

Constitution of the International Neurological Physical Therapy Association

Article 1 Name

- 1.1 The name of the Organization shall be the **International Neurological Physical Therapy Association (INPA)** an international physical therapy organization with a specific interest in the area of neurology and neuroscience.
- 1.2 The rules and membership requirements for INPA will be consistent with the requirements for recognition as a subgroup of the World Confederation for Physical Therapy.
- 1.2 Procedures not stipulated in these rules will follow those of the WCPT as included in the WCPT Articles of Association and procedural documents.

Article 2 Objectives

Objectives of INPA shall not be in conflict with the Articles of Association of WCPT.

The objectives of INPA are:

- 2.1 Be recognised as a subgroup of WCPT in accordance with the WCPT Articles of Association.
- 2.2 To facilitate collaboration in neurological physical therapy.
- 2.3 To provide a Voice internationally for neurological physical therapy.
- 2.4 To Enable the development and practice of neurological physical therapy.

Article 3 Membership

3.1 Members

- 3.1.1 *INPA* shall be composed of 10 or more Members who are recognized neurological physical therapy sub-sections/divisions/special interest groups of their respective WCPT Member Organizations and/or *WCPT* member organisations which do not have neurological physical therapy sub-sections/divisions/special interest groups but have an appointed designate as a liaison with INPA. Three or more WCPT Regions shall be represented. Members of the neurological physical therapy sub-section/division/special interest group of the Member Organization shall also be members of the WCPT Member Organization.

3.1.2 *Full membership:* Members have full rights and privileges as stipulated by INPA's general meeting and including:

3.1.2.1 The right to be represented and to vote at the INPA'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 INPA according to the meeting procedures.

3.2 Associate members:

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

3.2.2 Associate members do not have the right to vote. They may attend the general meeting as observers. They may participate in discussions.

3.3 *Honorary:* Awarded to individuals who have supported the work of INPA and have given outstanding service to the development of neurological physical therapy

3.4 *Member Elect:* An organisation that meets the requirements for membership and awaiting confirmation of member status at an INPA general meeting.

3.5 *Application for Membership*

The Executive Committee shall regulate the procedure for membership applications.

3.6 *Granting of Membership*

The Executive Committee shall assess all applications for membership and make recommendations to the voting delegates at the next General Meeting. Membership shall be granted if approved by a simple majority.

Article 4 Termination and Reinstatement of Membership

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

- Negotiating a resolution
- Suspending a member pending conditions being met
- Terminating membership\conditions for restoration of membership
- Other actions as appropriate

Article 5 Business Structure

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

Article 6 General and Special Meetings

6.1 Requirements

6.1.1 A General Meeting of Members of the Organization shall be held once every five years. The date, place and time will be determined by the INPA Executive Committee. Normally it will be in conjunction with an international neurological physical therapy congress 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 INPA.
- 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 INPA.
- 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 INPA and WCPT.

6.3 Notice

6.3.1 Notice of meeting including time and place shall be given to members at least six (6) 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 or electronically by the INPA secretary at least four months prior to the general meeting.

6.3.3 The agenda, motions to amend the rules, other motions and nominees for election circulated two (2) months prior to the General Meeting.

6.3.4 Motions (other than those to amend the Constitution which require 8 months notice) and proposed amendments to the rules must be received in writing or electronically four months prior to the general meeting. Motions not received four months prior may only be considered by a majority vote of the votes cast

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 the General Meeting*

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

6.5 *Postal vote*

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

6.6 *Minutes*

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

Article 7 Executive Committee

7.1 *Structure:*

7.1.1 The elected members of the Executive Committee of the Organization will be President, Vice President, Secretary, Treasurer, and two At-Large member. At least two WCPT Regions shall be represented. Members are elected from within the organizations that are members of INPA and are accountable to the General Meeting.

7.2 *Powers*

7.2.1 Act in the best interest of INPA and the WCPT.

7.2.2 To administer the finances and business of INPA consistent with the rules and policy directions of the general meeting.

7.2.3 To carry out the decisions of the General Meeting of the Organization.

7.2.4 To submit an annual report and finances to members and WCPT.

7.2.5. To appoint committees, sub-committees and working parties as necessary.

7.2.6 Assess applications for membership

7.2.7 Review activities of members.

7.2.8 To determine a delegate to the WCPT General Meeting with a right to speak but not the right to propose or second motions or to vote.

7.2.9 To decide the location of the secretariat and to arrange the day to day administration of the Organization.

7.2.10 To make provisions and to set the conditions for the holding of Congresses.

7.2.11 To make awards as approved by the General Meeting.

7.2.12 To do all such other activities as will advance the objectives of the INPA and WCPT.

7.3 Meetings

7.3.1 Executive Committee meetings will be held at least annually; the place, date and time to be decided by the Executive Committee. Meetings may be in person or via electronic communication

7.3.2 An extraordinary meeting may be called by the President at the request of the Executive Committee or at the request a majority of the Executive Committee members. It shall be called within three months stating the agenda

7.3.4 To transact business at an Executive Committee Meeting there shall be at least a majority of the Executive Committee present, and the President or Vice President.

7.3.5 Minutes of the meeting shall be taken and distributed to the Executive Committee members within three months.

7.3.6 Subject to the provisions of INPA rules the Executive shall adopt its own rules of procedure

7.3.7 Expenses of the members on INPA business shall be borne by INPA according to the policy agreed in advance by the Executive Committee.

7.4 Nominations

7.4.1 Nominations must be received in writing including electronic means by the secretary at least four months prior to the general meeting and shall meet the approval of the nominee's own neurological physical therapy organisation. Nominations for president and vice president shall be submitted by at least two INPA member organisations, one of which may be the candidate's own.

7.4.2 Any physical therapist member of an INPA organisation may be nominated. The candidate shall have served on the governing body of an INPA Organisation.

7.4.3 Members of the Executive Committee must be represented by three different INPA Organisations.

7.5 Elections

7.5.1 Elections for all positions may be held at any General Meeting. The candidates must be endorsed by the respective National Neurological Physical Therapy sub-section of their National Member Organization.

7.5.2 Election of the President will be by separate, secret and successive ballot at the general meeting.

7.5.3 The vice president and members of the Executive Committee shall be elected by show of hands.

7.5.4 INPA 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. In exceptional cases of unanticipated circumstances the executive may grant a shorter notice period.

7.5.5 Members of the Executive Committee will serve from the end of one INPA general meeting to the end of the next and will be eligible for re-election. The term of office will be three years with the initial executive staggering their terms.

7.5.6 The President shall have served on the Executive Committee of the INPA or have represented a Member Organizations to INPA at some time during the eight years immediately prior to election. The first President, excepted.

7.5.7 Nominations for the Executive Committee offices shall be published 6 months prior to the General Business Meeting.

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.

Article 8 Finance

8.1 The financial year of INPA shall be from 1 January to 31 December.

8.2 A financial report shall be given at the general meeting.

8.3 INPA member organizations shall pay the annual subscription as decided by the general meeting. Subscriptions are due on 1 January each year and are payable in the currency stipulated by the Executive Committee.

Article 9 Official Language

9.1 The language of the INPA will be English. All documentation required shall be submitted in the official language of the Organization.

Article 10 Amendments to Constitution

10.1 The Constitution of the INPA may be amended at a General Meeting providing Members have been notified eight (8) months in advance.

10.2 A two-third affirmative vote is required to change the Constitution.

Article 11 Dissolution

11.1 The dissolution of INPA 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 INPA 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. After all outstanding debts have been paid surplus funds will be transferred to the WCPT Development Fund.