) as approved by the Delegate Assembly and listed in the Governance Manual.

### **SECTION 3) Granting of Membership**

The Executive Committee shall assess all applications for membership giving attention to the recommendations of the Standards Committee evaluation and make recommendations to the Delegate Assembly. Membership shall be granted if approved by a 2/3 majority of the Delegate Assembly present at a General or Special meeting.

### **SECTION 4) Termination of Membership**

- (a) A member organisation may terminate its membership by giving written notice to the Federation
- (b) The Executive Committee, upon receipt of a complaint by two member organisations or where the Executive Committee considers:
  - (i) A Member Organisation has ceased to meet the requirements for membership.
  - (ii) A Member Organisation's educational programs no longer meet the current IFOMPT Educational Standards (See Appendix A).
  - (iii) The conduct or policy of a Member Organisation is detrimental to the best interests of the Federation or may bring the Federation into disrepute;
- (c) then the Executive Committee shall:
  - (i) Give the Member Organisation notice of its intention to consider the complaint within four months from the date of the notice.
  - (ii) Such notice shall
    - a) Request from the Member Organisation a written explanation should the matter not be resolved.
    - b) Notify the Member Organisation of its right to be heard by a member of the Executive Committee. The Executive Committee Member must report to the full Executive Committee within two (2) weeks of the hearing.

- c) Notify the Member Organisation of the date, time and place of such a meeting.

After the report, the Executive Committee can dismiss the complaint, or if any disciplinary action should be taken, their recommendations will be presented to the General or Special Meeting and a two thirds majority vote of the Delegate Assembly present at the General or Special Meeting will determine if the Member Organisation's IFOMPT membership is terminated.

#### **SECTION 5) Default in Payment of Dues**

If the dues have not been paid by December 31st of that year, the Organisation shall cease to be a member from that date, without prejudice however, to its liabilities to the Federation. If all current and past dues are paid by March 31st in the succeeding year then the Organisation shall, if eligible, be restored to membership without re-application. In exceptional circumstances, the Executive Committee shall have the power to waive or suspend the provisions of this clause.

#### **SECTION 6) Reinstatement to Membership**

An organisation which has been excluded from membership under Article III, Section 5), 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 still meets the eligibility requirements of the Federation and the appropriate annual dues for the intervening period are paid in full, the Executive Committee shall decide if it may be reinstated as a Member Organisation of the Federation.

### **ARTICLE V RIGHTS AND DUTIES OF MEMBER ORGANISATIONS**

#### **SECTION 1) It shall be the duty of Member Organisations:**

- a) To comply with the requirements of membership adopted by the Federation at a General Meeting
- b) To send to the Federation the names and addresses of all the officers immediately after election or appointment
- c) To send a representative, who has met the IFOMPT approved Educational Standards to at least one General Meeting in two
- d) To do all in its power to promote the knowledge of, and an active interest in, the objectives and work of the Federation
- e) To reply to all inquiries and questionnaires from the Executive Committee as quickly as possible or within the time limit specified by the Executive Committee
- f) To keep the Executive Committee informed of any events or developments in its country of interest to the Federation such as changes in Educational Standards
- g) To submit an annual report to the Federation
- h) To meet the requirements of international monitoring of OMT educational programs as outlined in the IFOMPT Educational Standards document.
- i) To update the Federation annually on the number of members
- j) To ensure the members and delegates voting on IFOMPT matters within a Member Organisation have met that country's OMT educational requirements as approved by the Federation.

**SECTION 2) Delegates, representatives and committee members**

- a) The right to hold office on the Executive Committee within the Federation is open to all Members of Member Organisations who have met OMT educational requirements and standards as approved by the Federation.
- b) All delegates, representatives and committee members of the Federation must have successfully met their respective country's OMT Educational Programme requirements and standards as approved by the Federation.

**ARTICLE V REGISTER**

The Secretary shall maintain a register of all Member Organisations delegates and Registered Interest Group representatives as well as Special members.

**ARTICLE VII GENERAL AND SPECIAL MEETINGS**

**SECTION 1) General Meetings**

A General Meeting of the Federation shall be held in conjunction with each IFOMPT conference held at least every fourth year, or at such times as determined by the Executive Committee. The Executive Committee will establish the agenda for General meetings, and both member organisation delegates and the Executive Committee can make motions for new business to be considered at General meetings.

**SECTION 2) Special Meetings**

Special Meetings of the Federation shall be called by the President, upon request of more than fifty percent of the Member Organisations or by request of a majority vote of the Executive Committee. Such meetings shall require four months notice and no business other than that stipulated in the notice of the meeting may be voted upon.

**SECTION 3) Conference**

The Conference of the Federation, which shall include clinical and scientific sessions, shall be held at least every four years. The Delegate Assembly shall determine which Member Organisation shall hold the Federation Conference based on a bidding process outlined in the Governance Manual.

**SECTION 4) Rules of Order**

In the absence of any provisions in these articles to the contrary, all meetings of the Federation and of the several committees shall be governed by the *Robert's Rules of Order* as determined and interpreted by the Executive Committee.

**SECTION 5) Voting**

- a) The President shall have a deciding vote when acting as Chairman of General Meetings and Special Meetings of the Federation only when the vote of the Delegate Assembly results in a tie.
- b) Executive Committee members do not have a vote at General or Special meetings of the Federation other than the President as stated in Article VI, Section 5.a.

- c) Each Executive Committee member in attendance shall have one vote in Executive Committee meetings
- d) Each Member Organisation shall be represented by a delegate who shall have one vote in the Delegate Assembly at a General or Special Meeting.

#### **SECTION 6) Order of Business**

All meetings of the Federation shall proceed in the order of business set by the President and Secretary which shall be circulated to all Member Organisation Delegates 3 months prior to the meeting. In any meeting, however, a specified motion may be made to change the announced order of business or new business, and if the said motion is adopted by a majority vote of the membership present, the meeting shall proceed in accordance with the terms of the motion. Similar provisions shall prevail with respect to the conduct of standing or special committee meetings, except that such changes may be set by the Chairman of that Committee, if approved by a majority of the members of that Committee.

#### **SECTION 7) Elections**

- a.) Elections of the Executive Committee shall take place at the General Meeting of the Federation.
- b.) Notice of nomination for all positions shall be in the hands of the Secretary, three months before the election to enable circulation of the names to the membership.
- c.) The nominations shall be proposed by the respective Member Organisation of the candidate and seconded by another Member Organisation
- d.) Further nominations may be made and seconded at the General Meeting by the Member Organisation delegates provided that any such nominee who is not present has given written acceptance of the nomination.
- e.) Election of nominees shall be by ballot of the Delegate Assembly at the General Meeting. Each Member Organisation Delegate shall have one vote.
- f.) The President shall be elected by a majority vote. If there is no majority on the first ballot, the name of the nominee receiving the lowest number of votes shall be removed from the ballot and the vote shall be retaken. This process shall be repeated until there is a decision.
- g.) This election process shall be repeated for all eligible Executive Committee positions as outlined in the Governance manual.

#### **SECTION 8) Member Organisation Voting**

Member Organisations shall each have one vote. At the commencement of a General or Special Meeting of the Federation, the President shall call upon each member organisation to identify its voting delegate. In the event of unavoidable absence, an alternate delegate from the same Member Organisation could represent the principal delegate, provided this mandate be in writing from the principal delegate and presented to the President prior to the start of the meeting.

#### **SECTION 9) Observers**

Observers may be present at any General Meeting whether from countries represented in the Federation or not. The Executive Committee shall have the power to invite at its discretion, individuals with special knowledge or observers nominated by other organisations. Observers may address the meeting only in very exceptional circumstances at the invitation of the Presiding Officer, but shall not be able to vote. Such observers may be excluded from any part of the meeting.

## **SECTION 10) Quorum**

No business shall be transacted at a meeting unless two thirds of the Member Organisations Voting Delegates are present.

## **SECTION 11) Electronic Meetings**

Meetings of the Federation Delegate Assembly, Executive Committee, and Committees can be conducted by means of current and future technology including, but not limited to, website forums and teleconferences as long as all members of the group have access to the technology and the majority of the members in the group agree to use the technology. Policies and procedures for use of technology to conduct Federation meetings are outlined in the Governance Manual.

## **ARTICLE VIII LANGUAGE**

The official language of the Federation shall be English which shall be used for all official documents and legal instruments, for Executive Committee meetings and documents, and for the General Meeting.

Adequate time will be designated at all meetings of the Federation for discussion and clarification of all matters for those representatives for whom English is not their first language.

## **ARTICLE IX EXECUTIVE COMMITTEE**

### **SECTION 1) Members**

The Executive Committee of the Federation shall consist of the President, Vice President, and three additional Executive Committee Members.

### **SECTION 2) Qualifications of members of the Executive Committee**

- a) The Executive Committee Members shall be elected as individuals who meet the membership requirements of their respective Member Organisations.
- b) The Executive Committee members shall be nominated by their respective Member Organisation and seconded by another Member Organisation
- c) There shall not be more than two Executive Committee members from any one Member Organisation.
- d) The President and Vice President must have served on the Executive Committee or have represented a Member Organisation to the Federation at some time during the eight years immediately prior to election.
- e) All members of the Executive Committee act in the interests of the entire Federation and are not considered to be primarily the individual representatives of their respective Member Organisations.
- f) The Secretary-Treasurer shall be appointed by the Executive Committee.



### **SECTION 3) Terms of Office**

Executive Committee Members shall be elected for a four year term. Members of the Executive Committee may not hold the same office for more than two consecutive terms or serve on the Executive Committee for more than three consecutive full terms.

### **SECTION 4) Vacancies in Office**

If, before the expiration of the term for which elected, any member of the Executive Committee dies, resigns, is removed or becomes disqualified, the remaining members of the Executive Committee shall appoint an eligible replacement.

### **SECTION 5) Rights and Duties of the President**

It shall be the duty of the President:

- a) To preside at all General Meetings and Special Meetings of the Federation or appoint a designee to chair a meeting.
- b) To preside at all Executive Meetings.
- c) To be the official spokesman and representative of the Federation.

### **SECTION 6) Rights and Duties of the Vice President**

- a) The Vice President may assist the President in the discharge of Presidential duties and shall officiate for the President during the President's absence.
- b) The Vice President shall act as a liaison between the Executive Committee and the Organisation responsible for acting as host of the next Federation Conference and General Meeting.

### **SECTION 7) The Immediate Past President, a Consultative Status**

The Past President, until succeeded by the next Past President, may be solicited by the Executive Committee to assist with a special problem, task or project pertinent to their knowledge, expertise and experience.

The Immediate Past President shall report to the Executive and shall have no voting rights.

### **SECTION 8) Rights and Duties of the Executive Committee**

- a) The Executive Committee shall conduct the affairs of the Federation, and carry out the mandates and policies of the Federation as determined by the Delegate Assembly. Between General Meetings, the Executive Committee may make and enforce such policy on behalf of the Federation as is consistent with the mandates and policies determined by the Delegate Assembly.
- b) The Executive Committee shall direct all business and financial affairs for and on behalf of the Federation be responsible for all of its property and funds, and provide for an annual audit by a certified public accountant.
- c) The Executive Committee shall foster the growth and development of the Federation.

- d) The Executive Committee shall meet at least once every two years and at other times as required.
- e) A Quorum shall be three (3) representing at least two Member Organisations
- f) The Executive Committee may conduct its business by mail, telephone, facsimile or any other means of current technology.
- g) The Executive Committee shall examine and report upon any proposed changes with the Constitution.
- h) The Executive Committee may propose to the Delegate Assembly for its vote the appointment of persons to such positions as "patron", "life member" "honorary member", and to make the award or presentation when so merited.
- i) The Executive Committee shall appoint members to Federation Committees
- j) The Executive Committee shall appoint members to serve on any such Ad Hoc committees as it deems necessary; the duties and functions of which will not overlap the duties and functions of any Standing Committee.
- k) The Executive Committee shall present the required reports to WCPT and shall respond to any requests for information from WCPT.
- l) The Executive Committee shall appoint a delegate to the WCPT General Meetings.
- m) The Executive Committee shall appoint one or two of its members as a Secretary-Treasurer.
- n) The Executive Committee may hire and supervise the services of staff members to assist with carrying out the functions of the Federation and to assist with the duties of the Executive Committee and Committee members.
- o) The Executive Committee will oversee annual updates and revisions of the Governance Manual.

**SECTION 9) Rights and Duties of the Secretary-Treasurer**

It shall be the duty of the Secretary-Treasurer:

- a) To be responsible for all funds, the financial accounts of the Federation and to have signing authority on behalf of the Federation unless otherwise directed by the Executive.
- b) To advise the Executive Committee on all financial matters.
- c) To receive reports from all Committees of the Federation and to file them with the other transactions subject to the order of the Executive Committee.
- d) To be responsible for the correspondence and performance of all other duties that usually pertains to the office of the Secretary, and to complete all business in this department arising during the term of appointment and to hand over the documents to the successor at the expiration of the term of appointment.

- e) To attend the meetings of the Federation and present the Minutes of the previous meeting and be responsible for recording the Minutes of the present meeting.
- f) To turn over to his Successor all property in his possession belonging to the Federation and taking receipt for same.
- g) To have the financial records of the Federation examined by a certified accounting firm who shall formulate a Balance Sheet for presentation at the next General Meeting for each fiscal year and at the end of his term of office.
- h) The Secretary-Treasurer may be bonded, the fee for which is paid by the Federation.
- i) To update and circulate a list of Member Organisations and Registered Interest Groups. The list shall include:
  - i) Names of the Representatives
  - ii) Addresses (postal/electronic)
  - iii) Facsimile and/or telephone numbers or other contact information such as electronic mail addresses
- j) To get Executive Committee approval prior to payment of all bills that exceeds the limit which has been previously determined by the Executive Committee or that have not been previously approved in the Federation budget.
- k) To be responsible for the delegation of administrative duties as designated by the Executive.
- l) Aspects of the duties of the Secretary-Treasurer may be delegated to paid staff of the Federation and will be outlined in the Governance Manual. The Secretary-Treasurer and President will maintain supervision over paid staff in the performance of duties assigned to the Secretary-Treasurer.
- m) To have custody of the common seal of the Federation
  - i.) The common seal will be used as directed by the Executive Committee on legal documents and contracts entered into by the Federation.
  - ii) Every document to which the common seal is affixed shall be signed by the President and countersigned by another member of the Executive Committee.

## **SECTION 10) Conflict of Interest**

Each and any member of the Executive Committee, and any member(s) of committees appointed by the Executive Committee, shall declare any potential conflict of interest in matters brought before them that require a vote or recommendations to be brought to the membership.

## **ARTICLE X FINANCE**

### **SECTION 1) Funds**

- a) Funds for conducting the affairs of the Federation shall be raised by entrance fees, annual dues on a per capita basis of each Member Organisation or any other manner approved by the Executive Committee.

- b) The Federation shall accept, hold, invest, reinvest and administer subscriptions, gifts, legacies, bequests, devises, funds, grants and property of any sort or value without limitations as to amount or value.

**SECTION 2) Dues**

The annual dues shall be due by the 31<sup>st</sup> of January, in such sum as set by the Executive Committee and approved by a majority vote of the Delegate Assembly at a General or Special Meeting.

**SECTION 3) Special Assessments**

Special assessments to attain additional funds from Member Organisations are made upon recommendation of the Executive Committee and with a majority vote of the Delegate Assembly.

**SECTION 4) Fiscal Period**

The fiscal period of the Federation shall be from January first to December thirty-first.

**SECTION 5) Currency**

All fees shall be paid in US dollars.

**Section 6) Additional Powers**

The Federation may:

- a. Employ people for the purposes of the Federation;
- b. Invest in any investment as agreed on by the Executive Committee.
- c. Use such of its funds to pay the costs and expenses of furthering or carrying out its objects, and for that purpose may employ such people as may seem expedient,
- d. Purchase, lease, hire or otherwise acquire, may exchange, and may sell, lease or otherwise dispose of property, rights or privileges to further or carry out its objects as may seem expedient,
- e. Shall have power to borrow or raise money by debenture, bonds, mortgage and other means, with or without security, but such borrowing powers shall not be exercised other than by resolution of the Delegate Assembly at a General Meeting or Special meeting of the Federation.

**Section 7) Assurance on the Financial Statements**

The Federation Executive Committee shall appoint an Auditor to audit the annual financial statements of the Federation. The Auditor shall report on whether the financial statements are prepared in all material respects in accordance with the Federation's accounting policies. The Auditor must be a suitably qualified person and must not be a member of the Executive Committee, or an employee of the Federation. If the Federation appoints an Auditor who is unable to act for some reason, the Executive Committee shall appoint another Auditor as a replacement.

The Executive Committee is responsible to provide the auditor with:

- a. Access to all information of which the Executive Committee is aware that is relevant to the preparation of the financial statements
- b. Additional information that the auditor may request from the Executive Committee for the purpose of the audit; and
- c. Reasonable access to persons within the Federation from whom the auditor determines it necessary to obtain evidence.

**ARTICLE XI AMENDMENTS TO THE CONSTITUTION**

**SECTION 1) Constitution**

- a.) These Articles may be amended in whole or in part at any General or Special Meeting of the Federation provided a two-thirds (2/3) vote of the Delegate Assembly is received in favour of such amendments, and then the changes are considered to be ratified and included in the constitution. All members and the WCPT shall be notified of amendments adopted.
- b) Any Member Organisation Delegate may propose amendments to these articles and shall send such proposals to the Federation at least six (6) months prior to the meeting at which the proposed changes will be voted upon.
- c) Notice of the proposed amendments to these Articles by the Executive Committee shall be sent by the Federation to each Member Organisation Delegate at least four (4) months prior to the meeting at which the proposed changes will be voted upon.

## **ARTICLE XII RULES FOR STANDING AND AD HOC COMMITTEES**

**SECTION 1)** Standing Committees, or Ad Hoc Committees, shall be appointed by the Executive Committee of the Federation with a majority of votes of the Executive Committee Members present. Otherwise, all such committee functions shall be the functions of the Executive Committee. Standing Committees of the Federation shall include, but are not be limited to, the Educational Standards Committee. The Policies and Procedures of these committees are included in the Governance Manual.

**SECTION 2)** The Ad Hoc Committee reports to the Executive Committee shall be reports of unanimous decisions or when this is not possible, Majority and Minority reports shall together make up the report to the Executive Committee.

**SECTION 3)** The Chairs of the Committees shall have a vote within their committee, but shall not have a vote in General or Special Meetings of the Federation unless they also serve as a delegate representing a Member Organisation.

## **ARTICLE XIII DISSOLUTION**

**SECTION 1)** A motion proposing the dissolution of the Federation shall be considered only at a Special Meeting called for that purpose. At least 2/3 of the Voting Delegates of the Delegate Assembly must be present.

**SECTION 2)** A 2/3 affirmative vote of the Voting Delegates of the Delegate Assembly present is required for dissolution.

**SECTION 3)** If such a motion is carried, a referendum shall be called within sixty days to confirm or revoke the vote to dissolve and a 2/3 affirmative vote of the Voting Delegates of the Delegate Assembly will be required.

**SECTION 4)** The method of dealing with the outstanding accounts, disposal of assets and compensation of employees shall be consistent with legal requirements under the provisions of the New Zealand Incorporated Societies Act 1908. Any remaining debts or liabilities will be joined and equally borne by the Members.  
Any funds remaining shall be dispersed to one or more organisations having aims and objectives as similar as may be to those of the Federation agreed on by the majority of Members at the final Special Meeting at which the dissolution of the Federation has been determined.

**ARTICLE XIV WITHDRAWAL FROM THE WORLD CONFEDERATION  
FOR PHYSICAL THERAPY**

**SECTION 1)** A motion proposing withdrawal of the Federation as a sub-group of the WCPT shall be considered only at a Special Meeting called for that purpose. At least 2/3 of the Voting Delegates of the Delegate Assembly must be present.

**SECTION 2)** A 2/3 affirmative vote of the Voting Delegates of the Delegate Assembly present is required for withdrawal.

**SECTION 3)** If such a motion is carried a referendum shall be called within sixty days to confirm or revoke the vote to withdraw.

**SECTION 4)** The Secretary-Treasurer of the Federation shall notify the WCPT of the decision to withdraw and shall pay all debts to WCPT.

REV. 1/10/90  
REV. 3/14/90  
REV. 3/31/90  
REV. 4/6/90  
REV. 5/3/90  
REV. 10/21/90  
REV. 11/7/90  
REV. 4/21/92  
REV. 6/3/92  
REV. 8/13/94  
REV. 01/13/95  
REV. 03/22/95  
REV. 04/03/95  
REV. 04/24/96  
REV. 11/08/00  
REV. 03/10/12  
REV. 06/07/16