

ARTICLES OF THE INTERNATIONAL FEDERATION OF SPORTS PHYSICAL THERAPY (IFSPT)

NAME

The name of this Federation is the International Federation of Sports Physical Therapy, from here referred to as the IFSPT.

DEFINITIONS

In these Articles, unless there is something in the subject or context which is inconsistent:

Executive Board (EB) means the IFSPT Executive Board elected or appointed in accordance with these Articles.

Executive Board member means a person elected or appointed to the Executive Board in accordance with these Articles, including the President, Vice-President, Secretary, and Treasurer.

Majority means more than fifty percent.

Member Organization means a National Organization admitted to membership of the IFSPT and listed in the register of Members in accordance with these Articles.

Physical Therapy also means Physiotherapy.

Articles means these Articles as amended or supplemented.

Presiding Officer means the person appointed to chair a General Meeting in accordance with the Articles of procedure determined by the Executive Committee under these Rules

Quorum means the minimum number of Voting Delegates or Executive Committee members that must be present at a General Meeting or an Executive Committee meeting respectively before it can officially start and before official decisions can be taken.

Proxies are not included in the quorum.

Returning Officer means an independent person appointed to establish and implement an administrative procedure to enable Members to elect Executive Committee members in accordance with these Articles.

President means a person elected or appointed as president of the IFSPT in accordance with these Articles.

Secretary means a person elected or appointed as secretary of the IFSPT in accordance with these Articles.

Vice-President means a person elected or appointed as vice-president of the IFSPT in accordance with these Articles.

Treasurer means a person elected or appointed as treasurer of the IFSPT in accordance with these Articles.

Voting Delegate means a person who is entitled to vote on behalf of a Member under these Articles. An authorised proxy of a Member Organization is not a Voting Delegate under these Articles.

World Physiotherapy means World Confederation for Physical Therapy.

ORGANIZATION:

IFSPT is an international and non-government Federation of National Organizations of Sports Physical Therapy.

The IFSPTs registered base is in Switzerland

The current address of IFSPT is: c/o Sportfisio Switzerland, Feithierestrasse 140, 3952 Susten (VS), Switzerland

Any change of headquarters within the territory of Switzerland does not constitute a subject for amendment of the bylaws

IFSPT is a non-profit association organised as a Swiss Association following the Swiss Civil Code (currently under the art. 60 ff.) and as such comprises two governing bodies: The General Meeting (GM) and the Executive Board (EB).

OBJECTIVES / AIMS

Objectives of the IFSPT shall be to:

Promote, advance, and represent Sports Physical Therapy worldwide.

Improve the level of knowledge, skills, and professional responsibility to advance the quality of sports physical therapy

Facilitate efforts to conduct research in order to promote evidence-based Sports Physical Therapy.

Encourage communication and exchange of educational and professional information through various media.

Act as a knowledge hub, facilitating connections and networking between members

STRUCTURE

The business of IFSPT shall be conducted through:

the General Meeting (GM)

the Executive Board (EB)

the Committee Structure

The General Meeting of members is the supreme governing body of the association.

The Executive Board is elected by Member organisations during the General Meeting

The General Meeting is called by the Executive Board (EB).

General meetings must be convened in accordance with the rules set out in the Articles of association and also, as required by law, if one-fifth of the members so request.

MEMBERSHIP

To be admitted and remain a Member of the IFSPT, an organisation must:

be a World Physiotherapy Member Organisation; or

be a national special interest group recognised by the World Physiotherapy Member Organisation in their country/territory and demonstrate that at least 80% of its members are also members of a World Physiotherapy Member Organisation.

Categories of membership

Full members are as defined in Article 6.1.

Associate membership may be granted by the EB to individual physiotherapists with an interest in sports physical therapy that hold a recognised physiotherapist qualification consistent with the World Physiotherapy description of physiotherapy who either:

reside in a country/territory without a World Physiotherapy member organisation; or

reside in a country/territory where the World Physiotherapy member organisation or national sports physical therapy special interest group does not wish to join IFSPT.

Only full members can be part of the EB and have the right to vote at the GM.

ADMISSION PROCEDURE

Application:

Any organisation, or individual seeking admission as a Member of the IFSPT must:

submit an application to the EB addressing the eligibility criteria in Article 6.1 in a form approved by the EB; and

provide any other verifiable evidence that the EB requests to assess the organisation's eligibility for membership.

Approval by the Executive Board:

The EB may approve an application for membership if it determines the organisation, or individual, meets the eligibility criteria in Article 6.1 or in Article 6.2

The Secretary must notify the applicant organisation, or individual, and all other Members of the EB's decision

Refusal by the Executive Board:

The EB may refuse an application for membership if it determines the organisation, or individual, does not meet the eligibility criteria in Article 6.1 or in Article 6.2

The Secretary must notify the applicant organisation, or individual, and all other Members of the EB's refusal decision.

The Secretary must also notify the applicant organisation, or individual, of any procedures for the organisation, or individual, to appeal the refusal decision

MEMBERSHIP SUBSCRIPTIONS

Members must pay any annual membership subscription that is agreed by a resolution passed by a majority of all votes cast by Member Organizations during the GM.

Any membership subscription for the IFSPT agreed under Article 8.1 is due on April 15th each year.

A Member is not entitled to vote until it has paid any membership subscription due under Article 8.2

RIGHTS OF MEMBER ORGANIZATIONS:

Each Member Organization may nominate Delegates and representatives to:

participate in the activities of the IFSPT in accordance with these Articles;

exercise any power or function that these Articles require to be exercised or implemented by Member Organisations;

attend, present proposals, speak and vote at GMs in accordance with these Articles.

DUTIES OF MEMBER ORGANIZATION:

It shall be the duty of the Member Organization to:

Comply with the Articles.

Comply with requirements of the membership adopted by IFSPT at a GM.

Pay their dues in accordance with Article 8.1.

Send one voting delegate to a GM.

Send one voting delegate to a GM. A Member Organization can apply under extraordinary circumstances, at least three (3) months prior to the GM, to attend the GM via real time video/audio means providing this is available. The EB will decide the issue

Do everything in its power to promote the knowledge of and active interest in the objectives of the IFSPT.

Reply to all inquiries and questionnaires from the EB as quickly as possible or within the time limit specified by the EB.

Keep the EB informed of any events or developments in its country of interest to the IFSPT such as changes of outcome criteria of registration or standard levels.

TERMINATION OF MEMBERSHIP

Members who resign or are excluded have no claim on the assets of the association

A Member Organization may terminate its membership by giving six (6) months notice prior to year-end in writing to the Secretary of the EB and by paying all outstanding dues.

The EB may terminate membership when:

A Member Organization has ceased to meet the requirements for membership.

The conduct or policies of a Member Organization are detrimental to the best interests of the IFSPT or will bring the IFSPT into disrepute.

Default in payment of dues: If the dues have not been paid by the 1st of July of the current year, membership of the Member Organization shall be terminated from that date, without prejudice, however, to its liabilities to the IFSPT. In exceptional circumstances when non-payment has been due to financial difficulties and the MO has contacted the Secretary in writing, the EB shall have the power to waive, suspend or set a different deadline to pay the provisions of this clause.

An MO may appeal against the termination in accordance with the Regulations.

The IFSPT EB must convene an independent appeals committee to consider the decision. The IFSPT appeals committee may repeal or confirm the Board's decision to suspend a Member Organisation's membership.

The decision by the Appeals Committee to repeal or confirm the Board's decision to suspend an MOs membership is final.

APPEAL OF CESSATION OF MEMBERSHIP

Any Member Organization which has ceased to be a member of the ISPT due to Article 11.3.1 or 11.3.2 may apply to the EB in writing for reinstatement of membership after a period of at least two years beginning with the date of the notice under Article 11.6. Any application for reinstatement of membership must be assessed by the EB in accordance with the Regulations

REINSTATEMENT OF MEMBERSHIP:

A Member Organization which has had its membership ceased, based on Article 11.3.3, default in payment of dues, may apply to the EB for reinstatement to the IFSPT, provided all eligibility requirements have been met and annual dues for the default year and an additional reinstatement fee are paid in full. The decision for reinstatement and payment of any outstanding dues shall be made by the EB.

MEMBERSHIP OF THE EXECUTIVE BOARD

The Executive Board will consist of between five and eight members elected in accordance with Article 15, including the President, Vice-President, Secretary and Treasurer

Subject to Article 15.1, the Executive Board, in consultation with the Members, may determine the Board's size and composition.

ELECTION OF EXECUTIVE BOARD

The EB shall be elected through a simple majority vote at the General Meeting.

Nominations

Nominations must be received in writing at least ninety (90) days prior to the GM and be supported by the nominee's own Member Organization. The EB shall send to the Member Organizations the list candidates with supporting documentation one (1) month before the election.

There shall be an election of at least one (1) EB member every two (2) years.

The EB appoints the President, Vice-President, Secretary and Treasurer.

Qualifications:

Only individuals from Member Organizations who have been members in good standing for a period of two (2) years immediately preceding their election and who have consented to serve, shall be eligible for election to office.

Voting Procedure:

A voting list with all candidates' names on it shall be given to each voting delegate.

Each voting delegate may elect one or more candidate(s) up to the number of candidates to elect.

The candidates receiving the greatest number of votes up to the number of EB positions to be elected shall be the duly elected individuals.

Communication of results:

If the election is held as part of a GM, the Returning Officer must formally notify those present at the meeting of the election results.

If the election is not part of a GM the Returning Officer must, within 10 days of the closing date for voting, give notice of the election results to fill an EB position to:

the EB;

each candidate nominated to fill an EB position; and

all Members.

TERM OF OFFICE OF EXECUTIVE BOARD MEMBERS

The term of each EB member shall be four (4) years.

No member shall serve more than two (2) complete consecutive terms on the EB. Any member serving two complete terms on the EB is to be excused from running for future executive office for a period of time equal to the time served.

REMOVAL AND RESIGNATION OF EXECUTIVE BOARD MEMBERS

Any EB member may resign at any time by giving written notice to the EB. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

In the event that the EB determines that a member of the EB is not fulfilling their duties, as described in Article 19, the EB can recommend to the Member Organizations that this individual be disciplined which may include suspension through to termination.

The position of an EB member becomes vacant if the member:

ceases to be in good standing as a member of a Member Organization;

dies;

becomes bankrupt or makes any arrangement or composition with his creditors generally;

becomes of unsound mind or his or her estate is liable to be dealt with in any way under the law relating to mental health;

is removed from office in accordance with these Articles;

resigns his or her office by written notice to the Secretary or, if the Secretary is resigning, the President;

is found guilty of an offence of professional misconduct or conduct discreditable to the physiotherapy profession; or

is absent from all EB meetings for a period of 12 months without permission of the EB or a reasonable excuse.

An election will be held according to Article 15.1 upon the resignation or removal of an EB member.

CASUAL VACANCY OF EXECUTIVE BOARD MEMBER POSITIONS

In the event of absence of the President, due to incapacitation or an inability to fulfill the role, the Vice-President shall fill the unexpired term. The EB shall elect another member as Vice-President.

In the event of absence of one of the EB members, due to incapacitation or an inability to fulfill their role, and considering the minimum number of members indicated in Article 14, the EB may organize an electronic election to select a replacement.

Any EB member ~~appointed or~~ elected to fill a casual vacancy under this Rule will hold office for the balance of the term of the EB member whose position is being filled and at the end of that term, they will be deemed to have served an entire term.

DUTIES OF EXECUTIVE BOARD

The EB is entitled and obliged as defined under the Articles of association to manage and represent the association, and to:

Carry out the mandates and policies of the IFSPT as determined by the voting membership.

Direct business and financial affairs on behalf of the IFSPT (in accordance with the Articles and policy direction of the GM), be responsible for all property and funds, and prepare a financial report and submit that report to the membership at large at the next GM.

Create, appoint, remove, and determine functions of all committees.

Make provisions and set conditions for holding scientific meetings and approve the program time and place.

Monitor the activities of the Member Organizations.

The Presiding Officer, which can be the President, shall preside at the meetings of the EB.

The Secretary will keep the minutes of the General Meetings of the membership, and of the EB meetings.

The Treasurer will manage the finances of the IFSPT according to policy and report the IFSPT financial status in writing to the EB and the members.

On all matters, for which the EB has given prior approval, the EB appoints the President and the Secretary to be dual signatories on all documents.

EXECUTIVE BOARD MEETING ARRANGEMENTS:

The Secretary will schedule EB meetings in consultation with the EB, based on activity levels.

The Secretary will maintain a written record of each EB meeting (minutes/meeting notes). This will record decisions, actions, recommendations, and the rationale for them only, and will not constitute a verbatim record of the discussion.

The Secretary will circulate draft meeting notes to other EB members within agreed timeframes and not more than 30 calendar days after the meeting, for their confirmation.

Extraordinary meetings may be requested by a majority of the EB

A majority of EB members is required to conduct business. Any matter adopted by the EB that must be voted on, will require the simple majority of votes. The method of voting will be either by a show of hands or balloting if requested.

Expenses of the EB members for IFSPT business shall be borne normally by IFSPT according to the policy agreed upon by the EB.

ATTENDANCE OF OBSERVERS AT EXECUTIVE BOARD MEETINGS

The EB may invite observers to attend any EB meetings if it is consistent with the aims/purpose in these Articles.

CONFLICT OF INTEREST

EB members and any other meeting participants will comply with IFSPT's conflict of interest policy, and any other relevant policies, at all times.

WORKING GROUPS/SUBCOMMITTEES

The EB may establish and appoint:

subcommittees to provide advice and guidance to the EB on specific areas on an ongoing basis; and

working groups for a defined term to provide advice and guidance to the EB on specific issues and projects.

ADMINISTRATIVE ARRANGEMENTS

The EB will oversee administrative arrangements for IFSPT that reflect its needs and resources.

The EB will assign responsibility for ensuring communication between the IFSPT and its Members to an EB member.

FINANCIAL ARRANGEMENTS

The EB will oversee establishment of financial arrangements that comply with any legal obligations.

The EB must ensure the IFSPT maintains written financial records that:

correctly record and explain the IFSPT's transactions and financial position and performance; and

enable true and fair financial statements to be prepared and, if required, subjected to an independent review.

The fiscal year of IFSPT shall be January 1st to December 31st.

Annual Dues: Annual dues for each Member Organization shall be calculated according to the EB policy. The basic and individual amount used to calculate the annual dues is fixed at the GM.

Member Organizations shall pay the annual fee as decided by the GM in Euros. Members who pay their annual dues after July 1st may be charged a late payment fee.

New member fees are due within sixty (60) days of acceptance of membership.

Normally, a financial report for the previous two (2) years shall be given every two (2) years to the voting membership for approval at the GM. In the event that a GM is not scheduled during the year, a special meeting to approve both the Year End Activity Report and Year End Financial Report shall be called as outlined in Article 27.2.

IFSPT shall accept, hold, invest, reinvest, and administer subscriptions, gifts, legacies, requests, funds, grants, and any sort of value without limitations.

GENERAL MEETINGS

The EB:

must convene a GM (virtual or physical) at a minimum every 2 years and

determine the dates and times of each GM.

The EB may decide a GM will be held as a virtual meeting using any technology that:

gives the Members present a reasonable opportunity to participate in proceedings;

enables the Presiding Officer to be aware of proceedings; and

enables the Voting Delegates to vote in accordance with the rules of procedure for that GM.

EXTRAORDINARY GENERAL MEETINGS:

A GM other than a meeting convened under Article 26 is an Extraordinary GM.

An extraordinary GM shall be called by the EB at the request of;

one fifth (1/5) of the voting membership or

a majority of the EB members

A request under Article 27.2 must be sent to the Secretary by email and must state the proposed agenda item(s).

The Secretary must notify all Members about any request under Article 27.2 within 30 calendar days of receiving such a request.

NOTICE OF GENERAL MEETING

Notice of the GM including time and place shall be given to members at least ninety (90) days before the date of the meeting, except in the case of an Extraordinary GM when sixty (60) days' notice shall suffice.

Any proposals or material for the GM must be received in writing or by e-mail by the EB at least sixty (60) days before the meeting.

EB must send all Member Organizations the agenda and all proposals at least 30 (thirty) days before the GM.

A notice of any GM must include:

the meeting dates, time, and location

a dedicated electronic address for the Secretary to receive any information and documents sent by Members in electronic form; and

where applicable, a reminder that a Member is not entitled to vote until it has paid any membership subscription due under Article 8.2.

The Secretary must notify every Member of the following matters at least 60 calendar days before a GM, and at least 30 calendar days before an Extraordinary GM:

the rules of procedure determined by the EB for that GM;

the agenda items;

any proposed resolutions or motions; and

details of nominees for any elections at the meeting.

RULES OF PROCEDURE

Each General Meeting is conducted in accordance with the rules of procedure determined by the Executive Board and circulated to Members in accordance with these Articles.

If the rules of procedure do not cover a matter arising during a General Meeting, the Presiding Officer must determine the rules for that matter.

CHAIRING OF GENERAL MEETINGS

All GMs are chaired by a Presiding Officer appointed in accordance with the rules of procedure determined by the EB under these Articles.

FUNCTIONS OF GENERAL MEETING

The GM decides on admission and exclusion of members, appoints the Executive Board and decides all matters which are not reserved to other governing bodies of the association.

Procedural points within the GM can include:

Receive reports of the EB.

Receive and approve the Year End Activity Report from the President.

Receive and approve the Year End Financial Report from the Treasurer.

Receive and approve the budget for the following financial year

Approve annual membership fees.

Grant and cease memberships as outlined in Article 11

Elect and remove EB members.

Amend the Articles of IFSP.

Consider motions submitted.

Resolutions

Resolutions are passed by a General Meeting.

The written consent of all members to a proposal is equivalent to a resolution in the GM.

VOTING DELEGATES AT GENERAL MEETINGS

All Voting Delegates participating in a GM:

must be qualified physiotherapists;

must be authorised by the Member in a form approved by the EB; and

have the right to speak and propose motions during the meeting.

Each Member Organization shall be entitled to one voting delegate and five non-voting delegates. The voting delegate must be a member of the Member Organization and have a written mandate from the Member Organization. Non-voting delegates are entitled to speak only if permitted by the Presiding Officer to do so. Non-voting delegates are not counted for the purposes of a quorum.

ATTENDANCE OF OBSERVERS AT GENERAL MEETING

Observers may attend the meeting except the meeting, or parts of the meeting, that are determined by the EB to be for delegates only.

A candidate for election at the GM is permitted to attend that meeting as an Observer

QUORUM AND CANCELLATION OF GENERAL MEETINGS

No business can be transacted at a GM unless a quorum is present.

If a GM is held virtually, a Voting Delegate who joins the meeting using the relevant technology is taken to be present at the GM

The quorum for any GM is presence of Voting Delegates from a majority of Members entitled to vote at that meeting.

When counting the number of Voting Delegates present at a GM, a Voting Delegate can be counted once, and a person authorised as a proxy under these Articles is not counted as a “Voting Delegate” for the purposes of a quorum.

Each Member entitled to vote at a GM must notify the Secretary whether or not a Voting Delegate from their organisation will be present at that meeting.

The notice required by Article 34.5 must be received by the Secretary:

at least 30 calendar days before a GM; and

at least 14 calendar days before an Extraordinary GM.

The EB must cancel a GM if the notices under Article 34.5 indicate a quorum will not be attending that meeting.

If a GM is cancelled, the Secretary must send notice of the cancellation to every Member.

VOTING AT GENERAL MEETINGS

Voting Rights at a GM

Subject to Article 32.1, every person present in person or via technology at a GM who is:

Voting Delegate; or

an authorised proxy of a Member, has one vote.

All members have equal voting rights at the GM

A Voting Delegate who is an authorised proxy of more than one Member has one vote as a Voting Delegate plus one vote for each Member that has authorised the person to act as their proxy at that GM.

The Presiding Officer does not have a casting vote.

Method of Voting at GM

The EB at a GM shall appoint members to a Voting Board (VB), which shall consist of three (3) officers including the chairman and two members. The members of the VB must be members of a Member Organization (excluding the EB members, voting delegates, and election candidates). The VB shall be in charge of all voting until the next GM.

Votes in any proposed resolution, or motion put to the vote at a GM, must be cast in accordance with the rules of procedure for that GM.

Outcome of Voting

Unless stated otherwise in these Articles, any proposed resolution or motion put to the vote is passed if a two-thirds (2/3) majority of votes cast (including votes cast by Voting Delegates present in person and virtually, and votes cast by proxy in accordance with these Articles) are in favour of the proposed resolution or motion.

If an equal number of votes is cast (including votes cast by Voting Delegates present in person and virtually, and votes cast by proxy in accordance with these Articles) are in favour of and against a proposed resolution or motion that requires a majority of votes cast to be in favour of it, the matter is decided in the negative.

USE OF ELECTRONIC VOTING

Members may cast their vote on any proposed resolution using electronic voting.

The use of electronic voting under Article 36.1 includes voting under Articles 35.1 and 35.2 and must be in accordance with any relevant GM rules of procedure and any relevant procedures established under Article 29.1.

The Secretary must send notice of the outcome of any electronic vote to all Member Organisations including details of each organisation's vote on the proposed resolution within 30 calendar days of the close of voting.

VOTING BY PROXY

A Member that notifies the Secretary that it will not be represented by a Voting Delegate at a GM may appoint a delegate of another Member who is participating in the meeting to act as its proxy.

The notice under Article 37.1 must be:

in a form approved by the EB; and

received by the Secretary at least 14 calendar days before any GM at which the Member proposes to cast its vote by proxy.

A person may act as an authorised proxy for any number of Members.

A Member may revoke its appointment of a proxy and appoint a different proxy by notifying the Secretary at least one calendar day before the relevant GM.

The Secretary must verify the total number of proxies held by each person present at the relevant GM.

The Presiding Officer of the GM must not recognise a person as an authorised proxy unless the Secretary has received a notice that names that person

GENERAL MEETING MINUTES

The Secretary must provide the draft minutes of each GM to Members within 90 calendar days of the respective meeting.

If a General Meeting is held virtually by technology the GM minutes will record that the respective meeting was held using technology

POWER OF EXECUTIVE BOARD TO PROPOSE RESOLUTIONS WITHOUT A GENERAL MEETING

The EB may propose resolutions to Members without convening a GM.

Voting on any resolutions proposed under Article 39.1 must be in accordance with Article 40.

VOTING ON RESOLUTIONS PROPOSED OUTSIDE A GENERAL MEETING

The EB must establish and implement an administrative procedure for Members to decide resolutions without a GM.

The procedure established under Article 40.1 must:

enable Members to use electronic voting;

provide a fair and transparent process for Members to participate in the vote including a dedicated electronic address for the Secretary to receive any questions to the EB from Members about the proposed resolution;

specify a date and time when Members may attend an information session about the proposed resolution to be held by any technology that gives the Members present a reasonable opportunity to ask questions; and

provide a mechanism to publish any questions from Members about the proposed resolution and the response from the EB to each question.

The Voting Delegate on a resolution proposed without a GM is the President or Chair of a Member.

The Secretary must send written notice of the outcome of the vote on a proposed resolution to all Members, including details of each organisation's vote on that resolution within 30 calendar days of the close of voting.

LANGUAGE

The official language of IFSPT is English and shall be used for all meetings and documents of IFSPT.

The working languages of English, Spanish, and French may be used for correspondence, for papers for the GMs, and for publications.

DISSOLUTION

The dissolution of IFSPT shall be considered at an Extraordinary GM called for this purpose.

A two thirds (2/3) majority vote is required for the dissolution and two thirds (2/3) of the Member Organizations must be represented at the meeting by their voting delegate.

A resolution to dissolve shall be mailed to each member of the voting membership no less than ninety (90) days before the meeting at which the vote is to be taken.

Should IFSPT be dissolved, all its available assets shall be transferred to a non-profit organization pursuing public interest goals. Under no circumstances should the assets of IFSPT be returned or transferred to their Members.

MEMBERS LIABILITY

If the IFSPT is wound up or dissolved, the Members and current and past EB members have no liability to contribute to the assets and no personal responsibility for settling its debts and liabilities.

ALTERATIONS TO ARTICLES

These Articles may be amended and repealed by a resolution passed by at least two-thirds of all votes cast at a GM (including votes cast by Voting Delegates present and votes cast by proxy in accordance with these Articles).

THESE ARTICLES HAVE BEEN ADOPTED IN THE GENERAL ASSEMBLY (25 AUGUST, 2022) AND ARE VALID FROM THIS DATE