INTERNATIONAL SOCIETY OF PHYSICAL AND REHABILITATION MEDICINE (ISPRM)

POLICIES AND PROCEDURES, Edition 2011

I. Strategies to Accomplish Goals

- Maintaining co-operation and collaboration with WHO and its 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-operating and maintaining close liaison with other international societies having the common objective of improving the quality of life of people with impairments and disabilities.

- Organizing International Congresses every two years. Maintaining close communication with the membership.

- Administering and operating 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

Application to become a National Society member must include a copy of the By-Laws and membership list of that Society. The Executive Committee shall grant final membership approval. Dues for each category will be reviewed bi-annually by the Finance, Audit and Investment Committees. 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. 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. Each National Society Active Member shall be entitled to nominate one representative to the Assembly of Delegates with the right to vote. Members of each National Society are eligible to be elected to the Assembly of Delegates; however they will not be eligible to hold office or serve on the Executive Committee unless they are also Active Individual Members of the International Society. Dues will be paid annually. If dues are not paid for two consecutive years, membership will be suspended. Suspended members cannot have representation on the Assembly of Delegates and have no right to vote.

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 for two consecutive years, membership will be suspended.
2. **Individual**

- **Active Individual Membership** shall be open to all physicians and surgeons qualified to practise 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 their representatives to the Assembly of Delegates 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 Board and/or Executive Committee. Dues will be paid annually. If dues are not paid for two consecutive years, membership will be suspended. Suspended members cannot have representation on the Board 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 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 requested emeritus status. Dues will not be required.

- **Individual Associate Membership** 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. Individual Associate 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 paid annually. If dues are not paid for two consecutive years, membership will be suspended. Member will forfeit all rights of membership until the suspension is removed through the payment of dues.

- **Individual Honorary Membership** shall be granted to any person 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 not be required.

3. **Corporate**

This Membership 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. Members shall be entitled to attend all meetings and activities of the Society but shall not have the right to vote or hold office. Dues will be paid annually. If dues are not paid for two consecutive years, membership will be suspended.

**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 By-Laws
   b) Approving the accounts of the previous booking 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 members of the Executive and Nominating Committees  
h) Removing Officers who do not meet the standards of their offices  
i) Dissolving the Society  

2. Composition of the AD  
a) All members of the Executive Committee as described by these By-Laws.  
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)  

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: the Nominating Committee shall nominate The Vice-President. The nominee must have a Medical Degree, be a PM&R 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 P&RM 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 Nominating Committee, approved by the Executive Committee and elected by the Assembly of Delegates.  

f) Representatives of National Societies will be nominated individually by each National Society six months or earlier prior to the upcoming biannual election. The term will 2 years. The National Society can appoint an alternate.  

g) The Assembly of Individual Members will elect 15 of its members to the Assembly of Delegates as Representatives of the Individual Members.  

4. The AD will meet at least every year with at least one meeting coincidental with the International Congress. Meetings and votes of the AD between international congresses may be conducted electronically. At the physical meetings of the AD, a quorum shall be the President or his delegate
and at least 10 percent of the remaining Assembly members unless the AD agenda includes revising the By-Laws, removing an Officer or dissolving the Society. The requirements for AD action in these three circumstances appear later in these By-Laws.

5. Between meetings of the AD, the EC will assume those responsibilities of the AD that it cannot accomplish through e-mail voting and that require action before the next AD meeting.

6. The AD must approve the accounts of the ISPRM within 6 months after the closure of its booking year.

7. The AD can remove an Officer after a hearing that determines the Officer failed to meet the standards of the office.

8. Annually, the AD must approve the actions of all Officers that occurred since its last annual approval.

9. At AD meetings, the President will present a report summarizing the major activities of the ISPRM since the last AD meeting.

IV. Assembly of Individual Members

1. All individual members of the ISPRM will be members of the Assembly of Individual Members.

2. The Assembly of Individual Members will elect 15 of its members to represent the ISPRM individual members in the Assembly of Delegates.

3. The Assembly of Individual Members will elect the three At Large Representatives of Individual Members who will represent the Individual Members on the Executive Committee. Members from each of the three ISPRM areas will elect their own representatives.

4. The Assembly of Individual Members will elect its Chair who will be responsible for the activities of the Assembly.

5. The Assembly of Individual Members will elect its own Election Committee to supervise the election of its representatives to the Assembly of Delegates, its representatives on the Executive Committee and its Chair.

6. Initially after the ISPRM establishes the Assembly of Individual Members, the two At Large Representatives of the Individual Members on the Executive Committee will supervise its initial operations until they are able to establish the provisions of these By-Laws changes.

7. The Assembly of Individual Members can conduct its business either during meetings or by electronic voting.
i. The Assembly of Individual Members (AIM) must have a quorum of at least 5% of the ISPRM individual members to conduct its business. A simple majority of those attending the meetings of the AIM can pass motions.

ii. If the AIM fails to have a quorum at one of its scheduled meetings, it may act upon the action items of that meeting’s agenda through an electronic vote.

iii. An electronic vote of the AIM requires votes of at least 10% of the individual members to be valid. A simple majority of those who vote within 30 days can pass motions.

V. ISPM Areas

1. The Executive Committee will organize the regional activities of the ISPRM by designated geographic areas. These areas also will determine who votes for the regional representatives of the Assembly of Delegates, Assembly of Individual Members and Executive Committee.

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. Northern (USA and Canada)
      ii. Middle (Central America)
      iii. Southern (South America)

   b. Europe, Eastern Mediterranean, Africa
      i. Europe (WHO Region)
      ii. Eastern Mediterranean (WHO Region)
      iii. Africa (WHO Region)

   c. Asia Oceania
      i. Western Pacific-Asian Countries (Partial WHO Region)
      ii. Western Pacific-Oceania Countries (Partial WHO Region)
      iii. Southeast 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
   Assistant Secretary
   Treasurer
   Assistant 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 PM&R specialist title or equivalent; (b) to have at least 10 years of PM&R practice or national equivalent; (c) to be an active and participating member in national and international PM&R 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. Assistant Secretary, two year term, maximum of two additional terms, appointed by President after ratification by the Executive Committee
   g. Treasurer, two year term, maximum of two additional terms, elected by the Assembly of Delegates
   h. Assistant Treasurer, two year term, maximum of two additional terms, appointed by the President after ratification of the Executive Committee
   i. 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 Asia-Western Pacific, Oceania-Western Pacific and Southeast 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.
   j. 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 Delegates from the ISPRM areas that correspond to the areas the delegates represent.
   k. Executive Director, ex-officio
   l. 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 Board of the Directors, 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 By-Laws; (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) screening application to hold a World Congress; and (f) any other administrative activity in the routine operation of the Society.

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 budget estimates every second year and the interim annual budget, if indicated; (b) 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) making recommendations regarding any other financially related issues.

6. Duties of the Executive Director

The Executive Director is the responsible for the overall efficient operation of the business of the International Society in accordance with the contractual agreement. He/she is responsible to the Board and its President. However, he/she 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 number 3 and 4 of this Policy and Procedure. It is also expected that he/she will help in the production but not necessarily in the writing of the News Letter.

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, 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.

VIII. Standing Committees

1. Nominating Committee: To be chaired by the Immediate Past President and comprised of six additional members to be selected by the Executive Committee. These members are to each represent a different country. The Committee is to nominate the candidates for the office of Vice-President, Secretary, Treasurer, Regional Vice-Presidents, Representatives of Societies and Members at Large. The term of committee members is two years.

2. Awards Committee: To be chaired by the Past President and comprised of an unlimited number of additional members recommended by the President and approved by the Executive Committee. This committee is 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 Board for approval, and (c) making recommendations to the Board as to the type of award (plaques, cash, etc.). The term of the committee members is two years.
3. **Finance, Audit and Investment 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 Executive Committee. 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 bi-annual basis. The term of the committee members is two years with a maximum of two additional terms.

4. **By-Laws Committee**: Chair and an unlimited number of additional members to be recommended by the President and approved by the Executive Committee. This Committee is to recommend to the Assembly of Delegates new By-Laws 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.

**IX. Other Committees**

The President with the approval of the Executive Committee 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 Board 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.

**X. Committee Operational Procedures**

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 filed under Appendix number III, to be attached to the Policies and Procedures.

**XI. 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 forty percent 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.

XII. Council of Presidents

The Council of Presidents will be chaired by the immediate Past-President of the ISPRM for a two years term. 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.

XIII. World Congress

1. Frequency: Every year.

2. Application Process: Call for applications to be announced four years prior to the projected date of the Congress. Only an Active National Society or Active Individual Members can make applications in good standing. The application must be fully sponsored by a National Society in either instance. The application must consist of suggested site, date, sponsorship and financial outline as well as nomination of the Congress President and members of the Organizing Committee. The application(s) will be reviewed first by the Executive Committee and then presented to the Assembly of Delegates for approval. When possible, congresses should rotate among the following regions: Asia-Oceania, Americas and Africa, Eastern Mediterranean and Europe.

3. Accessibility Requirement: All facilities to be used as part of the World Congress must be wheelchair, motorized scooters, etc. accessible.

4. General Responsibilities: Congress President and Organizing Committee are responsible for the organization of the Congress. 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. Financial Responsibilities: An initial contribution to the expenses for the preparation of the World Congress will be made by the International Society to the Organizing Committee four years prior to the date of the Congress. The amount is to be determined by the Executive Committee four years prior to the date of the Congress. In addition, the Executive Committee may advance monies interest-free to the Organizing Committee through the sponsoring National Society. This advance interest-free loan must be returned to the International Society at the end of the Congress.

5. Disposition of final balance: All monies collected by the Congress Organizing Committee for the purpose of the Congress to include registration, sponsorship, exhibits, etc. shall be used for the purpose of the Congress. Final positive balance from the Congress is to be distributed seventy percent to the Organizing Committee and/or sponsoring National Society and thirty percent to the International Society of Physical and Rehabilitation Medicine. The ISPMR shall not have any financial responsibility for any negative balances from the Congress. An annual and final accounting statement is to be submitted to the Executive Committee at the next annual meeting following the World Congress.
6. **Additional organizational suggestions**: See Appendix No. II attached to the Policies and Procedures.

**XIV. Administration of the International Educational and Development Fund**

This Fund will be administered following the directions specified in the Appendix No. I attached to the Policies and Procedures.

**XV. Publications**

1. **News & Views (electronic journal)**: N&V shall be distributed to the membership on a monthly basis. The production of the N&V will be the responsibility of the appointed by the Executive Committee Editor in close liaison with the Secretary and with the assistance of the Executive Director. The newsletter is to be distributed via website, and/or direct mailing to all paid-up members.

2. **Journal**: Journal(s) shall be selected and approved by the Assembly of Delegates following recommendations of the task appointed by the President for this purpose. 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).

3. **Website**: A web site is to be established and updated on a routine basis every three months. The updating of the website shall be the responsibility of the Executive Director but the Secretary, “News & Views” Editor, other members of the Executive Committee, the Assembly of Delegates and membership at large shall be responsible for providing the material for publication. The website should publish the in force By-Laws and Policies and Procedures, the approved minutes of the Assembly of Delegates. In addition the web site should consist of information about the society, membership applications, world congress information and registration, calendar of events, exchange of experts directory, membership directory, newsletter, etc.

4. **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 Committee for evaluation. The Chair of the Publications Committee with advice from Committee members will appoint an ad hoc committee to prepare a draft of the statement. The Publications Committee will then review this draft and submit it to the President’s Cabinet for final approval.

5. The President with the approval of the Executive Committee shall appoint a Chair and members of a Publications Committee. The Committee shall assume the oversight of these publications. Members of the Publications 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

**XVI. 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 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.

XVII. 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.

XVIII. 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 not 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 not later than 3 months after their approval.
APPENDIX NO. 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 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 prices 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 NO. II

CONTENT AND STRUCTURE OF INTERNATIONAL CONGRESS OF SCIENTIFIC SESSIONS OF AN INTERNATIONAL CONGRESS.

The detailed content of the International Congress will be the responsibility of the National Organizing Committee for that event. This Organizing Committee could delegate this task to a Program Committee. The President and the Secretary of the International Congress shall be ex-officio members of these Committees.

The National Organizing Committee or the Program Committee must ensure time allocation for meetings of the different Committees of the Organization (Executive Committee, Assembly of Delegates, etc.) or for any other business meetings arranged by the Executive or Assembly of Delegates. Agenda preparation and notification to members shall be the responsibility of the Secretary of the International Society or Secretary of specific Committee.

Notwithstanding the responsibility of the National Organizing or Programme Committee for the development of the Scientific Programme, the following guidelines must be followed in this process:

- To ensure that the content is international and to maintain high academic standards, at least four of the followings modules must be used:
  - Free papers of 10 minutes presentation and 5 minutes discussion.
  - Plenary Sessions or key-note speeches of 40 minutes presentation and 15 minutes discussion.
  - Symposium-Seminars of a minimum of 3 and a maximum of 5 speakers of 30 minutes presentation with 8-10 minutes discussion per speaker.
  - Focus Courses (3-4 hours)
  - Poster presentations of one day duration with a scheduled time of 5-10 minutes presentation.
  - Workshops
  - Breakfast discussion of a concrete subject

- While it is impossible to control the subject matter of free papers and posters presentations, every effort should be made to ensure that with the remaining modules the programme covers: (a) different aspects of medical (diagnosis and therapeutics) and research (basic sciences and technology) issues; (b) education methodology and content of curriculum in under-and-postgraduate students; (c) trends of health care delivery and possible implications in the treatment of disabilities and impairment; (d). trends in legislation in different parts of the world regarding education and practice of medicine and more specifically of our specialty.

- The official language of any International Congress shall be English as well as any other language selected by the National Organizing Committee, providing that simultaneous English translation is available. Speakers must submit a text in English and any other language designated by the National Organizing Committee. The official languages shall be listed in alphabetical order of the English version.

- The printed documents of an International Congress shall be published in English and any other language which the National Organizing Committee may designate.
APPENDIX No. III

OPERATIONAL GUIDELINES OF THE COMMITTEES OF THE ISPRM

BY-LAWS COMMITTEE

To ensure that the By-Laws and Policies and Procedures of the ISPRM are congruent with the aims, goals and transactions approved by of the Board, as they are the operational basis of the Society.

To ensure that the By-Laws and Policies and Procedures do not have contradictory statement that could facilitate operational confusion.

To ensure that meetings are conducted in accordance with approved regulations.

To participate in the review of existing rules and regulations at the request of the Executive Committee and/or Board.

To propose changes of existing procedures in an attempt to improve the operation of the Society.

To submit an annual report to the Executive Committee and/or Board.

NOMINATING COMMITTEE

1) The Assembly of Delegates will hold the elections of the International Society of Physical and Rehabilitation Medicine (ISPRM) at its meetings during even years.

2) The positions to be filled by election are as follows.
   a. Executive Committee
      i. Vice President
      ii. Secretary
      iii. Treasurer
      iv. Vice President for Asia & Pacific
      v. Vice President for Central and South America
      vi. Vice President for Europe
      vii. Vice President for Middle East & Africa
      viii. Vice President for North America
      ix. Member at Large representing Active National Society Members
      x. Member at Large representing Active Individual Members
   b. Other Board Members
      i. Members at Large Representing Active National Society Members (one for each)
      ii. Members at Large Representing Active Individual Members
   c. ISPRM Education and Development
      i. Board of Director Member (four year term)

3) Within 30 days after each election the new Chair of the Nominating Committee will submit to the Executive Committee a list of proposed Nominating Committee members.
   a. This list will include at least six members in addition to the Chair.
   b. Each member of the Nominating Committee other than the Chair will be from a different country.

4) The Executive Committee will complete final approval of the Nominating Committee members within 3 months after receiving the Nominating Committee Chair’s recommendations.
5) The Executive Committee will complete its approval of the slate of nominees within 30 days after receiving it from the Nominating Committee.

6) The President will assure that the slate as approved by the Executive Committee is received by the Executive Director at least 30 days before the scheduled election.

7) The Nominating Committee will submit any proposed changes to its policies and procedures at least 30 days before the Assembly of Delegates meeting during the Congress following the elections.

8) The Nominating Committee through News & Views and the Central Office will solicit nominations prior to 12 months, 9 months and 6 months before the dates of the elections.

9) The Nominating Committee will submit its complete slate to the Executive Committee at least 90 days before the dates of the elections.

10) Nominations should be through written letters that address the various criteria that will be used by the Nominating Committee in its selections.

11) The Nominating Committee will use the following criteria in its selection of candidates.

   a. Previous accomplishments within ISPRM.
   b. Previous accomplishments within IRMA or IFPM&R
   c. Other accomplishments within PM&R nationally and internationally.
   d. Lectures given at ISPRM and ISPRM endorsed Congresses.
   e. Regularity of attendance at Congresses associated with ISPRM Board Meetings.
   f. Commitment to assume the responsibilities for which nominated.
   g. Commitment to attend the Board meeting at which the election takes place.
   h. Commitment to attend Board meetings during their tenure on the Board.
   i. Paid up individual membership.
   j. Gender.

MEMBERSHIP COMMITTEE

Goal: To study the means and ways to improve the membership in all categories.

This Committee will consist of 1 chair and 6 members representing different countries.

To review membership definitions and to ensure that each category understand its rights and duties.

To explore alternative ways and means to reach our goal in each category. This process may lead to making recommendations that may affect existing policies and procedures.

To present preliminary reports to the Executive Committee, Executive Director and the By-Laws Committee. The Chairman of the By-Laws Committee could decide if the document should be distributed to other Committees that in his/her judgment could be affected by the recommendations/ suggestions made in this document so that input to this preliminary report could be received from different sources.

The deliberations of the Membership Committee will be done via e-mail primarily. It is contemplated that the chairperson will establish a date line to receive answers/comment/suggestions from any of the Committee members. If these answers are not received within the established time framework, the chairperson will understand that no answer means acceptance of the proposal.

AUDIT AND FINANCIAL COMMITTEE

The Audit and Financial Committee will:

(1) Implement a yearly budget to be approved by the Executive Committee.
(2) Produce a budget and operational funds and balance statements in acceptable accounting formats.

(3) Review financial reports on a quarterly basis.

(4) Meet yearly and provide a report to the Executive Committee including minutes and phone conferences calls as necessary.

AWARDS COMMITTEE

Introduction

The International Society of Physical and Rehabilitation Medicine may recognize members at its congresses through awarding the Sidney Licht Lectureship Award and the Herman Flax Lifetime Achievement Award.

Sidney Licht Lectureship Award

The Sidney Licht Lectureship Award was established by the International Rehabilitation Medicine Association in honour of Sidney Licht, its founding father and a tireless advocate for the expansion of rehabilitation medicine. The ISPRM continues this award to honour physiatrists who have made consistent contributions to the advancement of international physical and rehabilitation medicine. Those receiving the award will be respected and admired by their peers for their outstanding accomplishments in advancing the care of those with disabilities internationally, and for their leadership within the ISPRM. The ISPRM when selecting individuals for this award includes among the criteria recognition that the awardees have substantive information to share with their colleagues through the lectureships. The award is limited to one every two years, and need not be given at every congress.

Herman Flax Lifetime Achievement Award

The Herman Flax Lifetime Achievement Award was established by the International Rehabilitation Medicine Association in honour of Herman Flax who provided outstanding leadership to IRMA and his specialty throughout his long career as an academic physiatrist. The ISPRM continues this award to honour individuals with a lifetime of outstanding and unique contributions to the care of individuals with disability and the specialty of physical and rehabilitation medicine. Individuals receiving this award will have made contributions in the areas of patient care, research, education, administration and advocacy including advancing the ISPRM. This award is the ISPRM’s highest honour. It is limited to one every two years, and need not be given at every congress.

PUBLICATIONS COMMITTEE

Goals:

a. To liaise with the Chief Editor(s) and Editorial Board(s) of the Official Journal(s) of the Society.
b. To provide material for the “News & Views” electronic journal publications.
c. To oversee and coordinate the operations of the ISPRM publications including the Newsletter, Journal(s) and Website.

The Committee will consist of one chair and members individually responsible for the Newsletter, Journal(s) and Website. There should be sufficient members to represent different countries and
regions of the World. The chair will be held by the Editor of the electronic publication of the Society “News & Views”.

The Committee will maintain close co-operation with the Regional Vice Presidents in order to collect material from their Regions’ countries, having to do with activities of national PRM societies and/or other scientific activities and works.

The Committee members must try to find and encourage colleagues from their countries or regions to send news for activities or views for the future of PRM, to the Editorial Board of the electronic journal.

The Committee will co-operate with the Secretary and Executive Director for publicizing Society’s documents.

The Chair will prepare and submit an annual report regarding the Committee’s activities to the Executive Committee.