INTERNATIONAL FEDERATION OF MANUAL AND MUSCULOSKELETAL PHYSICAL THERAPISTS (IFOMPT) INCORPORATED

CONSTITUTION

ARTICLE I DESIGNATION

SECTION 1) Name

The name of this organisation shall be the International Federation of Manual and Musculoskeletal Physical Therapists (IFOMPT) Incorporated here and hereafter referred to as IFOMPT or the Federation.

SECTION 2) Composition

The Federation, a recognised specialty group of the World Confederation for Physical Therapy (WP), is composed of orthopaedic manipulative physical therapist organisations endorsed by their national physical therapy associations which must be WP Member Organisations. The Federation shall be comprised of at least ten (10) Member Organisations (MOs) representing at least three (3) regions of WP who will be the voting members, as well as other non-voting group membership categories.

SECION 3) DEFINITIONS

1. Orthopaedic Manual and Musculoskeletal Physical Therapy (OMPT) is a specialised area of physiotherapy/physical therapy for the management of neuro-musculoskeletal conditions, based on clinical reasoning, using highly specific treatment approaches including manual therapy techniques and therapeutic exercises. OMPT also encompasses and is driven by the available scientific and clinical evidence and the biopsychosocial framework of each individual patient.
2. Physiotherapy and Physical Therapy are used interchangeably within the Federation and will be abbreviated as “PT”. Likewise, Physical Therapist and Physiotherapist are used interchangeably within the Federation.
3. Orthopaedic Manual Therapy, Orthopaedic Manual Physical Therapy, Orthopaedic Manipulative Therapy, Musculoskeletal Physical Therapy, and Orthopaedic Manipulative Physical Therapy are considered interchangeable terms within the Federation.

ARTICLE II OBJECTIVES

The objectives of the Federation are to:

1. Exchange scientific knowledge and promote the advancement of physical therapy consistent with the objectives of WP.
2. Promote high standards of OMPT throughout the world;
3. Encourage communication and knowledge translation in the exchange of information with respect to the advancement of OMPT;
4. Encourage scientific research and promote opportunities for the spread the knowledge of new developments in the field of OMPT
5. Organise, at regular intervals, professional conferences and learning opportunities relevant to OMPT; and
6. Represent OMPT internationally and encourage evidence-informed practice in OMPT.

ARTICLE III A PERSONAL BENEFIT

1. The Federation does not have the purpose of making a profit for a proprietor, member, or shareholder and prohibits the distribution of property in any form to a proprietor, member, or shareholder; and this Constitution prohibits a distribution of property in any form to a member, proprietor, or shareholder.
2. As a not-for-profit organisation, the officers and members may not receive any distributions of profit or income from it. This does not prevent officers or members:
   (a) receiving reimbursement of actual and reasonable expenses incurred, or
   (b) entering into any transactions with the organisation for goods or services supplied to or from them, which are at arm’s length, relative to what would occur between unrelated parties,

provided no officer or member is allowed to influence any such decision made by the organisation in respect of payments or transactions between it and them, their direct family or any associated entity.

ARTICLE IV GOVERNANCE PRINCIPLES

1. The educational standards of IFOMPT are fully explained in the Educational Standards Document (ESD), which reflects the definition of terms, scope of OMPT practice, and acceptable educational standards for training and examination of specialists in OMPT. This document is approved by the Executive Committee (EC) and Delegate Assembly (DA). The ESD is included as an appendix to the Governance Manual.
2. The Governance Manual is the document maintained by the EC to document the policies and procedures of the Federation. If conflicts arise between the Governance Manual and the Constitution, the Constitution shall take precedence. The Governance Manual will be distributed yearly and available on request to the MO, AMO, and RIG delegates.
3. Execution of documents
   - 3.1 The common seal of the Society, if any, must be retained by the Executive Officer.
   - 3.2 Documents must be executed for the Society pursuant to a resolution of the Executive:
   - 3.3 by affixing the common seal, if any, witnessed by the President or Vice-President and countersigned by some other member of the Executive; or
   - 3.4 by the President or Vice-President and some other member of the Executive signing on behalf of the Society.
4. Contact Person
   - 4.1 IFOMPT shall have at least one (1) contact person whom the Registrar of Incorporated Societies can contact when needed.
   - 4.2 Such contact person must be:
     - 4.2.1 At least 18 years of age, and
     - 4.2.2 Ordinarily resident in New Zealand.
   - 4.3 A contact person will be appointed by the EC.
   - 4.4 The contact person's name must be provided to the Registrar of Incorporated Societies, along with their contact details, including a physical or electronic address and a telephone number.
   - 4.5 Any change in that contact person or that person's name or contact details shall be advised to the Registrar of Incorporated Societies within twenty (20) working days of when IFOMPT becomes aware of the change.

ARTICLE V MEMBERSHIP

SECTION 1) Membership Categories

1. Member Organisation

1.1 ***Requirements***

- 1.1.1 The MOs membership shall consist of PT members of WP MOs. who have successfully met the OMPT educational requirements and standards, as approved by the Federation.
- 1.1.2 The OMPT organisation must be endorsed by the country's national PT association as the sole organisation representing that country to IFOMPT.
- 1.1.3 The OMPT organisation must be conducting or credentialing programme(s) within their country of post graduate education in musculoskeletal science, manipulation, and other manual therapy skills that meets the IFOMPT educational standards.
- 1.1.4 Only one (1) MO or AMO is allowed per country, and the MO/AMO must represent all interested and eligible educational programmes that meet IFOMPT educational standards.
- 1.1.5 The MO has successfully attained and maintained approval of having met the IFOMPT Educational Standards.

1.2 ***Rights of the MO within IFOMPT***

- 1.2.1 The MO shall have a delegate represent it within the IFOMPT DA and will have the right to vote on all IFOMPT matters at special and general meetings of the DA.
- 1.2.2 Members of the MO are eligible to serve on any IFOMPT standing committee, working group, or task force including the EC.
- 1.2.3 Members with an IFOMPT recognised graduate qualification of an IFOMPT MO will be eligible for international recognition by another IFOMPT MO as a specialist in OMPT.

2. Associate Member Organisation

2.1 ***Requirements***

2.1.1 The AMO's membership shall consist of PT members of WP MOs.

2.1.2 The OMPT organisation must be endorsed by the country's national PT association that is a member of WP as the sole organisation representing that country to IFOMPT.

2.1.3 The OMPT organisation must be conducting or credentialing a programme(s) within their country of post graduate education in musculoskeletal science, manipulation, and other manual therapy skills.

2.1.4 Only one (1) MO or AMO is allowed per country and must represent all interested OMPT educational programmes and OMPTs within that country.

2.2 ***Rights of the AMO within IFOMPT***

2.2.1 The AMO may have a delegate represent it within the IFOMPT DA who can speak on an issue but will not have the right to make a motion or vote.

2.2.2 Graduates of educational programmes within the AMO, will not be eligible for international reciprocal recognition as an OMPT specialist in other IFOMPT MOs.

2.2.3 The AMO will be eligible for mentoring to assist in the development of OMPT educational programming to work towards meeting IFOMPT educational standards.

2.2.4 Members of the AMO are eligible to serve on, but not chair, working groups and task forces, but shall not serve on standing committees.

3. Registered Interest Group

3.1 ***Requirements***

3.1.1 An OMPT organisation that consists of PTs with an interest in OMPT.

3.2 ***Rights of the RIG within IFOMPT***

3.2.1 The RIG will receive IFOMPT communications and mentoring to develop into an MO or AMO.

3.2.2 The RIG members shall not have the right to vote, hold office, serve on, and/or chair a standing committee.

3.2.3 Members of a RIG are eligible to serve on, but not chair, working groups and task forces.

3.2.4 Graduates of the educational programmes associated with a RIG are not eligible for recognition as OMPT specialists within other IFOMPT MOs.

3.2.5 The RIG may have a delegate represent it within the IFOMPT DA who can speak on an issue but will not have the right to make a motion or vote.

3.2.6 There may be more than one (1) RIG in a country, but if there is an MO or AMO in that country, the RIG is encouraged to work cooperatively with these other OMPT organisations.

SECTION 2) Application and Granting of Membership

2.1 ***Member Organisation***

To attain MO status, the applicant must present to the Federation a written application which shall be accompanied by:

2.1.1 A letter from the national PT association, which is a member of WP, endorsing the organisation concerned as the organisation representing OMPT within IFOMPT.

2.1.2 The organisation must receive a favourable review from the IFOMPT Standards Committee (SC) as having met the requirements for OMPT educational programmes as outlined in the IFOMPT ESD.

2.1.3 Additional documentation as required by the Federation and outlined in the Governance Manual.

2.2 ***Associate Member Organisation***

To become an AMO, a group must present to the Federation a written application which shall be accompanied by:

2.2.1 A letter from the national PT association, which is a member of WP, endorsing the organisation concerned as the organisation representing OMPT within IFOMPT.

2.2.2 Additional documentation as required by the Federation and outlined in the Governance Manual.

2.3. ***Registered Interest Group***

To become a RIG, a group must present to the Federation a written application which should contain the documents as prescribed in the Governance Manual of the Federation.

2.4 Granting of Membership

The EC shall assess all applications for membership giving attention to the recommendations of the SC evaluation and make the final recommendations to the DA. MO membership shall be granted if approved by a simple majority vote of the DA at a general or special meeting. The AMO and RIG membership shall be granted by a simple majority vote of the EC.

SECTION 3) Termination of Membership

A member may terminate its membership by giving written notice to the Federation.

3.1 ***Member Organisation***

3.1.1 Termination by the EC, upon receipt of a complaint by two (2) MOs or where the EC considers the following:

3.1.1.1 An MO has ceased to meet the requirements for membership; and/or

3.1.1.2 The conduct or policy of an MO is detrimental to the best interests of the Federation or may bring the Federation into disrepute.

3.1.2 The EC shall give the MO notice of its intention to consider the complaint within two (2) months from the date of the notice. Such notice shall:

3.1.2.1 Request from the MO, a written explanation should the matter not be resolved.

3.1.2.2 Notify the MO of its right to be heard by two (2) members of the EC who will report to the full EC within two (2) weeks of the hearing.

3.1.2.3 Notify the MO of the date, time, and place of such a meeting.

3.1.3 After the report, the EC can dismiss the complaint or decide if any disciplinary action should be taken. Their recommendations will be presented at a general or special meeting where a simple majority vote of the DA will determine if the MO's IFOMPT membership is terminated.

3.2 ***Associate Member Organisation***

3.2.1 Termination by the EC, upon receipt of a complaint by two (2) MOs or where the EC considers the following:

3.2.1.1 An AMO has ceased to meet the requirements for membership; and/or

3.2.1.2 The conduct or policy of an AMO is detrimental to the best interests of the Federation or may bring the Federation into disrepute.

3.2.2 The EC shall give the AMO notice of its intention to consider the complaint within two (2) months from the date of the notice. Such notice shall:

3.2.2.1 Request from the AMO, a written explanation should the matter not be resolved.

3.2.2.2 Notify the AMO of its right to be heard by a member of the EC who will report to the full EC within two (2) weeks of the hearing.

3.2.2.3 Notify the AMO of the date, time, and place of such a meeting.

3.2.3 After the report, the EC can dismiss the complaint or decide if any disciplinary action should be taken. Their recommendations will be presented at a general or special meeting where a simple majority vote of the DA will determine if the AMO's IFOMPT membership is terminated.

3.3 ***Registered Interest Group***

3.3.1 Termination by the EC, upon receipt of a complaint by two (2) MOs or where the EC considers the following:

3.3.1.1 A RIG has ceased to meet the requirements for membership; and/or

3.3.1.2 The conduct or policy of a RIG is detrimental to the best interests of the Federation or may bring the Federation into disrepute.

SECTION 4) Default in Payment of Dues

1. Membership dues for any particular calendar year are payable on receipt of the invoice and are due by 31 March of each year.
2. A late fee charge, as determined by the EC and described in the Governance Manual, will be charged following the 31 March deadline.
3. If the dues have not been paid by December 31 of that year, the organisation shall cease to be a member from that date. If all current and past dues are paid by March 31 in the succeeding year then the organisation shall, if eligible, be restored to membership without re-application.
4. An organisation which has been excluded from membership in terms of this section can apply to the EC for reinstatement, provided that no more than two (2) years have elapsed since the termination of its membership. If the eligibility requirements of the Federation are still met and the

appropriate annual dues for the intervening period are paid in full, the EC shall decide if it may be reinstated as an MO of the Federation.
5. In exceptional circumstances, the EC shall have the power to waive or suspend the provisions of this clause and shall keep a record of all such waivers or suspensions with full details of motivation for the decision.

SECTION 5) Register of Members

1. The IFOMPT office shall maintain an up-to-date register of all MOs, AMOs, and RIGs that make up its membership along with their email addresses.
2. For each MO, AMO, and RIG, the name and email address of the designated delegate will be included in the register.
3. Every MO, AMO, and RIG shall promptly advise the IFOMPT Office of any change in their designated delegate or in their contact details.

ARTICLE VI DUTIES OF MEMBERS

It shall be the duty of the members (MOs, AMOs, and RIGs):

1. To comply with the requirements of membership adopted by the Federation.
2. To send to the Federation the names and addresses of all the officers of the executive of the organisation immediately after election or appointment.
3. To facilitate communication between the member and the IFOMPT administrative office.
4. To promote the knowledge of, and an active interest in, the objectives and work of the Federation.
5. To reply to all inquiries and questions from the EC in a timely manner or within the time limit specified by the EC.
6. To keep the EC informed of any events or developments in its country such as changes in educational standards or changes in the status of educational programmes, where applicable.
7. To submit reports upon request of the organisation's activities and changes.
8. To update the Federation annually on the number of members within the organisation at the time of payment of the annual subscription fees.
9. To attend meetings and serve on committees, working groups, and task forces as requested by the EC.
10. To meet the requirements of international monitoring of OMPT educational programmes as outlined in the IFOMPT ESD, where applicable.
11. To promote OMPT and the objectives of the Federation within their country.

ARTICLE VII GENERAL AND SPECIAL MEETINGS

SECTION 1) Quorum

A simple majority of the total possible number of MO voting delegates is required to constitute a quorum.

SECTION 2) General Meetings

2.1 A general meeting of the Federation's DA shall be held annually within six (6) months following the balance date and no more than fifteen (15) months after the previous general meeting.

2.2 The general meeting rules and procedures will be determined by the EC and outlined in the Governance Manual.

SECTION 3) Special Meetings

Special meetings of the Federation shall be called by the President, upon request of more than fifty (50) % of the MOs or by request of a simple majority vote of the EC. Such meetings shall require sixty (60) days of notice, and no business other than that stipulated in the notice of the meeting may be voted upon.

SECTION 4) Conference

The conference of the Federation, which shall include clinical and scientific sessions, shall be held at least every four (4) years. The EC shall determine which MO shall hold the conference based on a bidding process outlined in the Governance Manual.

SECTION 5) Rules of Order

In the absence of any provisions in these articles to the contrary, all meetings of the Federation and of the committees shall be governed by the rules of procedure, as agreed by the EC.

SECTION 6) Observers

Observers, whether from countries represented in the Federation or not, may be present at any meeting of the DA. The EC 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 Chair of the meeting but shall not be able to vote. Such observers may be excluded from any part of the meeting.

SECTION 7) Electronic Meetings

Meetings of the DA, and committee meetings can be conducted by means of current and future technology. Policies and procedures for use of the technology to conduct Federation meetings are outlined in the Governance Manual.

ARTICLE VIII DELEGATE ASSEMBLY

SECTION 1) Representation

The MOs shall be represented in the Federation by a representative (the delegate) selected from within that organisation. The MO delegates shall make up the DA.

SECTION 2) General Powers

The DA determines:
2.1 The professional directives and positions of the organisation;
2.2 The election of the EC;
2.3 The amendment and repeal of this Constitution; and
2.4 The adoption and maintenance of a Code of Professional Conduct (CPC) that will determine the way in which IFOMPT and its members conduct themselves in all IFOMPT activities and involvement. Such CPC will be contained in the Governance Manual.

SECTION 3) Composition

The DA shall consist of:
3.1 One (1) delegate from each MO.
3.2 The IFOMPT President, or their designate, will serve as the Chair of the DA.
3.3 The IFOMPT Vice-President, or their designate, will serve as a non-voting delegate of the DA to represent the EC within the DA. Besides being a non-voting delegate, they will retain all other rights and responsibilities of the other delegates.

SECTION 4) Roles and Functions of the Chair of the Delegate Assembly

The Chair of the DA shall:
4.1 Establish the time, place, and length for meetings of the DA;
4.2 Establish the agenda for meetings of the DA;
4.3 Determine if a quorum is present at DA meetings;
4.4 Appoint a timekeeper for the DA;
4.5 Maintain an orderly flow and appropriate decorum for meetings of the DA;
4.6 Recognise delegates who wish to speak and maintain a queue for those awaiting an opportunity to speak at DA meetings;
4.7 Consult a Parliamentarian, if available, to assist the Chair with following the Rules of Procedure, as agreed by the EC; and
4.8 Cast a vote only if there is a need to break a tie among the voting delegates.

SECTION 5) Order of Business

All general meetings of the DA of the Federation shall proceed in the order of business set by the President which shall be circulated to all MO delegates sixty (60) days prior to the meeting and as per the provisions of the Governance Manual.

SECTION 6) Voting Delegates

6.1 Only PTs in good standing who are members of an MO and who have completed an OMPT educational programme that meets IFOMPT Educational Standards may serve as MO delegates.
6.2 The processes and procedures for appointment of the voting delegates will be contained in the Governance Manual.

SECTION 7) Voting

7.1 Each MO voting delegate shall have one (1) vote.
7.2 Votes in any proposed resolution, or motion put to the vote at a General or Special Meeting, must be cast in accordance with the rules of procedure for that General Meeting.

ARTICLE IX LANGUAGE

The official language of the Federation shall be English. It shall be used for all official Federation business, documents, and legal instruments and for DA and committee meetings. Adequate time will be designated at all meetings of the Federation for discussion and clarification of all matters for those representatives in which English is not their first language.

ARTICLE X EXECUTIVE COMMITTEE

The right to hold office on the EC within the Federation is open to all members of MOs who have met the OMPT educational requirements and standards, as approved by the Federation.

SECTION 1) Rights and Duties of the Executive Committee

1.1 The Executive Committee:
1.1.1 Shall direct all business and financial affairs, for and on behalf of the Federation, and be responsible for its property and funds.
1.1.2 Foster the growth and development of the Federation.
1.1.3 Meet in person at least once every two (2) years and as required.
1.1.4 Achieve quorum when a majority of EC members are present.
1.1.5 Examine and report upon any proposed changes to the Constitution.
1.1.6 Appoint members to serve on any such committees, working groups, and task forces as it deems necessary; the duties and functions of which will not overlap and be clearly defined in the Governance Manual.
1.1.7 Appoint one (1) of its members as the liaison with each of the committees, working groups, and task forces.
1.1.8 Present the required information and provide additional information as requested by WP. A delegate shall be appointed to attend the WP general meetings.
1.1.9 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 EC and committee members.
1.1.10 Purchase, lease, hire, or otherwise acquire and/or exchange, sell, lease, or otherwise dispose of assets.
1.1.11 Oversee updates and revisions of the Governance Manual and the Strategic Plan of the Federation.
1.1.12 Manage and administer the funds of IFOMPT to pay the costs and expenses of furthering or carrying out its objects.
1.1.13 Confer any additional recognition and awards to the awards conferred in terms of Article XV, as deemed applicable.

1.2 The Rights and Duties of Specific Executive Committee Members

1.2.1 ***President***

It shall be the duty of the President:

1.2.1.1 To serve as a member and chairperson of the EC.

1.2.1.2 To preside at all general meetings and special meetings of the Federation or appoint a designate to chair a meeting.

1.2.1.3 To preside at all executive meetings.

1.2.1.4 To be the official spokesman and representative of the Federation.

1.2.1.5 To serve as an ex-officio member of designated committees, task forces, and working groups.

1.2.1.6 To perform other duties as may be applicable to the office or as directed by the EC.

1.2.2 ***Vice President***

It shall be the duty of the Vice President:

1.2.2.1 To serve as a member of the EC.

1.2.2.2 To assist the President in the discharge of Presidential duties and to officiate for the President during the President's absence.

1.2.2.3 To act as a liaison between the EC and the organisation responsible for acting as host of the next Federation Conference.

1.2.2.4 To serve as an ex-officio member of designated committees, task forces, and working groups.

1.2.2.5 To perform other duties as may be applicable to the office or as directed by the EC.

1.2.3 ***Treasurer***

The Treasurer shall be responsible:

1.2.3.1 To serve as a member of the EC.

1.2.3.2 To provide continuing guidance and advisement to the EC in all areas of finance.

1.2.3.3 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 EC.

1.2.3.4 To submit an annual financial report and proposed budget to the EC.

1.2.3.5 To report on the financial status of the IFOMPT to the EC and to the membership.

1.2.3.6 To oversee the collection and disbursement of monies as mandated by the EC.

1.2.3.7 To assure that constitutional financial requirements are met and followed by the EC including but not limited to a yearly audit.

1.2.3.8 To serve as an ex-officio member of designated committees, task forces, and working groups.

1.2.3.9 To perform other duties as may be applicable to the office or as directed by the EC.

1.2.4 ***Secretary***

The Secretary shall be responsible for the following duties:

1.2.4.1 To serve as a member of the EC.

1.2.4.2 To provide oversight for the development and review of the minutes for the proceedings of Federation meetings and of the EC.

1.2.4.3 To oversee the correspondence of IFOMPT via the various platforms and methods of communication.

1.2.4.4 To serve as an ex-officio member of designated committees, task forces, and working groups.

1.2.4.5 To perform other duties as may be applicable to the office or as directed by the EC.

1.2.5 ***Member at Large`***

The Member at Large shall be responsible for the following duties:

1.2.5.1 To serve as a member of the EC.

1.2.5.2 To provide continuing guidance and advisement to the EC on issues related to governance.

1.2.5.3 To oversee updates and revisions of the IFOMPT Constitution and Governance Manual.

1.2.5.4 To serve as an ex-officio member of designated committees, task forces, and working groups.

1.2.5.5 To perform other duties as may be applicable to the office or as directed by the EC.

SECTION 2) Members

2.1 The EC of the Federation shall consist of the President, Vice President, and three (3) additional EC Members who will then be assigned the roles of Treasurer, Secretary, and Member at Large. Members of the EC may not serve as MO delegates. Each EC member shall have one (1) vote in EC meetings.

2.2 The position of Past President shall increase the membership of the Executive Committee to six (6) members for a maximum period of one (1) year following the appointment of the new EC. The immediate Past President will serve as an observer and not have voting rights.

2.3 The position of President Elect shall increase the membership of the Executive Committee to six (6) members for a maximum period of one (1) year before the expiry of the term of office of the President. Unless the President Elect is already a member of the EC with voting rights and which capacity and rights and duties will then continue, they will not have voting rights on EC.

2.4 Additional EC Members

2.4.1 Additional EC member(s) may be appointed upon such terms and conditions as the EC determines.

2.4.2 An appointed EC member may be any individual who has the experience, perspectives, capabilities, or skills that the EC considers desirable.

2.4.3 An appointed EC member may be able to serve a term within the four-year cycle or part thereof on the existing EC.

SECTION 3) Qualifications of Members of the Executive Committee

3.1 The EC members shall be elected as individuals who meet the membership requirements of their respective MOs.

3.2 In order to be nominated for an EC position, candidates must have served on one of the following in an active role; the IFOMPT EC, as a MO Delegate to IFOMPT or on an IFOMPT committee, task force or working group.

3.3 The EC members shall be nominated by their respective MO and seconded by another MO.

3.4 There shall not be more than two (2) EC members from any single MO.

3.5 The President and Vice President must have served on the EC or have represented an MO to the Federation at some time during the four (4) years immediately prior to election.

3.6 All members of the EC act in the interest of the entire Federation and are not considered to be primarily the individual representatives of their respective MOs.

SECTION 4) Elections

Elections of the EC shall take place in terms of the provisions as outlined in the Governance Manual.

SECTION 5) Terms of Office

EC members shall be elected for a four (4) year term. Members of the EC may not hold the same office for more than two (2) consecutive terms or serve on the EC for more than three (3) consecutive full terms.

SECTION 6) Removal and Resignation of Executive Committee Members

6.1 If, before the expiration of the term for which elected, the position of an EC member becomes vacant, the remaining members of the EC shall appoint an eligible replacement.

6.2 The position of an EC member becomes vacant if the member:

6.2.1 Resigns their office by written notice to the President or, if the President is resigning, the Vice-President;

6.2.2 Is absent from all EC meetings for a period of six (6) months without permission of the EC or a reasonable excuse;

6.2.3 Ceases to be in good standing as a member of an MO;

6.2.4 Is removed from office in accordance with this Constitution;

6.2.5 Is found guilty of an offence of professional or criminal misconduct or conduct discreditable to the physiotherapy profession as outlined in Article X Section 8;

6.2.6 Becomes of unsound mind under the law relating to mental health; or

6.2.7 The member passes away.

SECTION 7) The Role of the Immediate Past President

7.1 The Immediate Past President will continue to serve on the EC in an advisory capacity for a maximum period of one (1) year following the appointment of the new EC. The Past President will serve as an observer and not have voting rights.

7.2 Following this period, the Immediate Past President may be consulted by the EC to assist with a special circumstances or project pertinent to their knowledge, expertise, and experience.

SECTION 8) Code of Professional Conduct and Conflict of Interest (CPC)

8.1 Each and any member of the EC shall be required to sign the IFOMPT CPC, as approved by the EC and contained in the Governance Manual.
8.2 Each and any member of the EC shall declare any potential conflict of interest in matters brought before them that require a vote or recommendations to be brought to the membership.
8.3 The IFOMPT Office shall at all times maintain an up-to-date register of the interests disclosed by EC members.
8.4 Any MO seconded by another MO can lodge an official complaint, dispute or alleged breach of conflict of interest or misconduct against each or any member of the EC and request that this be investigated.
- 8.4.1 This shall be investigated by an independent committee of five (5) members consisting of the immediate past President who will receive the complaint, convene and chair the committee, one (1 representative from WP and, (3) MO Delegates.
- 8.4.2 This committee will investigate and provide due process to the alleged misconduct and as appropriate, report recommendation to the DA.
- 8.4.3 The DA may, by a resolution passed by at least two thirds (2/3) of all votes cast at a Special Meeting, remove an EC member.
- 8.4.4 The process will be outlined in the Governance Manual.

SECTION 9) EC Meeting Procedures

The policies and procedures for EC meetings will be contained in the Governance Manual.

ARTICLE XI RULES FOR STANDING AND AD HOC COMMITTEES

1. Standing or ad hoc committees shall be appointed by a simple majority of votes of the EC members present. Standing committees shall include, but not be limited to, the SC or various advisory groups. The policies and procedures of these committees are included in the Governance Manual.
2. The committee reports to the EC shall be reports of unanimous decisions or when this is not possible, majority and minority views shall be reported on to the EC.
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 the MO delegate.

ARTICLE XII FINANCE

SECTION 1) Funds

1.1 Funds for conducting the affairs of the Federation shall be raised by annual membership subscriptions from each MO, AMO, and RIG, registration fees for events and activities put on by IFOMPT, grants or funds allocated to cover travel and subsistence costs of IFOMPT Committees, or any other manner approved by the EC.
1.2 The Federation shall accept, hold, invest, reinvest, and administer subscriptions, gifts, legacies, bequests, funds, grants, and property of any sort or value without limitations as to the amount or value.

SECTION 2) Membership Subscriptions

2.1 The amount of annual membership subscriptions shall be determined by a majority vote of the DA at each general meeting and shall include an inflationary adjustment per year for the years until the following general meeting. If deemed necessary to adjust the membership subscriptions in the period between general meetings, this can be done by a special meeting.
2.2 The annual membership subscriptions shall be invoiced at the beginning of the year and shall be due by 31 March of that year.
2.3 The amount received in the designated bank account of the Federation with respect to such subscriptions must be the full amount of the required subscription fee and all bank fees

associated with the transference of these fees from the member country. Failure to pay the full amount and associated banking fees will result in the member being in default to the value of the amount not received and an invoice issued for the outstanding amount.

SECTION 3) Special Assessments

3.1 Special assessments to attain additional funds from members are made upon recommendation of the EC and with a majority vote of the DA.
3.2 The Federation can borrow or raise money with or without security, upon recommendation of the EC, but such borrowing powers shall not be exercised other than by a majority vote of the DA.

SECTION 4) Fiscal Period

The fiscal period of the Federation shall be from 1 January to 31 December.

SECTION 5) Currency

All fees shall be paid in US dollars.

SECTION 6) Assurance of the Financial Statements

The Federation EC shall appoint an auditor to audit its annual financial statements. 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 EC, or an employee of the Federation. The EC is responsible to provide the auditor with:
6.1 Access to all information of which the EC is aware that is relevant to the preparation of the financial statements;
6.2 Additional information that the auditor may request from the EC for the purpose of the audit; and
6.3 Reasonable access to persons within the Federation from whom the auditor determines is necessary to obtain evidence.

ARTICLE XIII CODE OF PROFESSIONAL CONDUCT AND DISPUTE RESOLUTION

Section 1) Code of Professional Conduct

1.1 All Delegates, EC appointed committee, task force, working group, or advisory group members of IFOMPT (IFOMPT representatives) are required to agree and adhere to the CPC as included in the Governance Manual. The CPC includes sections relating to duties and responsibilities of IFOMPT representatives, confidentiality, and disclosure provisions, misconduct, and conflict of interest.
1.2 The CPC objectives are:
  1.2.1 To define the expected behaviour and characteristics that IFOMPT representatives should uphold in their involvement with IFOMPT and its business;
  1.2.2 To outline what is regarded as unacceptable behavior; and
  1.2.3 To provide guidelines for enforcement of the CPC for alleged violations.
1.3 The EC is tasked with ensuring that the CPC is adhered to and with managing the provisions as prescribed in the CPC in the case of disputes, misconduct, and conflicts of interest.

Section 2) Disputes

2.1 A dispute is a disagreement or conflict involving the Federation and/or its members and includes when:
  2.1.1 An IFOMPT representative has engaged in misconduct;
  2.1.2 An IFOMPT representative has breached, or is likely to breach, a duty under the Federation's Constitution or Governance Manual or the Incorporated Societies Act 2022 (the Act);
  2.1.3 The Federation has breached, or is likely to breach, a duty under its Constitution or Governance Manual or the Act; or
  2.1.4 A member's rights or interests as a member have been damaged.
2.2 The EC will investigate and provide due process to the alleged misconduct.

2.3 The process for lodging and managing disputes will be as outlined in the CPC that is included in the Governance Manual.

ARTICLE XIV AMENDMENTS TO THE CONSTITUTION

SECTION 1) Constitution

1.1. The Constitution may be amended in whole, or in part, at any general or special meeting of the Federation, provided a super majority of a two thirds (2/3) vote of the DA is received in favour of such amendments. The changes are then considered to be ratified and included in the Constitution. All members and the WP shall be notified of the amendments adopted.
1.2. Any MO delegate may propose amendments to these articles and shall send such proposals to the Federation at least four (4) months prior to the meeting at which the proposed changes will be voted upon.
1.3. Notice of the proposed amendments to these articles by the EC shall be sent by the Federation to each MO delegate at least three (3) months prior to the meeting at which the proposed changes will be voted upon.

SECTION 2) Limitation and Amendments

Notwithstanding anything in Section 1 of this article, no addition or alteration of the aims, personal benefit clause, or the winding up clause shall be made which affect the non-profit body status and the provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

ARTICLE XV SPECIAL RECOGNITION AND AWARDS

Recognition and awards may be conferred by the Federation at a General or Special meeting, upon a person who has rendered valuable service to OMPT. The nomination and awarding process will be outlined in the Governance Manual.

ARTICLE XVI DISSOLUTION

1. A motion proposing the dissolution of the Federation shall be considered only at a special meeting called for that purpose. A super majority two-thirds (2/3) affirmative vote of the voting delegates of the DA present is required for dissolution.

2. The method of dealing with the outstanding accounts, disposal of assets, and compensation of employees shall be consistent with the legal requirements under the provisions of the New Zealand Incorporated Societies Act 2022. 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 upon by the majority of members at the final special meeting at which the dissolution of the Federation has been determined.

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
REV. 30/11/18
REV. 16/07/19
REV October 2020
REV March 2021
REV October 2023
REV July 2024
REV December 2024
Rev June 2025
Rev Oct 2025
Rev June 2026