

CONSTITUTION

Preamble

In order to promote high quality orthotic and prosthetic care of all people with neuromuscular and skeletal disabilities, there shall be formed by these articles an international society, by name, THE INTERNATIONAL SOCIETY FOR PROSTHETICS AND ORTHOTICS, herein referred to as ISPO.

Article I

PURPOSES AND FUNCTIONS OF ISPO

ISPO will:

1.1 serve as an international impartial and non-political co-ordinating, correlating and advisory body on prosthetics, orthotics, rehabilitation engineering and other matters related to the neuromuscular and skeletal system in close collaboration with other national and international bodies, offering appropriate guidance and advice to these bodies to avoid unwitting duplication of effort and to encourage maximum use of resources.

1.2 effect a scientific exchange among its members and others by collecting and disseminating information through publications, correspondence, exhibits, regional or international courses, seminars, symposia, conferences, staff efforts or otherwise.

1.3 encourage, promote and when requested, assist in efforts to co-ordinate or guide research, development, and evaluation activities related to prosthetics and orthotics throughout the world.

1.4 encourage, guide, and support the efforts of all those responsible for the education and training of the professions involved and when requested, correlate these activities throughout the world.

1.5 encourage, guide, and support the efforts of all those responsible for care of patients involving these important fields and when requested, correlate these activities throughout the world.

1.6 undertake, when requested, appropriate projects to encourage and facilitate high-level uniform practice by development of standards for nomenclature, curricula, design of devices, techniques and processes, testing, and by involvement in all appropriate aspects of patient care, research and development, evaluations, and education and training.

1.7 conduct research and surveys when appropriate.

Article II

MEMBERSHIP

2.1 Membership of ISPO will be open to all individuals with a bona fide interest in prosthetics, orthotics and rehabilitation engineering and related subjects as well as an interest in supporting the objectives of ISPO.

2.2 ISPO will primarily represent all the disciplines involved in prosthetics, orthotics and rehabilitation engineering,, in the care of patients, research and development, evaluation, and education and training. It will also include members representing administrative, philanthropic, legal, production or other aspects of prosthetics and orthotics, and especially the disabled as well as others who are interested in the mission of ISPO.

2.3 Classes of membership are established as follows:

2.3.1 MEMBER: the special professional member: for persons actively engaged in prosthetics, orthotics and rehabilitation engineering, including research, education, clinical practice, and other significant aspects. (Hereinafter referred to as Member).

2.3.2 Fellow: the recognition of the individual member who by professional achievement, integrity, reputation, and by activities as a Member in the opinion of the Executive Board of the International Committee has contributed to a high degree to the objectives of ISPO.

2.3.3 HONORARY FELLOW: those Members or Fellows who have been selected by the International Committee for special recognition.

2.3.4 EMERITUS FELLOW or MEMBER: those Fellows or Members of six or more years standing, who has reached the age of 65 or retired from active practice and who have applied for such status.

2.3.5 STUDENT MEMBER: students or trainees in the pertinent disciplines may be admitted.

2.3.6 SPONSORING MEMBER: for persons and/or organizations actively involved in activities directly related to the objectives to the extent that they will render financial support in excess of the regular membership fees.

2.3.7 AFFILIATED SOCIETY: the special class of membership available to national and international societies or groups working within the ISPO area of interest.

2.3.8 INSTITUTIONAL MEMBER: the class of membership available for universities, relevant research centres, clinics, and appropriate associations or bodies.

2.3.9 NATIONAL MEMBER SOCIETY OF ISPO: the national (or, in certain cases, regional) member grouping of ISPO members including Members, Fellows,

Honorary Fellows and Sponsoring Members as further defined in Article 4.6 of these By-laws.

2.4 Admission

2.4.1 An individual may become a Member of ISPO by appropriate application to the Secretariat of ISPO and payment of required fees.

2.4.2 A society or group may become an affiliate of ISPO after application to and approval by the Executive Board.

2.4.3 Applications for admission of individuals to full membership as Member are referred for approval to the Secretariat of ISPO by the National Committee in the nation of the applicant or in the absence of a National Committee by personal application. In the case of any application for membership that has been rejected, an appeal may be made to the Executive Board for final decision by majority vote. Any individual refused nomination for membership by a National Committee may approach the Executive Board directly so that the case may be judged on its merits.

2.4.4 Nomination of Fellows is performed by a National Member Society or any group of five persons on the International Committee. Any such nomination shall be supported by an appropriate citation. Election requires the unanimous consent of the Executive Board.

2.4.5 Nomination of Honorary Fellows is made by a National Representative or any five members of the International Committee confirmed by the Executive Board with election by unanimous consent of the International Committee.

2.5 Resignation

2.5.1 An individual may resign at any time. Members or Fellows who fail to pay the specified fees will lose membership status.

2.5.2 An affiliated society or group may resign by stating its request in writing to the Executive Board 90 days prior to the date on which such resignation is sought. The Executive Board shall act upon this request within that same period.

2.6 Discontinuance of Membership and Expulsion

2.6.1 The membership of Members or Fellows who fail to meet the requirements of ISPO regarding conduct or payment of fees or assessments or otherwise violate the rules and regulations of ISPO may be discontinued by the Executive Board of the International Committee. The person concerned is entitled to appeal to the International Committee. All decisions regarding such discontinuance and expulsion must be taken by a majority vote.

Article III

OBLIGATIONS AND PRIVILEGES OF MEMBERSHIP

3.1 Obligations

3.1.1 Each society or group affiliated with ISPO will supply the Secretariat of ISPO with the name and addresses of the society's or group's official representative for ISPO matters.

3.1.2 Annual fees will be levied, the rate to be determined on an annual basis by the Executive Board with due consideration of the class of membership, country or region of residence, and such matters as currency problems.

3.1.3 Honorary Fellows and Emeritus Fellows and Members will pay no fees.

3.1.4 Equitable rates for affiliated societies and their members in good standing will be determined by the Executive Board from time to time.

3.2 Privileges

3.2.1 Members of all classes of ISPO will be appropriately informed regarding meetings, courses, conferences, and other activities of ISPO.

3.2.2 Properly registered official representatives of affiliated societies or groups will receive all notices of ISPO meetings, conferences, symposia, assemblies, and technical programmes sponsored in full or part by ISPO.

3.2.3 Members of all classes will receive newsletters and other publications of ISPO in relation to their membership category and as determined from time to time by the Executive Board.

3.2.4 Members, Fellows and Sponsoring Members will be entitled to participate in the Triennial Assembly of ISPO. In addition Members or Fellows may introduce for discussion matters not on the agenda, provided these matters are deemed relevant, restricted if need be to discussion and not put forward for decision.

Article IV

EXECUTIVE AUTHORITY AND COMMITTEES

4.1 A quorum for any ISPO Committee or Member Society shall be a third of its voting members, and a mail ballot will be used to meet this condition when required.

4.2 The International Committee

4.2.1 The International Committee of ISPO will consist of Members or Fellows selected by National Committees of National Member Societies of ISPO.

4.2.2 Persons on the International Committee will each have a 3-year term being eligible for re-election with members taking office only at the conclusion of a Triennial Assembly. The International Committee will meet at least once every three years just prior to the Assembly meeting. The President may call an

additional meeting of the International Committee at his or her discretion.

4.2.3 The International Committee of ISPO will ensure that the policies and plans of ISPO, the election of persons to the International Committee, its Executive Board and its several committees reflect as far as possible the various professional disciplines and interests and the appropriate cultural and geographical distribution.

4.2.4 The International Committee shall elect, by majority vote from the Members or Fellows at large, the Officers of ISPO and others to serve on the Executive Board, all to take office at the conclusion of the Assembly.

4.2.5 The International Committee shall evaluate the activities of ISPO, its office and committees.

4.3 The Executive Board

4.3.1 The Executive Board will consist of the President, the President-Elect, two Vice-Presidents, and four other Members or Fellows of ISPO. The Honorary Secretary, the Honorary Treasurer, the Immediate Past-President and all Standing Committee Chairmen join the Executive Board as non-voting members. The President, with majority approval of the Board, may appoint non-voting consultants to the Board.

4.3.2 The Executive Board of ISPO should be elected with appropriate recognition of the different professional contributions to prosthetics and orthotics.

4.3.3 The newly elected Executive Board will take office at the conclusion of the Assembly.

4.3.4 Voting Members of the Executive Board may serve two continuous terms of three years each except in the case of the election of the President, who may serve nine years in different voting capacities on the Board.

4.3.5 In the event of a vacancy arising in the Executive Board during the Triennium, through illness or other reason, the Executive Board may co-opt from the membership at large to fill that vacancy. A Member or Fellow co-opted in this way, where applicable, enjoys full voting rights and has the same status as those members of the Executive Board elected in the normal way.

4.3.6 Where the vacancy involves the President, or the Vice-Presidents, the Executive Board may elect from its membership, including co-opted membership, to fill that vacancy.

4.3.7 In the case of the President-Elect the Executive Board will offer a nomination to the International Committee seeking agreement or alternatives. If necessary a postal vote will then be conducted.

4.3.8 The Executive Board of ISPO will meet at the call of the President.

4.3.9 The Executive Board will supervise the activities of the Standing Committees

and other Committees of ISPO and provide resources and executive action necessary for Committee and staff functions.

4.3.10 The Executive Board will establish an office of Executive Officer and other international staff positions when appropriate and effect changes in staff structure, activities and plans by resolution through majority vote of its members.

4.4 Officers

4.4.1 The Officers shall be the President, the Immediate Past-President, the President-Elect, two Vice-Presidents, the Honorary Secretary, and the Honorary Treasurer. the responsibilities of the Officers, the terms of office and the manner of election or appointment will be as specified in these By-laws.

4.4.2 the President of ISPO will be Chairman of both the International Committee and its Executive Board. He or she is limited to one full term of three years.

4.4.2.1 Should a President resign, he or she does so from all commitments, rights and continuing responsibilities normally associated with the Presidency.

4.4.3 The President-Elect and the Vice-Presidents will assist the President and, in the case of the President's incapacity or unavailability, the President-Elect will replace him or her as Acting President in all duties assigned to the President. In the absence of both the President and President-Elect a Vice-President will substitute.

4.4.4 In the event of the absence or incapacity of the President, the President-Elect, and the Vice-Presidents the remaining members of the Executive Board shall immediately act to appoint one of their number to assume the Presidential duties. the tenure of such temporary presidency shall be at the discretion of the Executive Board provided it does not conflict with these By-laws.

4.4.5 The Honorary Secretary with the assistance of a full-time Executive Officer and under the direction of the President shall have general supervision of the keeping of records, of meetings, activities, membership and any other records required by law. The Executive Board may, when deemed necessary, appoint an assistant Honorary Secretary for a limited period. He or she shall work under the direction of the Honorary Secretary and have observer status on the Board.

4.4.5.1 The Honorary Secretary shall be responsible for arrangements for all Executive Board and International Committee meetings including preparation of agenda and publication of these to all members of the Board or the International Committee. At least two months notice of such meetings shall be given where possible.

4.4.5.2 The Honorary Secretary shall transmit to the representatives of National Member Societies and the affiliated societies such notices as the business of the Executive Board and International Committee may require and carry out assignments as directed by the President and the Executive Board.

4.4.6 The Honorary Treasurer (normally with the assistance of the Executive

Officer) and under the direction of the President shall have general supervision of the fiscal affairs of the ISPO and shall be responsible for the keeping of accounts thereof and any other record required by law.

4.4.6.1 The Honorary Treasurer shall have charge of the funds and shall maintain the financial records of ISPO. The Honorary Treasurer shall collect fees, dues, and assessments from the constituent societies and groups and from all classes of individual members and shall make all disbursements and prepare and submit all financial reports, subject to the procedures defined in these By-laws.

4.4.6.2 The Honorary Treasurer shall qualify for fidelity bond or other insurance against obligations, the procurement cost of which shall be borne by ISPO.

4.4.6.3 The Honorary Treasurer will be an ex officio member of the Finance Committee.

4.4.7 The Executive Officer of ISPO will be a full-time paid employee of ISPO. He or she will be in charge of the Secretariat and will assist all officers and the Executive Board in all their duties.

4.5 Standing Committees, Ad Hoc Committees, Task Officers and International Consultants.

4.5.1 There shall be a Standing Finance Committee, a Standing Protocol and Nominations Committee and a Standing Education Committee.

4.5.2 The Finance Committee shall comprise a Chairman who shall not be an elected member of the Executive Board, the Honorary Treasurer, the President, the President-Elect and the Honorary Secretary (ex officio).

4.5.3 The Finance Committee Chairman shall be appointed by the Executive Board for a three year term and may be reappointed.

4.5.4 The Finance Committee shall:

4.5.4.1 establish and maintain orderly mechanisms for the collection, deposit, management and disbursement of ISPO funds.

4.5.4.2 prepare an annual budget for the Executive Board's approval and budget forecast for three years to be presented at the Assembly.

4.5.4.3 prepare an annual financial statement to be presented to the Executive Board for publication to the full membership of ISPO.

4.5.4.4 supervise the procedure for financial affairs involved in ISPO functions such as conferences, publications, etc.

4.5.4.5 employ a certified public accountant to audit the records and financial statements of ISPO as required.

4.5.5 The Protocol and Nominations Committee shall comprise the President, the Immediate Past-President, the President-Elect, two Members or Fellows from the membership at large, the Honorary Secretary (ex officio), and up to two Past-Presidents nominated by the President.

4.5.6 The Immediate Past-President shall be the Chairman of the Protocol and Nominations Committee.

4.5.7 The two Members or Fellows on the Protocol and Nominations Committee shall be appointed by the Executive Board for a three year term and may be re-appointed.

4.5.8 The Protocol and Nominations Committee shall:

4.5.8.1 act as an advisory body at the request of the President and the Executive Board.

4.5.8.2 have a continuing responsibility to review and interpret the Constitution. From time to time, it may recommend amendments in the Constitution to the Executive Board.

4.5.8.3 in each triennial prepare a slate of nominations of Officers and Executive Board members for presentation to the Executive Board.

4.5.8.4 when requested by the Executive Board, act as a drafting body. In particular, in preparing documents it must ensure that they are in keeping with the Constitution.

4.5.9 The Education Committee shall comprise a Chairman, two members, the President, the President-Elect, and the Honorary Secretary (ex officio). Further members may be co-opted to carry out specific tasks.

4.5.10 The Chairman and the two members shall be appointed by the Executive Board for a three year term and may be re-appointed.

4.5.11 The Education Committee shall:

4.5.11.1 have a continuing responsibility to review the educational policy of the Society and make recommendations to the Executive Board.

4.5.11.2 oversee the educational activities of the Society as directed by the Executive Board.

4.5.12 The President may establish ad hoc Committees or appoint Task Officers to undertake specific tasks as he or she deems necessary or as he and she is directed by the Executive Board.

4.5.13 The President, with the approval of the Executive Board, may appoint International Consultants with regard to identified tasks in relation to specific

countries or geographical regions.

4.6 National Member Society

4.6.1 A National Member Society of ISPO will be composed of members from all classes of membership, as defined in Article 2.3, permanently resident within that country or region.

4.6.2 Election of a National Committee of at least three Members or Fellows shall be conducted at an annual meeting of Members and Fellows of the nation or region.

4.6.3 A National Member Society consisting of five Members and Fellows is entitled to apply to the Executive Board for representation on the International Committee. Any membership in excess of 15 Members and Fellows will entitle the National Member Society to appoint two representatives. In no case will any member society be entitled to more than two representatives. To ensure proper representation at any given meeting, the National Committee may appoint alternatives acceptable to the International Committee. Where two representatives are involved they shall be of different professional disciplines.

4.6.4 A national grouping not fulfilling the minimum membership requirements for appointment of a representative may obtain representation on the International Committee by appropriate integration of its members with the membership of any other country so that the combined membership of the Member Society meets the requirements of paragraph 4.6.3. If, however, a national group of members cannot effect an appropriate linkage with another national group, it is still entitled to appoint an observer to announced meetings of the International Committee.

4.6.5 No country will have more than one recognized National Member Society, such recognition being the prerogative of the Executive Board.

4.6.6 The National Member Society should arrange for a triennial meeting of all members of ISPO in the nation (or nations) and elect a National Committee as its Executive body. The National Committee should elect by majority vote its own Chairman and such other officers as deemed necessary, including a second representative (if authorized) to the International Committee. The elected Chairman will be a representative to the International Committee.

4.6.7 The representative(s) elected by the National COmmittee, alternates, or an observer so elected, depending on the size of national membership, will be responsible for representing the interests of the national membership in the International Committee.

4.6.8 The National Committee is permitted to assess its members for whatever extra fees are necessary to carry out local business.

4.6.9 The National Committee Chairman with the assistance of other officers including any authorized second representative should be required to call meetings, prepare agenda and organize the election of the National Committee. They shall

ensure that a report of these events is sent to the Secretariat of ISPO.

4.6.10 The National Committee members are elected for a term of three years and are eligible for re-election. The National Committee will notify the ISPO Secretariat of appointments within the National Committee and the name of the representative(s), alternate(s), or observer.

4.7 The ISPO Assembly

4.7.1 A Triennial Assembly will be held usually in conjunction with the World Congress of ISPO.

4.7.2 The Assembly of the ISPO will:

4.7.2.1 hear and discuss the reports of the Officers and Committee Chairmen and those matters introduced by any Member or Fellow.

4.7.2.2 debate the actions of the International Committee. Only Members and Fellows are entitled to take part in the debate.

Article V

FINANCIAL MANAGEMENT

5.1 No parts of ISPO's proceeds or funds shall accrue to the personal benefit of any Officer of the Society. ISPO may reimburse reasonable expenses incurred on its behalf and make reasonable payment for staff services.

5.2 ISPO shall not be organized or operated for profit.

5.3 The Fiscal Year of ISPO shall be from January 1 to December 31.

5.4 Income shall be derived from fees, dues, assessments, gifts, contracts, grants, proceeds from conferences and publications sales, and reimbursements for costs incurred in providing special services to other organizations.

Article VI

SOCIETY COMMITMENTS

6.1 The President, the Honorary Secretary and the Honorary Treasurer shall each have individual authority to commit the Society to obligations of funds within the budget approved by the Board in accordance with paragraph 4.5.4.2 of these By-laws. Standing Committee Chairmen shall be entitled to commit funds made available to their Committees by the Executive Board or obtained from outside sources.

6.2 The Executive Officer can commit the Society on administrative and fiscal matters authorized by the Honorary Secretary or Honorary Treasurer.

6.3 The Executive Board of the Society in consultation with the Finance Committee can, by majority vote, apply Society funds to investments of any nature which may have as their purpose

Article VII

AMENDMENTS

7.1 An amendment to the Constitution may be proposed to the Executive Board by any Member or Fellow. If acted upon, the proposal must be published to the International Committee and Members and Fellows for comment and then discussed and voted upon in an International Committee meeting. Publication of any such proposed amendment shall be made at least six months before the International Committee meeting at which it shall be debated. The International Committee must approve amendments by a two-thirds majority.