

Constitution of the International Confederation of Cardiorespiratory Physical Therapists (ICCrPT)

June 2011

1. Name and International Recognition

- 1.1. The name of the organisation is the International Confederation of Cardiorespiratory Physical Therapists (ICCrPT), an international physical therapy organisation with specific interest in the area of Cardiorespiratory Physical Therapy.
- 1.2. ICCrPT acknowledges that Physiotherapy and Physiotherapist may be appropriate terms for member organisations to use because that reflects the terminology in their country.
- 1.3. The rules and membership requirements for ICCrPT will be consistent with the requirements for recognition as a subgroup of the World Confederation for Physical Therapy.
- 1.4. Procedures not stipulated in these rules will follow those of the WCPT as included in the WCPT Articles of Association and procedural documents.

2. Objectives

2.1. The objectives of ICCrPT are to:

- 2.1.1. Be recognised as a subgroup of WCPT in accordance with the WCPT Articles of Association.
- 2.1.2. Encourage high standards of physical therapy education and practice in particular those of relevance to Cardiorespiratory Physical Therapy.
- 2.1.3. Encourage communication and exchange of information including electronic, print and personal exchanges and organisation of international conferences/congresses of physical therapists.
- 2.1.4. Encourage scientific research and promote evidence based physical therapy practice in areas relevant to the ICCrPT.
- 2.1.5. Encourage the development of national organisations of physical therapists that share the objectives of the ICCrPT.
- 2.1.6. Support WCPT in representing physical therapy internationally.
- 2.1.7. Engage in all necessary activities to further the best interests of WCPT.

3. Membership

3.1. Members

- 3.1.1. Members are the national professional organisations representing physical therapists with an interest in Cardiorespiratory Physical Therapy. Members must be the WCPT member organisation or groups recognised by the WCPT member organisation. Members of the groups must also be members of the WCPT member organisation. Only one organisation per country shall be eligible for membership.
- 3.1.2. Members have full rights and privileges as stipulated by the ICCrPT's general meeting and including:
 - 3.1.2.1. The right to be represented and to vote at the ICCrPT's general meeting.

3.1.2.2. The right to submit motions and amendments to the rules for consideration at the general meeting and of ICCrPT according to the meeting procedures.

3.2. Member elect

3.2.1. An organisation that meets the requirements for membership and awaiting confirmation of member status at an ICCrPT general meeting.

3.3. Associate member:

3.3.1. A WCPT member organisation which does not have an organisation that meets the requirements of 3.1.1.

3.3.2. Individual physical therapists who are members of a WCPT member organisation that does not have a special interest group eligible for membership of ICCrPT.

3.3.3. Associate members do not have the right to vote. They may attend the general meeting as observers.

3.4. Other category/categories – the group may maintain a list of individual physical therapists for the purposes of sharing information, promoting events etc.

3.5. Special member

3.5.1. Special membership is an honorary category and is reserved for individuals rendering valuable service to Cardiorespiratory Physical Therapy internationally. Special membership may be conferred at an ICCrPT General Meeting.

4. Suspension/Termination of Membership

4.1. Members remain in good standing so long as any subscription payments are maintained; they abide by the ICCrPT constitution and continue to be recognised by a WCPT Member Organisation. Should a member fail to meet these requirements then the ICCrPT Executive Committee will determine the appropriate course of action. This may include but is not limited to:

- Negotiating a resolution
- Suspending the member pending conditions being met
- Terminating membership
- Conditions for restoration to membership
- Other as appropriate

5. Structure

5.1. The business of the ICCrPT shall be conducted through the general meeting, Executive Committee and ICCrPT member organisations.

6. General Meetings

6.1. Requirements

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

6.2. Rights and powers

6.2.1. The rights and powers of the general meeting are to:

6.2.1.1. Amend the rules of the ICCrPT.

- 6.2.1.2. Receive reports of the Executive Committee.
- 6.2.1.3. Approve the membership fee.
- 6.2.1.4. Grant and terminate membership.
- 6.2.1.5. Elect the president and vice president of ICCrPT.
- 6.2.1.6. Elect Executive Committee members.
- 6.2.1.7. Consider motions submitted.
- 6.2.1.8. Conduct any other business that promotes the objectives of ICCrPT and WCPT.

6.3. Notice

- 6.3.1. Notice of a general meeting including time and place shall be given to the members at least six months before the date of the meeting, except in the case of an extraordinary general meeting when three months notice shall suffice.
- 6.3.2. Proposed amendments of the rules must be received in writing by the ICCrPT secretary at least four months prior to the general meeting.
- 6.3.3. Motions for inclusion in the agenda must be received in writing by the secretary at least four months prior to the general meeting. Motions not received four months prior may only be considered by a majority of the votes cast.
- 6.3.4. The agenda, motions to amend rules, other motions and nominees for election shall be circulated to the members at least two months prior to the general meeting.
- 6.3.5. Notice of a proposal to amend the rules shall be given to the members at least two months prior to an extraordinary general meeting called for such purpose.

6.4. Conduct at General Meetings

- 6.4.1. The conduct at general meetings shall be in accordance with the WCPT Articles of Association and rules of procedure.

6.5. Vote

- 6.5.1. The Executive Committee may decide that a postal vote (including via electronic media) shall be taken on matters of an urgent nature between general meetings.

6.6. Minutes

- 6.6.1. Minutes of general meetings shall be circulated to members no longer than three months after the meeting.

7. Executive Committee

7.1. Structure:

- 7.1.1. The Executive Committee consists of the President, Vice-President, Treasurer, Secretary, and up to three (3) individuals who are members of organisations that are members of an ICCrPT member organisation. The Executive will report to each General Meeting.

7.2. Powers and Responsibilities:

- 7.2.1. Act in the best interest of ICCrPT and the WCPT.
- 7.2.2. Conduct the business of ICCrPT consistent with the rules and policy directions of the general meeting.
- 7.2.3. Determine the location of the secretariat and employ a secretary/contract for secretarial services to undertake the work of the ICCrPT.
- 7.2.4. Submit an annual report of ICCrPT's activities and finances to the members and to WCPT.

- 7.2.5. Appoint committees.
- 7.2.6. Assess applications for membership.
- 7.2.7. Make provisions and set conditions for holding conferences/ congresses.
- 7.2.8. Review activities of members.
- 7.2.9. Determine the delegate to attend the WCPT general meetings with a right to speak but not the right to propose or second motions or to vote.
- 7.2.10. Perform any other activities to advance the objectives of ICCrPT and WCPT.

7.3. Meetings

- 7.3.1. The Executive Committee shall meet at least annually. Meetings may be in person or via electronic communication.
- 7.3.2. An extraordinary meeting may be requested by a majority of the Executive Committee members, and shall be called within three months stating the agenda.
- 7.3.3. A quorum of greater than fifty percent (> 50%) (majority of members which must include the President or Vice President) is required to conduct business.
- 7.3.4. Subject to the provisions of ICCrPT rules the Executive Committee shall adopt its own rules of procedure.
- 7.3.5. Minutes of meetings shall be circulated to Executive Committee members within three months.
- 7.3.6. Expenses of members on ICCrPT business shall be borne by ICCrPT according to the policy agreed in advance by the Executive Committee.

7.4. Nominations

- 7.4.1. Nominations must be received in writing by the secretary at least four months prior to the general meeting and shall meet the approval of the nominee's own ICCrPT organisation. Nominations for president and vice president shall be submitted by at least two ICCrPT member organisations, one of which may be the candidate's own.
- 7.4.2. Any physical therapist member of an ICCrPT organisation may be nominated. The candidate shall ideally have served on the governing body of an ICCrPT Organisation.
- 7.4.3. Nominations should be based on merit with consideration of administrative, leadership, and/or governance skills and experiences.
- 7.4.4. Members of the Executive Committee should ideally be from different ICCrPT Organisations, with no more than two (2) members of the Executive Committee from the same member organisation.

7.5. Elections

- 7.5.1. Members of the Executive Committee shall be elected by secret ballot.
- 7.5.2. Election of the President and Vice President will be by separate, secret and successive ballot at the general meeting.
- 7.5.3. ICCrPT member organisations unable to attend a general meeting may mandate another member to vote on their behalf on election of the Executive Committee or may send a postal/electronic vote. Notice of either must be received in writing two months prior to the general meeting
- 7.5.4. Members of the Executive Committee will serve from the end of one ICCrPT general meeting to the end of the next and will be eligible for re-election to a maximum of two (2) consecutive terms.

7.6. Vacancy

- 7.6.1. In the event of the resignation or death of the president, the vice president shall take the place of the president and the Executive Committee shall elect a member as vice president.
- 7.6.2. In the event of resignation or death of an Executive Member, the Executive may co-opt to fill the vacancy until the next general meeting.

8. Finance

- 8.1. The financial year of the ICCrPT shall be the calendar year.
- 8.2. A financial report shall be given annually and at the general meeting.
- 8.3. ICCrPT member organisations shall pay the annual subscription as decided by the general meeting. Subscriptions are due on 31 March each year and are payable in the currency stipulated by the Executive Committee.
 - 8.3.1. member organisations in countries where the latest figures published by the World Bank indicate the GNI per capita is less than US\$3,000 are eligible to pay 50% of the ICCrPT subscription fee

Comment [d1]: The current World Bank figures (2010) can be accessed at <http://siteresources.worldbank.org/DATAS/TATISTICS/Resources/GNIPC.pdf> It's the "Atlas Methodology" figures that will be used

9. Language

- 9.1. The official language is English and shall be used for all meetings and documents of ICCrPT.

10. Amendment of rules

- 10.1. Rules may be amended at any general meeting.
- 10.2. A two thirds vote in agreement is required to adopt an amendment.

11. Dissolution

- 11.1. The dissolution of ICCrPT shall be considered at an extraordinary general meeting called for that purpose.
- 11.2. A two thirds vote in agreement of the member present is required for the dissolution and 50% of the ICCrPT member organisations must be represented at the meeting by their voting delegate.
- 11.3. The methods of dealing with the outstanding accounts, disposal of assets and compensation of employees shall be consistent with legal requirements. Any funds remaining shall be dispersed to the WCPT.