I. Strategies to Accomplish Goals

- Maintain 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-operate and maintain close liaison with other 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 Finance, 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. 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 ISPRM. 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 and have no right to vote.

Individuals of National Society Members

A right of national societies is that all individual members of that society are granted membership in ISPRM for the year in which that National Society Member pays dues as Active Individual
Members. These Individual Members of National Society Members are entitled to attend all meetings and activities of the Society, hold office and represent the Assembly of Individual Members in the Assembly of Delegates.

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 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 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 cannot 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 will 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.

- **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 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.

**III. Assembly of Delegates**

1. The Assembly of Delegates (AOD) 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 & Nominating Committees
   i) Removing Officers who do not meet the standards of their offices
   j) Dissolving the Society

2. Composition of the AOD
   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 congress (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 Award & Nominating Committee shall nominate the nominee for Vice-President amongst the candidates. 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 Award & 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 be 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 AOD will meet at least every year with at least one meeting coincidental with the International Congress. Meetings and votes of the AOD between world congresses may be conducted electronically. At the physical meetings of the AOD, a quorum shall be the President or his delegate and at least 10 percent of the remaining Assembly members unless the AOD agenda includes revising the Statutes, removing an Officer or dissolving the Society.

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

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

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

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

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

**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 are elected each year.

3. The Assembly of Individual Members will elect the three At Large Representatives of 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 AIM.

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. Members of the Election Committee must be Active Individual Members. The AIM will elect two Active Individual Members from each of the ISPRM major geographic areas. Only Active Individual Members from a major geographic area may vote for the members of the Election Committee representing their area.

6. 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 Active Individual Members to conduct business at its meetings. 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 half an hour later with the present participants.
   iii. 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.
   iv. An electronic vote of the AIM requires votes of at least 10% of the Active Individual Members to be valid. A simple majority of those who vote within 30 days can pass motions. If an electronic vote should fail to achieve the 10% quorum within 30 days, a second electronic vote will be valid without requiring a minimum number of voters.

7. Appendix IV of these Policies and Procedures includes the detailed policies and procedures that apply to the nomination and election of the representatives, Chair and Elections Committee 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. 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
   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. 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 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.
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 Delegates 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 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) 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 PC, EC and AOD 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 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 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 Section VI, numbers 4 and 5 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, 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.

VIII. Standing Committees

1. Awards & Nominating Committee: To be chaired by the Immediate Past President and comprised of six additional members to be elected by the Assembly of Delegates. These members are to each represent a different country. The term of committee members is two years. The Committee is to nominate the candidates for the offices of Vice-President, Secretary and Treasurer. 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 Board 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 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 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 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 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.

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 maintained, current and available.

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 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.

XII. Council of Presidents

The Council of Presidents will be chaired by the newest Honorary President of the ISPRM for a two year 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 comply with the requirements contained within the Bidding Guidelines and Standards. 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 wheelchair, motorized scooters, etc. accessible.

4. **General Responsibilities**: The Professional Organising Company is responsible for the organization of the 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 at any specific demands from ISPRM President, Treasurer, Secretary, or the Congress and Sponsorship Committees.

According to the agreement between ISPRM and its current PCO (Kenes International), the profit remaining after covering all Congress expenses for World Congress serviced by ISPRM PCO after 2016 will be on the following profit sharing basis: ISPRM (60%) and Kenes International (40%). For these purposes, profit means the income generate from registration fees, exhibition sales and sponsorships, less all Congress organizational expenses, as per the Congress budget (clause 2.6.1.2 of the agreement between ISPRM and its PCO). The ISPRM proportion of this profit shall be distributed between the LOC/National Society of the host country and ISPRM at a rate to be agreed by both parties.

Negative balances from international Congresses shall not be the responsibility of the LOC, the National PRM Society nor ISPRM. Referring to the agreement between ISPRM and its PCO (clause 2.5.7), in case of possible negative balances in the budget. ISPRM and the LOC will work together with the PCO to ensure a balanced budget and prevent losses. Any final negative balance will be the PCO’s responsibility.

The PCO have 120 days upon completion of the Congress in order to present the final financial report, and to communicate the results to the LOC and ISPRM and ISPRM’s secretariat.
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.


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 Newsletter): N&V 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 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. Assembly of Delegates and membership at large shall be responsible for providing the material for publication. The website should publish the in force Statutes and Policies and Procedures, the approved minutes of the Assembly of Delegates. In addition the website should consist of information about the society, membership applications, world congress information this currently sits on the congress website, Website: A website is to be established and updated on a routine basis. The updating of the website shall be the responsibility of the Executive Director but the Secretary, Website Subcommittee, other members of the Executive Committee, the 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 Publication 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 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 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.
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 (AIM) 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. The ISPRM Assembly of Delegates passed a number of revisions to its By-Laws and Policies and Procedures in June 2011 designed to establish and provide for the operation of the AIM.
   c. These By-Laws (now Statutes) provide for the AIM to elect AIM members to the following positions.
      i. Representatives to the Assembly of Delegates (15). These representatives will serve three year terms, staggered so that five are selected 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 AIM
      iv. Members to the AIM Election Committee (number unspecified)
   d. The By-Laws (Statutes) also designated the current At large Representatives of the Active Individual Members, Drs. Mark Young and Amparo Assucena, to serve as the interim Election Committee until the first elections of the AIM.
   e. The By-Laws (Statutes) do not specify a time frame for elections. (IE whether the election of these positions should occur before meetings of the Assembly of Delegates and Executive Committee, or should occur at the meetings where these governing bodies meet.)
   f. The By-Laws (Statutes) require members of the AIM elected to be AIM representatives to the Assembly of Delegates to be Active Individual Members of the ISPRM.
   g. The By-Laws (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 though his/her National Society)
   h. The Chair of the AIM must be an Active Individual Member of the ISPRM
   i. Members of the Elections Committee will be Active Individual Member.
II. Proposal for Elections of the AIM.
  a. Policies.
     i. The elections of the AIM will be conducted electronically prior to the meetings of the ISPRM Executive Committee and Assembly of Delegates, at the ISPRM congresses.
ii. Each major geographic will have an equal number of Representatives to the Assembly of Delegates, Executive Committee and AIM Election Committee

b. Procedures.

i. Identifying candidates for election

1. The Central Office will correspond with all Active Individual Members, informing them of all the AIM members and requesting that they nominate candidates for the open positions.
   a. Representatives to the Assembly of Delegates
   b. Representatives to the Executive Committee
   c. Chair of the AIM
   d. Members of the AIM Elections Committee.

2. Individual members may nominate themselves or others to positions for which they or others are qualified.

3. Members nominated for the AIM Elections Committee must previously have served as Representatives to the Assembly of Delegates, to the Executive Committee, as Chair of the AIM or as a member of a previous Elections Committee. For the first Elections Committee, the 2 Representative of Active Individual Members at Large 2010-12 will be the only members. Elections Committee members will not be allowed to be elected as Representatives to the Assembly of Delegates, to the Executive Committee or the Chair of the AIM, as long as they are members of the Elections Committee.

4. The correspondence requesting nominations will specify the requirements for each position, and clarify that nominations must have the information that verifies the candidates meet the requirements for the positions for which they are nominated.

ii. Verifying candidates are eligible for the positions for which they were nominated.

1. The Central Office will review the information accompanying the nominations to determine if the candidates meet the necessary requirements.

2. The Elections Committee will assist the Central Office in this verification if it is unclear whether candidates have the necessary credentials.

iii. Developing lists of candidates

1. The Central Office will develop a list of candidates for each position from those whom AIM members nominate.

2. The lists for all the positions will need to identify candidates by their major geographic areas (Americas, Europe, and Asia Oceania).

iv. Verifying the willingness of candidates to serve if elected.

1. The Central Office will correspond with the qualified candidates on the lists to verify that they wish to run for the positions for which they were nominated.

v. Voting for candidates

1. Only Individual Members in the same major geographic area as the candidates may vote for candidates seeking to represent the AIM in all the positions.

2. First round voting (by means of electronic vote)
   a. Individual Members may nominate themselves or others for positions for which they or others are qualified.
   b. Members may vote for more than one candidate for positions that have multiple regional representatives i.e. for 5 representatives to
the Assembly of Delegates and 2 representatives to the Elections Committee.

3. Second request for votes by means of electronic vote:
   a. The Central Office will be responsible for a second request for votes for those positions where there were insufficient votes for a regional quorum.

4. Additional requests for votes. (by means of electronic vote)
   a. The Central Office will be responsible for additional requests for votes until each major geographic area has reached a quorum.

   b. 

vi. Validity of elections:
   1. For an election to be valid, at least 10% of the Active Individual Members from each ISPRM major geographic area must vote electronically.

vii. Tabulating the votes
   1. The Central Office will list the candidates for each position, from each major geographic area and enter the number of qualified votes each received after it has verified that each major area achieved a quorum.
   2. The Central Office will identify as the winning candidates that receive the most votes for the available positions.
   3. Candidates may serve as both the Chair of the AIM and as a representative to the Executive Committee and/or the Assembly of Delegates.
   4. Candidates who successfully win positions of representation to the Executive Committee will be ex-officio members of the Assembly of Delegates, and will not be included among the elected representatives to the Assembly of Delegates.

viii. 

ix. Announcing the Winners and Notifying them
   1. The Central Office notifies the winners and all the individual members and announces the results of the election through the News and Views and via the website.

x. Time Limits for Steps in the Election Process
   1. Initial round of voting by electronic ballot.
      a. Central Office: prepare initial mailing of call for nominations. (Not less than 120 days prior to the assembly of the AIM at the ISPRM Congress)
      b. Individual members: respond to Central Office with nominations. (30 days-after the call was made)
      c. Central Office: preparing lists of candidates and preparing mailing to verify candidates’ willingness to serve. (10 days- after prior time limit)
      d. Nominated candidates: responding to Central Office with willingness to serve. (15 days- after prior time limit)
      e. Central Office preparing ballots. (10 days- after prior time limit)
      f. Individual members returning ballots. (20 days-after prior time limit)Individual members returning ballots. (Up to 45 days with Central Office reminder to vote every 15 days.)
g. Central Office: tabulating the votes and announcing the winners (at the assembly of AIM, at the ISPRM congress.)

h. Central Office prepares and sends mailing announcing the winners to every AIM, Associate member and Honorary member (10 days after the tabulating the votes and announcing the winners.).