



INTERNATIONAL SOCIETY FOR PROSTHETICS AND ORTHOTICS
CONSTITUTION FOR ISPO XXX

This constitution will be valid for the XXX national member society (hereinafter referred to as ISPO XXX), of the International Society for Prosthetics and Orthotics (hereinafter referred to as ISPO).

Article 1
PURPOSES AND FUNCTIONS OF ISPO XXX

- 1.1 ISPO XXX will work in accordance with the objectives of ISPO as defined in Article 1 of the Constitution and By-Laws of ISPO.
- 1.2 ISPO XXX will maintain a continuous contact among the XXX members of ISPO and coordinate national activities. Through its representation on the International Committee, ISPO XXX will support and participate in the broader international activities and projects of the Society.

Article 2
MEMBERSHIP, THE PRIVILEGES AND OBLIGATIONS OF THE MEMBERS

- 2.1 The membership of ISPO XXX will be composed of individuals and organisations in XXX and will include all the classes of membership of ISPO as defined in Article 2 of the Constitution and By-Laws of ISPO.
- 2.2 All provisions of Article 2 of the Constitution and By-Laws of ISPO will apply to the members of ISPO XXX.
- 2.3 The privileges and obligations of the members of ISPO XXX will be as defined in Article 3 of the Constitution and By-Laws of ISPO.
- 2.4 The annual membership fee, which is determined by the Executive Board of ISPO in accordance with the Article III of the Constitution and By-Laws of ISPO, may be regulated by the National Committee, as defined in sub-section 4.6.8 of the Constitution and By-Laws of ISPO, in order to meet the particular requirements of the ISPO XXX.

Article 3
ADMINISTRATION

- 3.1 ISPO XXX shall act in accordance with all the regulations, embodied in Article 4.6 of the Constitution By-Laws of ISPO.
- 3.2 ISPO XXX shall elect a National Committee, consisting of the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, and preferably not more than eight other members.

- 3.3 The National Committee shall be elected by the members of ISPO XXX and take office at the time of the Annual General Meeting (as defined in Article 4 below).
- 3.4 Members of the National Committee shall be elected for a term of three years. Approximately one third of the Committee shall retire each year and be eligible for re-election.
- 3.5 The Chairman and other Officer Bearers shall be appointed by the committee from amongst its members.
- 3.6 The financial accounts of ISPO XXX shall be produced in each calendar year and displayed to the members of the National Member Society.
- 3.7 The Chairman and the Vice-Chairman of the National Committee shall preferably be of different professional disciplines.
- 3.8 The National Committee shall be responsible to the Annual General Meeting for the budget and management of the National Member Society, and for maintaining the relationship between the National Member Society and International Committee and Executive Board of ISPO.
- 3.9 The Chairman shall represent the National Member Society on the International Committee of ISPO. A National Member Society which has more than 15 members shall be entitled to a second representative. The two representatives shall be of different professional disciplines.
- 3.10 Officers of ISPO and Chairmen of Standing Committees of ISPO who are members of ISPO XXX shall be ex-officio members of the National Committee.

Article 4

ANNUAL GENERAL MEETING

- 4.1 The Annual General Meeting (AGM) shall be held in each calendar year at a place selected by the National Committee.
- 4.2 The business of the AGM shall comprise:
 - (i) considering reports and accounts for the past year;
 - (ii) reviewing, if necessary, revising the Constitution of ISPO XXX;
 - (iii) deciding questions of general policy raised by the National Committee or, by prior notice, from members of ISPO XXX;
 - (iv) electing members of the National Committee.
- 4.3 Items for inclusion in the AGM Agenda shall be sent by members to reach the Honorary Secretary at least *eight weeks* before the date of the AGM. Copies of the complete Agenda shall be issued to all members at least six weeks before the date of the AGM.
- 4.4 The General Meeting shall reach its decisions by majority vote unless other particular rules for voting are valid.
- 4.5 If a proposal does not receive a majority vote in its favour, the proposal shall be rejected.

- 4.6 At the Annual General Meeting (as defined in Article 4) the members of ISPO XXX may vote by personal appearance only.
- 4.7 Amendments to this Constitution may be made only by a two-thirds majority vote of those present.
- 4.8 An Extraordinary AGM may be called at any time by the Honorary Secretary at the written request of one-fifth of the members of ISPO XXX. An Extraordinary General Meeting will be announced at least thirty days in advance with a provisional agenda.
- 4.9 Matters not appearing on the agenda of an AGM or an extraordinary AGM may only be discussed with the agreement, by vote, of two-thirds of those attending.

Article 5

FINANCIAL MANAGEMENT AND THE COMMITMENTS OF THE SOCIETY

- 5.1 ISPO XXX shall be under an obligation to observe the provisions of Article 5 of the Constitution By-Laws of ISPO.
- 5.2 The Honorary Treasurer shall operate the bank account of ISPO XXX under the direction of the National Committee. Cheques shall be signed by at least two designated Officer Bearers.

Article 6

VENUE AND DISSOLUTION

- 6.1 The location of the headquarters of ISPO XXX shall be decided by the National Committee.
- 6.2 ISPO XXX shall be dissolved in the event of a dissolution of the ISPO. ISPO XXX may also be dissolved if this is carried by a two-thirds majority vote of all members. In both events, notice will be given to all members of the ISPO XXX, seeking the advice of the members on a distribution of the society funds or on a settlement of any deficits.

John W. Michael
Honorary Secretary
October 2007