

INTERNATIONAL SOCIETY OF PHYSICAL AND REHABILITATION MEDICINE (ISPRM) POLICIES AND PROCEDURES

Last revised by the Assembly of Delegates on June 12, 2019

Last reviewed by the Statutes Committee on June 09, 2019

I. Strategies to accomplish goals

- Maintain co-operation and collaboration with the World Health Organization (WHO) and other United Nations agencies in the postulation of principles and policies regarding: (a) delivery of rehabilitation service throughout the world; and (b) educational processes of Physical and Rehabilitation Medicine.
- Co-operate and maintain close liaison with other national and international societies having the common objective of improving the quality of life of people with impairments and disabilities.
- Organize International Congresses every year.
- Maintain close communication with the membership.
- Administer and operate the Society through effective management and access to resources.

II. Membership

There shall be three categories of membership: National Society, Individual and Corporate Membership. Applications will be submitted to the Executive Director for processing.

1. National Societies

Eligible Societies must complete the appropriate application form. The Executive Committee shall grant final membership approval. Dues for each category will be reviewed annually by the Audit and Finance Committee. Individual and National Society membership consist of active and associate.

- Active National Society Membership shall be open to established National Societies of Physical and Rehabilitation Medicine - recognized as such in their own country - and whose membership is primarily composed of qualified physicians dedicated to the care of people with impairments and disabilities and the practice of Physical and Rehabilitation Medicine.
- Ordinarily, there shall be one society representing each country. The Executive Committee has the power of granting active membership to more than one National Society from any country. A single Active National Society Member representing a country will be entitled to nominate one representative to the Assembly of Delegates with the right to vote. If a country has more than one Active National Society Member, those Societies as a group will be entitled to nominate only one representative to the Assembly of Delegates (AOD) with the right to vote. These National Societies must mutually designate their representative in advance of the meetings of the AOD and empower the representative to vote on behalf of all of the National Societies of their country. Should these National Societies fail to agree upon a representative, they will have no vote in the AOD.
- Mainland China has had two Active National Societies as members of the ISPRM since its inception. Because of this tradition, each of these National Societies will continue to be able to nominate a representative to the Assembly of Delegates with the right to vote. However, this is the only exception to the policy regarding more than one National Society from a single country.

- Dues will be paid annually. If dues are not paid annually, membership will be suspended. Suspended members do not have representation on the Assembly of Delegates and have no right to vote.
- Active Individual Members of National Societies
A right of national societies is that all individual members of those societies are granted Individual Active Membership in the ISPRM for the year in which those National Society Members pay dues as Active Individual Member to their National Societies. These Active Individual Members are eligible to be elected or appointed to any position of the Assembly of Delegates and Assembly of Individual Members, but must meet the additional qualifications listed in Section VI, 2 of these Policies and Procedures to serve as an officer or member of the Executive Committee.
- Associate National Society Membership shall be open to any National Society of health professionals related to the field of Physical and Rehabilitation Medicine. Associate National Societies members are entitled to attend all meetings and activities of the Society but shall not have the right to have representation on the Assembly of Delegates or to hold office. Dues will be paid annually. If dues are not paid annually, membership will be suspended.

2. Individual

- Active Individual Membership shall be open to all physicians and surgeons qualified to practice in their own country, or retired from practice 5 years or less, who are interested in and/or concerned with the care of people with impairments and disabilities. Active members are entitled to nominate representatives to the Assembly of Delegates and Executive Committee who will have the right to vote and hold office. Active Individual Members are eligible to be elected or appointed to any position of the Assembly of Delegates and Assembly of Individual Members, but must meet the additional qualifications listed in Section VI, 2 of these Policies and Procedures to serve as an officer or member of the Executive Committee. Dues will be paid annually. If dues are not paid annually, membership will be suspended. Suspended members cannot have representation on the Assembly of Delegates or Executive Committee and have no right to vote.
- Individual Honour Role Membership shall be granted by the Executive Committee to any Active Member following a recommendation of the Awards Committee, as a mark of respect in recognition of distinguished contributions to the field of Physical Medicine and Rehabilitation. The number presented in any year shall not exceed three. Honour Role Members have the same privileges as Active Members in good standing. They are entitled to attend meetings, vote, hold office and participate in any of the activities of the ISPRM. Dues will be waived.
- Individual Honorary Membership shall be granted by the Executive Committee to any person who has made outstanding contributions to the management and care of people with impairments and disabilities. Honorary Members shall be entitled to attend all meetings and activities of the Society but shall not have the right to vote or to hold office. Dues will be waived.
- Individual Associate Membership
 - Professional Category: shall be open to individuals with a degree/diploma in a health care profession/discipline with primary interest in Physical and Rehabilitation Medicine and management of disabled people. Professional Category Individual Associate members are entitled to attend all meetings and activities of the Society but are not eligible to become a member of the Assembly of Delegates, vote or hold office. Dues will be paid annually. If dues are not paid annually, membership will be suspended. Suspended members forfeit all rights of membership until the suspension is removed through the payment of dues.
 - Medical Student/Trainee Category: shall be open to individuals registered as medical students or participating in training programs leading to specialty practice in Physical and Rehabilitation Medicine. Medical Student/Trainee Category Individual Associate Members are entitled to attend all meetings and activities of the Society, but cannot become members of the Assembly of Delegates, vote or hold office. These members must pay dues annually. If dues are not paid annually, membership will be suspended. Suspended members forfeit all rights of membership until the suspension is removed through the payment of dues. A member may be in this category for a limit of six years.

- Individual Emeritus Membership shall be granted by the Executive Committee to any Individual Active Member who has been a member of the Society for at least ten years, is retired from full time professional activity and requests emeritus status. Individual Emeritus members are entitled to attend all meetings and activities of the Society but cannot become a member of the Assembly of Delegates, vote or hold office. Dues will be waived.

3. Corporate

- Corporate Partnership shall be open to corporations, for profit or non-profit, who are interested in furthering the mission and goals of the Society and are prepared to make contributions towards these goals. Partners shall be entitled to attend all meetings and activities of the Society but shall not have the right to vote or hold office. Dues must be paid annually. If dues are not paid annually, membership will be suspended. Suspended members forfeit all rights of membership until the suspension is removed through the payment of dues.

III. Assembly of Delegates

1. The Assembly of Delegates shall be presided over by the President of the Society and be responsible for the strategic decisions of the Society to include:
 - a) Approving changes to the Statutes
 - b) Approving the financial statements of the previous year
 - c) Approving the actions of the Officers
 - d) Selecting sites of the World Congresses
 - e) Approving strategic plans
 - f) Approving collaborative plans
 - g) Electing the Vice President, the Secretary and the Treasurer
 - h) Electing members of the Awards and Nominating Committee
 - i) Electing Representatives of National Societies to the Executive Committee
 - j) Removing Officers who do not meet the standards of their offices
 - k) Dissolving the Society
2. Composition of the Assembly of Delegates
 - a) All members of the Executive Committee as described by the Statutes
 - b) One representative from each National Society
 - c) Fifteen Representatives of Individual Active Members as elected by the Assembly of Individual Members
 - d) Executive Director (*ex-officio*)
 - e) Presidents of all upcoming congresses (*ex-officio*).
3. Election of Assembly of Delegates
 - a) The President-Elect shall become the President. The President shall hold office until the next biannual election and shall also be the Chair of the Assembly of Delegates. If the President is unable to assume or to continue as the President, the President-Elect shall fill the vacancy.
 - b) Immediate Past-President: automatic succession from President
 - c) President Elect: automatic succession from Vice President.
 - d) Vice President: Members will be informed of the call for candidates. The Awards and Nominating Committee shall nominate the nominee for Vice President amongst the candidates. The nominee must have a Medical Degree, be a PRM specialist with 10 years of experience, be in "good standing of practice" in his/her own country and professional organizations; have demonstrated involvement with national and international organizations and be a member of the ISPRM. The nominee could be up to 5 years after retirement of actively practicing but she/he must be actively participating in organizational activities in PRM in his or her own country. The nomination must be submitted up to three months prior to the upcoming ISPRM Congress, accepted by the Executive Committee and approved by the Assembly of Delegates.
 - e) Secretary and Treasurer: will be nominated by the Awards and Nominating Committee, approved by the Executive Committee and elected by the Assembly of Delegates.
 - f) Representatives of National Societies to the Executive Committee: Members and National Societies are informed of the call for nominations. Candidates will be nominated by a National Society and elections will take place during the Assembly of Delegates for each ISPRM sub-area. Only representatives of National Societies will vote in these elections for National Society representatives to the Executive Committee.

- g) Official Representatives of National Societies will be nominated individually by each National Society and confirmed to ISPRM at least one week prior to the upcoming Assembly of Delegates. The term will be two (2) years. The National Society can appoint an alternate.
 - h) The Assembly of Individual Members will elect 15 of its members to the Assembly of Delegates as Representatives of the Individual Members.
4. The Assembly of Delegates will meet at least every year with at least one meeting coincidental with the World Congress. Meetings and votes of the Assembly of Delegates between world congresses may be conducted electronically. At the physical meetings of the Assembly of Delegates, a quorum shall be the President or his delegate and at least 10 percent of the remaining Assembly members unless the Assembly of Delegates agenda includes revising the Statutes, removing an Officer or dissolving the Society.
5. Between meetings of the Assembly of Delegates, the Executive Committee will assume those responsibilities of the Assembly of Delegates that it cannot accomplish through e-mail voting and that require action before the next Assembly of Delegates meeting.
6. The Assembly of Delegates must approve the annual accounts of the ISPRM within 6 months after the closure of the booking year
7. The Assembly of Delegates can remove an Officer after a hearing that determines the Officer failed to meet the standards of the office.
8. Annually, the Assembly of Delegates must approve the actions of all Officers that occurred since its last annual approval.
9. At Assembly of Delegates meetings, the President will present a report summarizing the major activities of the ISPRM since the last Assembly of Delegates meeting.
10. A member of the AOD is authorized to cast only one vote on each issue, even if that member represents more than one category of those forming the composition of the AOD. (See Section I.2.)

IV. Assembly of Individual Members

1. All individual members of ISPRM will be members of the Assembly of Individual Members. However, only Active Individual Members may vote or hold office.
2. The Assembly of Individual Members will elect 15 of its Active Individual Members to represent the ISPRM individual members in the Assembly of Delegates. These representatives will serve three-year terms, staggered so that five begin each year.
3. The Assembly of Individual Members will elect three Active Individual Members who will represent the Individual Members on the Executive Committee. These members must meet the requirements listed in Section VI, 2 of these Policies and Procedures. Members from each of the three ISPRM major geographic areas will elect their own representatives. These representatives will serve two-year terms corresponding to those of the Presidents.
4. The Assembly of Individual Members will elect one of its Active Individual Members as its Chair who will be responsible for the activities of the Assembly. Active Individual Members from all ISPRM major geographic areas may vote for the Chair of the Assembly of Individual Members.
5. The Assembly of Individual Members can conduct its business either during meetings or by electronic voting.
 - i. The Assembly of Individual Members need not meet a quorum to conduct business at its meetings. A simple majority of those attending the meetings of the Assembly of Individual Members can pass motions and elect officers and representatives.
 - ii. An electronic vote of the Assembly of Individual Members need not meet a quorum for its actions to be

valid. A simple majority of those who vote within 30 days can pass motions.

6. Appendix II of these Policies and Procedures includes the detailed policies and procedures that apply to the nomination and election of the representatives and Chair of the Assembly of Individual Members.

V. ISPRM Areas

1. The Executive Committee will organize the regional activities of the ISPRM by designated geographic areas. The regional representatives of the Assembly of Delegates, Assembly of Individual Members and Executive Committee are voted on by the voting bodies in those regions respectively.
2. The three major geographic areas of the ISPRM will be the Americas; Europe, Eastern Mediterranean and Africa; and Asia-Oceania. They will correspond to one or more of the WHO Regions. Each of these areas has three sub-areas.
 - a) Americas (WHO Region)
 - i. North America (USA and Canada)
 - ii. Central America
 - iii. South America
 - b) Europe, Eastern Mediterranean, Africa
 - i. Europe (WHO Region)
 - ii. Eastern Mediterranean (WHO Region)
 - iii. Africa (WHO Region)
 - c) Asia, Oceania
 - i. Central & East Asia (Partial WHO Region)
 - ii. Oceania (Partial WHO Region)
 - iii. Southern & South East Asia (WHO Region)

VI. Executive Committee

1. The Executive Committee shall be formed by the following officers.
 - President
 - President-Elect
 - Vice President
 - Immediate Past President
 - Secretary
 - Treasurer
 - Nine Representatives of National Societies: three Members each from the three ISPRM areas: The Americas; European, Eastern Mediterranean and Africa; and Asia-Oceania areas
 - Three Representatives of Individual Members: one from each of the three ISPRM areas
 - Executive Director (*ex-officio*)
 - Presidents of all upcoming Congresses (*ex-officio*)
2. Qualifications
To be a member of the Executive Committee it shall be necessary (a) to have a Medical Doctor degree with a PRM specialist title or equivalent; (b) to have at least 10 years of PRM practice or national equivalent; (c) to be an active and participating member in national and international PRM or related organizations; (d) to be actively practicing and/or participating in organizational activities in his/her own country and (e) to be an Active Member of the ISPRM (individually or through his/her National Society).
3. Terms and Methods of Selection
 - a) President, one two-year term, automatic succession from President-Elect
 - b) President-Elect, one two-year term, automatic succession from Vice President
 - c) Vice President, one two-year term, elected by Assembly of Delegates
 - d) Immediate Past President, one two-year term, automatic succession from President
 - e) Secretary, two-year term, maximum of two additional terms, elected by the Assembly of Delegates

- f) Treasurer, two-year term, maximum of two additional terms, elected by the Assembly of Delegates
- g) Nine Representatives of National Societies: one each from the southern, middle and northern Americas; one each from Europe, Eastern Mediterranean and Africa; and one each from Central & East Asia, Oceania and Southern & South East Asia; two-year terms, maximum of one additional term; elected by the National Representatives of the Assembly of Delegates from the ISPRM areas that correspond to the areas the delegates represent.
- h) Three Representatives of Individual Members: one from each ISPRM Area: The Americas; Europe, Eastern Mediterranean and Africa; and Asia-Oceania; two-year terms, maximum of one additional term; elected by the Individual Representatives of the Assembly of Individual Members from the ISPRM areas that correspond to the areas the delegates represent.
- i) Executive Director, ex-officio
- j) Presidents of all upcoming Congresses, ex-officio

4. Duties and responsibilities of the Secretary

The Secretary with the help and assistance of the Executive Director will be responsible for: (a) keeping up to date the book of minutes of the Assembly of Delegates, Executive Committee and President's Cabinet; (b) ensuring that annual membership fees, correspondence and general communications with all members are maintained regularly and periodically as established by the Statutes; (c) screening membership applications prior to presentation to the President's Cabinet, Executive Committee for approval; (d) screening grant applications to the International Educational and Development Fund; (e) act as a reference person for all committee related projects; ensures communication between committees and the President's Cabinet (f) act as point of contact between the Central Office and the President's Cabinet (g) screening applications to hold a World Congress; (f) actively assisting an incoming Secretary in a smooth transition of the secretarial duties and (g) any other administrative activity in the routine operation of the Society including the preparation of the agendas for the President's Cabinet, Executive Committee and Assembly of Delegates Meetings and reviewing their minutes.

5. Duties and responsibilities of the Treasurer

The Treasurer with the help and assistance of the Executive Director will be responsible for (a) the preparation of yearly budget estimates and the interim annual budget, if indicated; (b) the reporting of the annual Account Balance of the assets and funds of the Society with clear indication of income and expenses as compared to the Budget Estimates; (c) approval of expenses according to annual budget approved by the Assembly of Delegates (d) co-validation in online banking system with another(other) member(s) of the President's Cabinet (e) approval of out of pocket expenses in conjunction with another(other) member(s) of the President's Cabinet (f) making recommendations regarding any other financially related issues and (g) actively assisting an incoming Treasurer in a smooth transition of the Treasurer's duties.

6. Duties of the Executive Director

The Executive Director is responsible for the overall efficient operation of the business of the Society in accordance with the contractual agreement. He/she is responsible to the Executive Committee and its President. However, the Executive Director is expected to relate closely and to preliminarily report to the Secretary and Treasurer in all matters for which these two Officers are responsible as described in Section VI, numbers 4 and 5 of this Policies and Procedures. It is also expected that he/she will help in the production but not necessarily in the writing of all communications to the members including but not limited to the ISPRM newsletter.

7. Duties of the President

The President may make operational decisions without a formal vote of the President's Cabinet if the ISPRM must complete these decisions within 15 days or the President's Cabinet failed to provide a valid vote. In such situations, the President must seek the advice of as many members of the President's Cabinet as possible before making decisions. If the President must make decisions without a formal vote of the President's Cabinet or Executive Committee, he/she must prepare a report to these governing bodies outlining the circumstances of the decisions.

VII. President's Cabinet

The President's Cabinet will consist of the President, Immediate Past-President, President-Elect, Vice President, Secretary and Treasurer. The Cabinet will be responsible for those ISPRM operational decisions referred to it by the President, either because the ISPRM must complete a decision within 30 days, or the Executive Committee failed to provide a valid vote.

I. Standing Committees

1. Awards and Nominating Committee: To be chaired by the Immediate Past President and comprised of six additional members to be approved by the President's Cabinet. These members are to each represent a different country. The term of committee members is two years with a maximum of two additional terms. The Committee is to nominate the candidates for the offices of Vice-President, Secretary and Treasurer and Awards and Nominating Committee. It will also be responsible for (a) preparation of the criteria to establish the awards/prizes; (b) nomination of the candidates to receive prizes and awards at the World Congress, to be presented to the President's Cabinet for approval, and (c) making recommendations to the President's Cabinet as to the type of award (plaques, cash, etc.).
2. Audit and Finance Committee: To be chaired by the Treasurer and comprised of an unlimited number of additional members to be recommended by the President and, approved by the President's Cabinet. The committee is to supervise and make recommendations about the financial affairs of the Society to be approved by the Executive Committee. The committee is to propose the dues structure for each membership category on annual basis. The term of the committee members is two years with a maximum of two additional terms.
3. Statutes Committee: Chair and an unlimited number of additional members to be recommended by the President and approved by the President's Cabinet. This Committee's duty is to recommend to the Assembly of Delegates new Statutes and/or revision of existing ones as well as changes in the Policies and Procedures. The term of the committee members is two years with no limit on the number of additional terms.

II. Other Committees

The President with the approval of the President's Cabinet has the prerogative of appointing additional standing and ad hoc committees and task forces, their chairpersons and committee members. These committees and task forces must be assigned specific mandates to assist the President's Cabinet, Executive Committee and the Assembly of Delegates in conducting the business of the Society. The terms of these committees and task forces shall be a minimum of two-year terms renewable as necessary.

III. Special Interest Groups/Councils

1. Special Interest Groups
 - a) ISPRM members with similar interests may form groups within the ISPRM called Special Interest Groups (SIGs). Similarly, the President's Cabinet may form Special Interest Groups to serve the interests of specific groups of members.
 - b) A group of 10 or more members may apply to the ISPRM President's Cabinet for approval to form a Special Interest Group.
 - c) The application must include:
 - i. Topic of the Special Interest Group
 - ii. A proposed plan of activity
 - iii. A proposed plan of leadership
 - d) President's Cabinet approval of the establishment of a member-initiated Special Interest Group will be based upon the Special Interest Group's potential for:
 - i. Making contributions to the programs of the ISPRM
 - ii. Engaging a significant number of members
 - iii. Achieving its plan of activities

- iv. Sustainability through its leadership.
- e) Approved Special Interest Groups will receive:
 - i. A place to meet at the annual World Congress
 - ii. Inclusion of its meeting in the programs and publicity of the World Congress
 - iii. Inclusion of its identity and members on the ISPRM website.
- f) The ISPRM may establish Special Interest Groups addressing topics the President's Cabinet deems important and best developed through the Special Interest Group format.
- g) When initiating a Special Interest Group, the President's Cabinet will identify one or more leaders to implement its formation.
 - i. These leaders will seek at least 10 members to form the Special Interest Group.
 - ii. After obtaining 10 members the Special Interest Group will:
 - a. Develop a plan of activities
 - b. Establish a plan for leadership
 - iii. Once completed, the Special Interest Group will seek approval of the President's Cabinet based upon the same criteria as a member-initiated Special Interest Group
 - iv. If approved, the ISPRM initiated Special Interest Group will receive the same support as member-initiated Special Interest Groups.

IV. Committee operational guidelines

All Committees of the Society must have operational guidelines. These guidelines must be developed by each Committee and submitted within three months of its creation and/or operation to the President's Cabinet for approval. The Secretary and Executive Director will ensure that the Operational Guidelines of all Committees are maintained, current and available.

VIII. Special Interest Groups/Councils

1. Special Interest Groups

- a) ISPRM members with similar interests may form groups within the ISPRM called Special Interest Groups (SIGs). Similarly, the President's Cabinet may form Special Interest Groups to serve the interests of specific groups of members.
- b) A group of 10 or more members may apply to the ISPRM President's Cabinet for approval to form a Special Interest Group.
- c) The application must include:
 - i. Topic of the Special Interest Group
 - ii. A proposed plan of activity
 - iii. A proposed plan of leadership
- d) President's Cabinet approval of the establishment of a member-initiated Special Interest Group will be based upon the Special Interest Group's potential for:
 - i. Making contributions to the programs of the ISPRM
 - ii. Engaging a significant number of members
 - iii. Achieving its plan of activities
 - iv. Sustainability through its leadership.
- e) Approved Special Interest Groups will receive:
 - i. A place to meet at the annual World Congress
 - ii. Inclusion of its meeting in the programs and publicity of the World Congress
 - iii. Inclusion of its identity and members on the ISPRM website.
- f) The ISPRM may establish Special Interest Groups addressing topics the President's Cabinet deems important and best developed through the Special Interest Group format.
- g) When initiating a Special Interest Group, the President's Cabinet will identify one or more leaders to implement its formation.
 - i. These leaders will seek at least 10 members to form the Special Interest Group.
 - ii. After obtaining 10 members the Special Interest Group will:
 - a. Develop a plan of activities
 - b. Establish a plan for leadership
 - iii. Once completed, the Special Interest Group will seek approval of the President's Cabinet based upon the same criteria as a member-initiated Special Interest Group

- iv. If approved, the ISPRM initiated Special Interest Group will receive the same support as member-initiated Special Interest Groups.

2. Special Interest Councils

- a) Special Interest Groups that demonstrate the capacity for self-governance as a subgroup within the ISPRM and an ability to address the full spectrum of issues in their area of interest may become Special Interest Councils (SICs).
- b) The President's Cabinet with the approval of the Executive Committee may delegate significant program responsibilities to Special Interest Councils.
- c) Special Interest Councils must have formalized leadership structures, policies and procedures and plans of activity that permit the assumption of significant program responsibilities.
- d) All activities of Special Interest Councils such as program, finances and outside interactions must be coordinated with the appropriate ISPRM leadership groups.

IX. Committee operational guidelines

All Committees of the Society must have operational guidelines. These guidelines must be developed by each Committee and submitted within three months of its creation and/or operation to the President's Cabinet for preliminary approval and later on to the first available meeting of the Executive Committee for ratification. The Secretary and Executive Director will ensure that the Operational Guidelines of all Committees are maintained, current and available.

X. Voting procedures

1. The President's Cabinet, Executive Committee, Assembly of Delegates, all committees and all task forces of the ISPRM: may pass motions through e-mail or web based electronic voting.
2. Assembly of Delegates: for a motion to pass at least 40% of its voting members must vote and a majority of these must approve passing the motion. For an individual vote to be valid the distributing officer or the Central Office must receive it within 90 days from the time the officer or the Central Office distributed the motion.
3. Executive Committee: for a motion to pass at least 40% of its voting members must vote and a majority of these must approve passing the motion. For an individual vote to be valid the distributing officer or the Central Office must receive it within 30 days from the time the officer or the Central Office distributed the motion.
4. President's Cabinet: for a motion to pass at least 60% of its voting members must vote and a majority of these must approve passing the motion. For an individual vote to be valid the distributing officer or the Central Office must receive it within 15 days from the time the officer or the Central Office distributed the motion.
5. Committees and Task Forces: for committee or task force report recommendations, the chairs may determine the number of committee members who need to vote, the number that must approve the recommendations and the time by which committee members must submit their votes.

XI. Council of Past Presidents

The Council of Past Presidents will be chaired by the Immediate Past President of the ISPRM for a two-year term (automatic succession from President). This Council shall act only in a consultative capacity and does not have any executive and/or administrative role in the affairs of the ISPRM.

XII. World Congress

1. Frequency: Every year.
2. Application process: Call for applications are to be announced four years prior to the projected date of the Congress. Only an Active National Society or Active Individual Members in good standing are eligible to submit an application. The application must be fully sponsored by a National Society in either instance. The

application must comply with the requirements contained within the Bidding Guidelines. The application(s) will be reviewed first by the President's Cabinet and then presented to the Assembly of Delegates for review and decision. When possible, congresses should rotate among the three major geographic areas of ISPRM: Americas; Europe, Eastern Mediterranean, Africa; and Asia-Oceania.

3. Accessibility requirement: All facilities to be used as part of the World Congress must be accessible for all attendees including those with mobility disabilities (i.e. barrier free for users of wheelchairs, walkers, canes, etc.).
4. General responsibilities: A Professional Organising Company (PCO) will be responsible for the organization of each Congress with the support of the Local Organising Committee and under the direction and supervision of the President's Cabinet. They shall report to the Executive Committee periodically, at least annually with the ongoing planning and arrangements of the congress for review, advice and guidance. To facilitate communication, the President of the incoming Congress should be an ex-officio member of the Executive Committee and Assembly of Delegates for a period of four years prior to the Congress.
5. All moneys collected by the PCO for the purpose of the ISPRM Congress shall be applied only for the purpose of the ISPRM World Congress and the accounts thereof submitted to the ISPRM Executive Committee and Assembly of Delegates for final approval.

The PCO will provide a standard budget and provide updates of the budget during each of the upcoming ISPRM Annual Assembly of Delegates as well as whenever requested by ISPRM President, Treasurer, Secretary.

ISPRM will have a formal agreement with its PCO. This will include the distributions of profits between the PCO and the ISPRM, a definition of profits, responsibility for negative balances from international congresses and methods to avoid negative balances.

A financial audit of the Congress accounts will be made through an international recognized auditing office. Costs involved for this audit will have to be taken on the Congress account.

XIII. Administration of the International Educational and Development Fund

This Fund will be administered following the directions specified in the Appendix I attached to the Policies and Procedures.

XIV. Publications

1. The President with the approval of the Executive Committee shall appoint a Chair and members of a Publications and Communications Committee. The Committee shall assume the oversight of all publications and communications. Members of the Committee will include those assigned to coordinate the activities of each of these methods of communication. The number of Committee Members can vary depending upon the needs of the Committee.
2. News & Views (N&V): The electronic newsletter shall be distributed to the membership on a quarterly basis. The production of the N&V will be the responsibility of the N&V Subcommittee in close liaison with the Secretary and with the assistance of the Executive Director. The newsletter is to be distributed via the website, and/or direct mailing to all members in good standing.
3. Journal: Journal(s) shall be selected and approved by the Assembly of Delegates following recommendations of the Publications & Communications Journal Subcommittee. The Journal(s) shall become the Official Publication(s) of the International Society. The journal(s) shall (a) be free standing from the Society but shall offer a reduced subscription rate to the Society membership, (b) collect subscription fees independently from the International Society, and (c) provide space in each issue for news and/or any other information about the International Society. If feasible, selected papers presented at the World Congress shall be published in the journal(s).

4. Website: The ISPRM website is to be managed and updated on a regular basis. The updates shall be the responsibility of the Executive Director, but content shall be obtained from the Secretary, Website Subcommittee, other members of the Executive Committee, the calendar of events, newsletter, and other relevant sources of information. The website publishes the ISPRM Statutes and Policies and Procedures currently in force and the approved minutes of the Assembly of Delegates. In addition, the website should consist of information about the society, its membership and its world congresses.
5. Position Papers: When a stakeholder identifies the need for an official position of the ISPRM on a topic of interest, the stakeholder will submit a proposal and justification to the Publications and Communications Committee for evaluation. The Chair of the Publications and Communications Committee with advice from Committee members will appoint an ad hoc committee to prepare a draft of the statement. The Publications and Communications Committee will then review this draft and submit it to the President's Cabinet for final approval.

XV. Affiliations

1. The Society will maintain an affiliation with the World Health Organization and other international organizations the Assembly of Delegates identifies.
2. The Society will seek to establish and maintain affiliations with regional PRM and other international PRM related societies.
3. The Assembly of Delegates will identify regional PRM societies with which the ISPRM will seek to establish and maintain mutual recognition and collaborations
4. The ISPRM and collaborating regional PRM societies will execute two-year written plans that identify the activities each will implement in order to contribute to the goals of the other or mutually to the benefit of PRM internationally or regionally.
5. Before the terms of these plans expire, the ISPRM and the collaborating regional PRM societies will review the success of the activities within the plans and make suggestions on activities future plans might include.
6. Continuation of the collaborative plans will require the ISPRM and the regional PRM societies to agree on new two-year plans.

XVI. Endorsement/sponsorship

Request for endorsement and/or sponsorship of a National or Regional Organization will be reviewed by the President and Executive Committee who will recommend to the Assembly of Delegates the type of endorsement or sponsorship to be given to such an Organization.

XVII. Amendments to the Policies and Procedures

1. Notice to amend or alter these Policies and Procedures may be submitted at any time by any Active Individual Member or Active National Society Member to the Secretary and Executive Director of the Society.
2. The President's Cabinet after studying the proposal will decide within 2 months whether or not they support the proposed changes and inform the submitter accordingly.
3. If the President's Cabinet supports the proposal, it shall be presented to the Assembly of Delegates either through an e-mail ballot or at its next scheduled meeting. Members of the Assembly of Delegates will be given 90 days to respond to an e-mail ballot. If a proposed change is placed on the agenda of a regular Assembly of Delegates Meeting, it must be distributed at least 90 days before the meeting.

For a proposal to be approved by e-mail ballot, it must be approved by a majority of those voting. To be valid, at least 40% of the Assembly of Delegates must vote. A proposal presented at a meeting of the

Assembly of Delegates shall require a second and simple majority for passage.

The Assembly of Delegates must notify the total membership of the approved changes no later than 3 months after their approval

4. If the President's Cabinet does not support the proposal, the Active Member can request the Executive Director to include the submitted proposal on the Agenda of the next scheduled meeting of the Assembly of Delegates provided that the motion is seconded. The approval of such a motion would require a 2/3 majority. If the motion is passed, the Assembly of Delegates must notify the total membership of the approved changes no later than 3 months after their approval.

APPENDIX I - RULES OF THE ADMINISTRATION OF ISPRM INTERNATIONAL EDUCATION AND DEVELOPMENT FUND

Article I - NAME

The name of the trust fund shall be ISPRM International Educational and Development Fund (IEDF).

Article II - PURPOSE

- To promote and advance education and research in Physical and Rehabilitation Medicine at an International level;
- To promote and assist the development of physical and rehabilitation medicine services and projects for people with disabilities at the international, regional or national level; and
- To assist in the development of professional organizations and activities that are related to physical and rehabilitation medicine on the international, regional or national level.

Article III - OWNERSHIP

The assets of ISPRM International Education and Development Fund are a part of the assets of the ISPRM, but they are a separate endowment to be used solely for the above-described purpose of education and development according to the rules and regulations described below.

Article IV - INVESTMENT AND UTILIZATION

- Investment. The capital available for the ISPRM International Education and Development Fund shall be invested by the Executive Director of the ISPRM under the supervision of its Treasurer and with the approval of the Executive Committee.
- Utilization. During the first 4 years disbursement from the ISPRM International Education and Development Fund shall be limited to the interest on the capital. This policy should be reviewed by the Trustees by the end of 2004 and new recommendations should be presented to and decided upon by the Executive Committee and Board of Governors during 2005.

Article V - USE OF THE PROCEEDINGS

The funds could be used as follows, depending on the availability of the resources and priority of the project(s) and / or prizes.

- To support large-scale educational projects that are likely to have important long-term effects such as "White Paper on Education"; Funding for these shall not exceed US\$50,000 in total;
- To create a prize for a paper written by a resident to be presented at the congress of the ISPRM (US\$ 1,000, once every two years);
- To create a prize for a paper written by a rehabilitation specialist from a developing country to be presented at the congress of the ISPRM (US\$ 1,500, once every two years).
- To provide travelling support for one or two specialists from developing countries to the Congress of the ISPRM

or to other Regional or International meetings (US\$ 2,000 per case).

- To provide one or two scholarships or grants per year to specialist physicians from developing countries for a short period of training (up to 2 weeks) in more developed countries. This application must clearly state the goal of the visit, the support of the local centre or organization for this visit and the acceptance of the applicant by the host centre (US\$ 2,500, per scholarship);
- To support the creation and maintenance of a data-base available on the web page or CD ROM of experts, individual and centres, of different aspects of the discipline. (US \$1,500 per year).

Article VI - APPLICATIONS

Applications for a grant, scholarship, project, etc. are to be made to the Executive Director and/or Secretary of the International Society of Physical and Rehabilitation Medicine, who after appropriate acknowledgment and registration will forward them to the Trustees for action. Applications should be received during the first 4 months of the fiscal year of the ISPRM (January 1st to April 30th).

Article VII - TRUSTEES

- The Trustees of the ISPRM International Education and Development Fund shall be five members, as follows:
- Past-President of the ISPRM, who shall act as Chair;
- President of the ISPRM;
- President-Elect of the ISPRM; and
- Two active members proposed by the Awards & Nominating Committee and elected by the Assembly of Delegates; these two members must have an internationally recognized reputation in the different aspects of Physical and Rehabilitation Medicine. In the first election, these two persons should be selected from the members of the International Task Force. The two active members will normally have a four-year membership; however, at the time of the first election one of the two will be only elected for a two-year period, so that, one of the two members will be elected every two years.

Article VIII - GOVERNANCE

- At the end of the fiscal year the Treasurer shall inform the Trustees of the amount of money available for disbursement in the following year, so that the Trustees can evaluate the applications and make recommendations (by vote) to the Executive Committee for granting the prizes and awards. The Chairman of the Trustees shall be responsible for coordinating the recommendations of the Trustees regarding all applications, so that the Executive Committee could receive these recommendations within four months.
- The Trustees could decide not to recommend the granting of any funds in any given year.
- The Executive Committee of the ISPRM can overrule any of the recommendations of the Trustees by the majority vote of 75%.
- The Trustees should make recommendations to the Executive Committee as to how to increase the capital of the fund and undertake methods to accomplish this task.
- These "Rules of Administration" should be reviewed by the Trustees of the IEDF every 3-4 years and, if necessary, revisions and/or new recommendations should be submitted to the Executive Committee. The Executive Committee could approve the recommendations by a simple majority or overrule them by 75% majority.
- The Trustees should be responsible for the publicity of the ISPRM International Educational and Development Fund using the website of the Society, the Journal and by any other means possible.

APPENDIX II -

ELECTION OF REPRESENTATIVES OF THE ASSEMBLY OF INDIVIDUAL MEMBERS DETAILED POLICIES AND PROCEDURES

I. General considerations

- a) The intent of establishing the Assembly of Individual Members was (historically) to provide a mechanism for individual members of the ISPRM to democratically elect their own representatives to the ISPRM governing bodies, and to provide input to the ISPRM regarding activities it might implement that would benefit its individual members.

- b) These Statutes provide for the Assembly of Individual Members to elect Assembly of Individual Members members to the following positions:
 - i. Representatives to the Assembly of Delegates (15). These representatives will serve three-year terms, staggered so that five begin each year.
 - ii. Representatives to the Executive Committee (3, one from each of the ISPRM major geographic areas). These representatives will serve two-year terms corresponding to those of the Presidents.
 - iii. The Chair of the Assembly of Individual Members
- c) The Statutes require members of the Assembly of Individual Members elected to be Assembly of Individual Members representatives to the Assembly of Delegates to be Active Individual Members of the ISPRM.
- d) The Statutes list additional requirements for membership on the Executive Committee. They must:
 - i. Have a Medical Doctor degree with a PRM specialist title or equivalent;
 - ii. Have at least 10 years of PRM practice or national equivalent;
 - iii. Be an active and participating member in national and international PRM or related organizations;
 - iv. Be actively practicing and/or participating in organizational activities in his/her own country and
 - v. Be an Active Individual Member of the ISPRM (individually or through his/her National Society)
- e) The Chair of the Assembly of Individual Members must be an Active Individual Member of the ISPRM.

II. Elections of the Assembly of Individual Members

- a) Policies
 - i. The elections of the Assembly of Individual Members will occur at the annual World Congress of the ISPRM, preferably prior to the meetings of the ISPRM Executive Committee and Assembly of Delegates.
- b) Procedures
 - i. Identifying candidates for election
 - 1. The Central Office will correspond with all Active Individual Members on its mailing list, and with National Societies, informing them that all Individual Members can nominate candidates for the positions of:
 - a. Representatives to the Assembly of Delegates
 - b. Representatives to the Executive Committee
 - c. Chair of the Assembly of Individual Members
 - 2. Individual members may nominate themselves or others to positions for which they or others are qualified.
 - 3. The correspondence requesting nominations will specify the requirements for each position, and clarify that nominations must include the information that verifies the candidates meet the positions' requirements.
 - ii. Verifying candidates meet eligibility requirements.
 - 1. The Central Office will review the information accompanying the nominations to determine if the candidates meet the necessary requirements.
 - iii. Developing lists of candidates
 - 1. The Central Office will develop a list of candidates for each position.
 - 2. The lists for all the positions will need to identify candidates by their major geographic areas (Americas, Europe, and Asia Oceania).
 - 3. Positions for which there are no candidates nominated will remain unfilled.
 - iv. Voting for candidates
 - 1. Voting for candidates will occur at the annual World Congress during the meeting of the Assembly of Individual Members
 - 2. Only Individual Members from the same major geographic area as the candidates may vote for candidates seeking to represent the Assembly of Individual Members in those geographic areas
 - 3. For election, candidates will require a majority vote of those voting in the Assembly of Individual Members meeting.
 - a. This may require two rounds of votes, the second round would be between the two highest candidates

