



Bylaws of the International Federation of Podiatrists – Fédération Internationale des Podologues

(As referred to in Section XIV of the Articles of Association if the FIP-IFP)

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Section I

Byelaws providing for the application of the Articles of Association of the FIP-IFP are hereby set down to provide for the methods of enforcement thereof.

The Byelaws are regularly updated and ratified by General Meeting.

Any request for the modification of the Articles of Association and of the Byelaws must be sent to the Secretary no less than three months prior to the date set for the General Meeting.

Section II - Admissions

Applications for admission to the FIP-IFP must be sent to the registered office of the FIP-IFP by certified letter with confirmation of receipt.

1. For organizations

The application must be made out on the letterhead of the organization and stipulate:

- The name of the organization
- The address of its registered office
- The members of its Board
- Proof of the official existence of the organization in the country where it is located
- Its professional image on a national scale (number of members, existence of a revue)

The application must be accompanied by a copy of the minutes of the General Meeting of the organization which voted to make such an application.

2. For associate members, the application for candidacy is subject to the terms provided for in Section V of the Articles of Association.

Any documents provided for in Section V of the Articles of Association of the FIP-IFP must be enclosed with the application.

In the event of an application for membership of an organization from a country which is already represented in the FIP-IFP, the provisions of the Articles of Association (Section V and XI) shall apply. However, in the event that the existing FIP-IFP Member organization from the same country as the applicant exercises their right to veto with a written explanation, the application will not be taken into consideration.

The application for admission may be provisionally approved by the Executive Board, and shall be granted 'provisional member status' upon payment of a membership fee. In order to expedite the application, process the application may be ratified by all member countries using electronic means, i.e. email, if it is deemed by the board that the provisional member would need to wait too long before the next General meeting. The Executive Board has sole discretion with respect to the presentation of the application file.

In the event that the candidacy is accepted by the Board, and prior to approval by the General Meeting, the candidate organization or individual has 'provisional member status', (i.e. the candidate has no

voting right) but may take part in discussions at various meetings and have access to the website and member benefits.

In the event of a favorable opinion by the General Meeting of the FIP-IFP either at the General meeting or by electronic means, the organization or individual applicant must comply with the regulatory provisions appearing in the Articles of Association and in the Bylaws of the FIP-IFP.

Section III – Executive Board

The Executive Board of the FIP-IFP may be required to take urgent measures. In such event, the Executive Board shall render an account for such measures at the next General Meeting.

The members (other than associate members) remain in office as long as their respective organizations commend them to do so. Their offices lapse when their organizations resign or have been excluded from the FIP-IFP.

The Board is responsible for leading the strategic planning process and for determining the duration of every new strategic plan. The Board must involve member associations in the development of the strategic plan, and must report to the AGM annually on progress with the plan.¹

The elections of the board members will follow an election calendar. It is recommended candidates take into account seniority in the organization or the executive board when applying for open Board positions.

No candidacy from the floor is allowed unless the position wasn't open until the AGM.

Any sitting Board member, who applies for an open position, and who still has time at their current term after the termination of the AGM, must resign their current position prior to election.

A candidate can only submit for one position except in the circumstance election are called for the floor. During the Fall Board Meeting, the upcoming board vacancies are identified and published with the Board Meeting Minutes. The open Board positions will be notified with the meeting call for the AGM.

No later than one month before the AGM the Candidate Forms must be submitted

The candidates for the open Board positions will be published within one week after the deadline for submission.

If the situation requires it and in exceptional circumstances, the board may differ from this procedure and will report about it at the AGM.²

The President

The President chairs General Meetings and is automatically entitled to attend committee meetings, the date of which he must be informed. He draws up meeting agendas in conjunction with the Secretary General and the Treasurer and sends said agendas to members having corresponding rights, no less than two months prior to the scheduled date of the meeting.

He/she is responsible for the application of regulatory provisions and the enforcement of decisions made by the General Meeting. He/she makes decisions which may be required between Board meetings

¹ AGM 2016

² AGM 2016

and General Meetings to ensure the smooth functioning of the FIP-IFP. He/she takes any initiatives required to ensure that the purpose of the FIP-IFP is attained and to promote Podiatric medicine on a worldwide scale. He/she prepares a newsletter for members once every six months in conjunction with the Executive Board.

He/she acts in close consultation with the Secretary General and the Treasurer.

He/she prepares a management report for each General Meeting.

The Vice-President

The Vice-President stands in for the President whenever the President is absent.

The Secretary General

The Secretary General is responsible for the preparation of the minutes of General Meetings and prepares a summary of motions to be voted upon at General Meetings and the results thereof. He/she further prepares a report of discussions and decisions to be sent to members.

He/she is responsible for sending minutes prepared in the official languages of the FIP-IFP no later than two months following General Meetings. Any request by a member for modification of minutes must be sent to the Secretary General within the two months following their issuance.

The Secretary General handles exchanges of correspondence on mail received and prepares the documents necessary to ensure the proper functioning of the office of the secretary.

He/she acts in close consultation with the President and the Treasurer.

He/she maintains the archives of the FIP-IFP and transfers the archives to his/her successor within the month following the termination of his term of office.

The Treasurer General

The Treasurer General is responsible for the financial management of the FIP-IFP.

He/She ensures the accounts and accounting vouchers are kept. The books are kept at the disposal of the Auditors prior to each General Meeting. All financial transactions are made by means of a bank account opened in the name of the Fédération Internationale des Podologues or International Federation of Podiatrists.

The balance sheet is drawn up at the end of each financial year.

The Treasurer ensures that a detailed report is prepared, which he submits, to the General Meeting to obtain discharge for his management. The Treasurer's report, the balance sheet for the financial year ended, the budget forecasts and the various budget-related proposals are sent to each association no less than two months prior to the date of the next General Meeting.

Calls for membership dues for the following calendar year are sent to each active or associate member prior to 1st May each year.

No expenditure may be made, except for administrative management and correspondence expenses provided for, without prior approval of the President and the Secretary General.

The Board Member at Large

The Board Member at Large is responsible to Chair Committees or assist in projects as designated by the President. The Board Member at Large does have voting rights.

The Immediate Past President

The Immediate Past President may, at the request of the President and with the agreement of the Board members, be invited to participate in Board meetings, the Annual General Meeting and/or telephone conferences for a maximum of two years following the end of his/her mandate. He or she will have no voting privileges. Reimbursement of travel, accommodations and subsistence will be made under the same conditions as the members of the Board.

Section IV – General Meetings

The General Meeting has sole discretion in its decision-making acts. It may modify the agenda upon proposal by no less than two delegates following a majority vote held at the start of the meeting. In the event of membership of several organizations in a same country, a single vote shall be granted to such country.

Organizations are obliged to send to the office of the secretary, in writing, the name of each delegate representing them. Only one delegate may represent each organization. Said delegate may be accompanied by a single person.

In the event that a representative from a given member country is unable to attend the AGM, a member organization may give its proxy to a delegate of another active member organization of the FIP-IFP as long as its current membership dues are paid up. It should be noted that a member organization may only hold a maximum of two proxies, in addition to their own member vote.³

Notification of said proxy is to be mailed by the represented organization to the President of the FIP-IFP. Each organization and the organization representing it must be up to date in their membership dues at the opening of the General Meeting.

Individual members are called and may be represented at meetings but have no voting rights.

³ AGM 2015

Section V – Committees

General⁴

A call for nomination for each Committee will be done together with the meeting call at the General Assembly. The members of each Committee will be appointed by the FIP-IFP President in conjunction with the Board taking regard of insuring there is a geographical spread and relevant expertise in the required area. The appointment will be done at the latest at the next full board meeting. The term of office for the Committees will be two years. The Committee chair is appointed for two years. This is a onetime consecutive renewable term. This can only be prolonged by the Board in exceptional circumstances.

The Chair of the ECP Committee shall be elected by the ECP Committee for a two-year term of office and should normally be renewable for two terms only.

The Chairs of each Committee will be informed in due time of the dates of each meeting of the Executive Board in order to allow them to submit a minimum bi-annual report of their activities, their recommendations and observations so as to enable the Board to be so advised and to amend or validate the report. The committee chair will submit the approved minutes to the FIP-IFP Board at the subsequent Board meeting.

Every Chair prepares an annual report of the activities of the Committee, to be presented at the General Annual Meeting. Said report will be presented to the Board on a prior basis.

The President is automatically a member of the committees. The Executive Director of the FIP-IFP is an ex officio member of each committee without voting rights.

The Committees

The Article of Association Committee

Functions & delegated authority

The AAC is responsible for ensuring that the Articles and Bylaws of the FIP-IFP comply with French law and are supportive of an efficient and effective International organization.

The AAC develops appropriate amendments to the Articles and Bylaws of the FIP-IFP for adoption by the Annual General meeting (AGM) each year. No changes will be made to the Articles and Bylaws of FIP-IFP unless they have been adopted by the FIP-IFP AGM.

Membership and appointment

The AAC Chair will be appointed by the FIP-IFP President, and should normally be the Secretary General of the FIP-IFP or another member of the Board. The appointment is a onetime renewable term. This can be prolonged by the Board in exceptional circumstances.

The AAC will comprise of 5 members. Three or more members, including the Chair will be required to form a quorum.

⁴ AGM 2016

A call for nomination will be done at the General Assembly. The members will be appointed by the FIP-IFP President in conjunction with the Board at the latest at the next full board meeting.

The term of office for the AAC will be two years in line with the term of office of the Secretary General of FIP-IFP or another member of the Board.

The Executive Director of the FIP-IFP is an ex officio member of the committee without voting rights.

Frequency of meetings and voting

The AAC will have at least one meeting a year. All communication can be conducted in person, through email and/or audio/video conferencing as and when necessary.

Decision making will be done by consensus. In the exceptional case a member asks for a vote, then a majority vote will be required to carry a motion and if the vote is tied the Chair will cast the deciding vote.

In the exceptional circumstance the Chairperson, cannot chair the meeting and hasn't appoint another member to chair the meeting, the committee will appoint a chair for this particular meeting.

Record of meetings

At the beginning of each meeting a minute taker is appointed.

Minutes of each meeting shall be recorded in writing at the time of the meeting.

The draft minutes will be sent to the AAC members within two weeks after each AAC meeting. The members approve or send their comments within 2 weeks after reception of the minutes, except if otherwise decided during the meeting.

Reporting

The AAC chair will submit the approved minutes to the FIP-IFP Board at the subsequent Board meeting.

International Recruitment Committee

Functions & delegated authority

The IRC is responsible for maintaining an on going program for the recruitment of new member countries and individuals, and the development of strategies to meet this objective.

The IRC Chair will propose the new member countries and individual candidacy to the Board. The IRC Chair will be responsible to prepare their annual report to the FIP AGM. The IRC report can include IRC committee progress, details of completed projects and new IRC endorsed proposals for FIP-IFP AGM approval.

Membership and appointment

The IRC Chair will be appointed by the FIP-IFP President. The appointment is a onetime renewable term. This can be prolonged by the Board in exceptional circumstances.

The IRC can comprise of 5 members. Three or more members, including the Chair will be required to form a quorum.

A call for nomination will be done at the General Assembly. The members will be appointed by the FIP-IFP President in conjunction with the Board at the latest at the next full board meeting.

The term of office for the IRC will be two years.

The Executive Director of the FIP-IFP is an ex officio member of the committee without voting rights.

Frequency of meetings and voting

The IRC will have at least one meeting a year. All communication can be conducted in person, through email and/or audio/video conferencing as and when necessary.

Decision making will be done by consensus. In the exceptional case a member asks for a vote, then a majority vote will be required to carry a motion and if the vote is tied the Chair will cast the deciding vote.

In the exceptional circumstance the Chairperson, can't chair the meeting and hasn't appoint another member to chair the meeting, the committee will appoint a chair for this particular meeting.

Record of meetings

At the beginning of each meeting a minute taker is appointed. Minutes of each meeting shall be recorded in writing at the time of the meeting.

The draft minutes will be sent to the members within two weeks after each meeting. The members approve or send their comments within 2 weeks after reception of the minutes, except if otherwise decided during the meeting.

Reporting

The IRC chair will submit the approved minutes to the FIP-IFP Board at the subsequent Board meeting.

The World Foot Health Awareness Month Committee

Functions & delegated authority

The WFHAMC is responsible for increasing the awareness of the importance of foot health among the general public and other health professionals through the organization of the WFHAM. The committee provides member organization with suitable resource material to aid the successful implementation of plans for the annual foot health awareness initiative during the month of May of each year.

The WFHAMC Chair will be responsible to prepare their annual report to the FIP-IFP AGM. The WFHAMC report can include WFHAMC committee progress, details of completed projects and new WFHAMC endorsed proposals.

Membership and appointment

The WFHAMC Chair will be appointed by the FIP-IFP President. The appointment is a onetime renewable term. This can be prolonged by the Board in exceptional circumstances.

The WFHAMC will comprise of a 5 members. Three or more members, including the Chair will be required to form a quorum.

A call for nomination will be done at the General Assembly. The members will be appointed by the FIP-IFP President in conjunction with the Board at the latest at the next full board meeting.

The term of office for the IRC will be two years.

The Executive Director of the FIP-IFP is an ex officio member of the committee without voting rights.

Frequency of meetings and voting

The WFHAMC will have at least one meeting a year. All communication can be conducted in person, through email and/or audio/video conferencing as and when necessary. The documentation will be prepared in an agreed timeline with the Board.

Decision making will be done by consensus. In the exceptional case a member asks for a vote, then a majority vote will be required to carry a motion and if the vote is tied the Chair will cast the deciding vote.

In the exceptional circumstance the Chairperson, can't chair the meeting and hasn't appoint another member to chair the meeting, the committee will appoint a chair for this particular meeting.

Record of meetings

At the beginning of each meeting a minute taker is appointed.

Minutes of each meeting shall be recorded in writing at the time of the meeting.

The draft minutes will be sent to the members within two weeks after each meeting. The members approve or send their comments within 2 weeks after reception of the minutes, except if otherwise decided during the meeting.

Reporting

The WHFAMC chair will submit the approved minutes to the FIP-IFP Board at the subsequent Board meeting.

The International Academy of Podiatric Medical Educators (or Academy)⁵

Functions & delegated authority

The IAPME Is Responsible for providing educational expertise and support to the FIP-IFP, FIP-IFP Member Countries and Educational institutions.

The purpose of the Academy is to:

- Assist the FIP-IFP in the development of the World Congress educational program
- Serve as a resource to the FIP-IFP and FIP-IFP committees on specific educational issues
- Consult with member countries and their educational institutions as requested.

⁵ AGM 2017

- Assist the FIP-IFP in meeting its mission statement based on educational resources

Membership and appointment

The term of office for the Academy will be two years. The Academy can comprise of 5 members. Three or more members, including the Chair will be required to form a quorum. Membership should reflect diversity of the FIP-IFP.

A call for nomination will be done at the General Assembly. The members will be appointed by the FIP-IFP President in conjunction with the Board at the latest at the next full board meeting. The Academy Chair will be appointed by the FIP-IFP President. The appointment is a onetime renewable term. This can be prolonged by the Board in exceptional circumstances.

The Executive Director of the FIP-IFP is an ex officio member of the committee without voting rights.

Frequency of meetings and voting

The Academy will have at least one meeting a year. All communication can be conducted in person, through email and/or audio/video conferencing as and when necessary. Decision making will be done by consensus. In the exceptional case a member asks for a vote, then a majority vote will be required to carry a motion and if the vote is tied the Chair will cast the deciding vote.

In the exceptional circumstance the Chairperson, can't chair the meeting and hasn't appoint another member to chair the meeting, the committee will appoint a chair for this particular meeting.

Record of meetings

At the beginning of each meeting a minute taker is appointed. Minutes of each meeting shall be recorded in writing at the time of the meeting. The draft minutes will be sent to the members within two weeks after each meeting. The members approve or send their comments within 2 weeks after reception of the minutes, except if otherwise decided during the meeting.

Reporting

The Academy chair will submit the approved minutes to the FIP-IFP Board at the subsequent Board meeting.

Section VI – Membership Dues

Each organization affiliated with the FIP-IFP must, before 31 January of each year, report the number of its members on 31 December of the previous calendar year.

This statement will enable the Treasurer General to determine the amount of membership dues.

In order to take part in voting at General Meetings, the organizations present or represented must have paid their dues by 11:59 p.m. the night prior to the General Meeting at the local time of the General Meeting location, or have applied for and received special assistance in payment of dues.

Individual members will be able to vote only if they belong to an organization that has paid its dues before the General Meeting; or if their organization has received special assistance in payment of dues and if the individual is up to date on the payment of their own dues.⁶

Non-payment of dues within two months of the date of the General Meeting, and subsequent to application of paragraph 2 of Section VI of the Articles of Association, authorizes the Secretary General to no longer send FIP-IFP announcements or minutes to the organization concerned.

In the event of non-payment of membership fees due to financial difficulties, member countries may apply to the Executive Board for special assistance from the FIP-IFP. An interest-free loan or another financial assistance plan to keep the membership status current may be granted.

The reasons for economic hardship and all supporting documents must be provided to the board for their consideration at least 90 days before a scheduled General Meeting. At the sole discretion of the Executive Board it will be considered on a case-by-case basis.⁷ The decision of the Executive Board will be made public at the next AGM.⁸

In any event, the special assistance will be deemed temporary. The organization is expected to repay the assistance they have received. The special assistance shall not be approved for more than two years annual membership dues. In this situation, the member could still vote at the AGM but could NOT run for an executive board position.⁹

The amount of membership dues is voted upon each year by the General Meeting upon motion by the Treasurer General.

For organizations, the amount of the dues per member and the amount of fixed dues per organization are voted on a separate basis.

For individual members, the amount of membership dues is voted by secret ballot.

Section VII – Reimbursements And Compensation

All administrative functions are conducted on a deemed unpaid (volunteer) basis. However, expenses incurred by Board members and Committee Presidents for official travel are reimbursed by the Treasurer.

The conditions for reimbursement are as follows:

Travel expenses

Return (round-trip) ticket from the place of residence of each member to the locality of the meeting, either by train on the basis of a 1st-class return ticket or a return coach ticket for air travel.

⁶ AGM 2015

⁷ AGM 2015

⁸ AGM 2016

⁹ AGM 2015

Accommodation expenses

(Room and meals) during meeting periods, maximum two nights per one day of meeting if transportation schedules do not allow for a return on the same day.

Section VIII – Translation and interpreting

Correspondence

It is agreed that all official correspondence must be sent to the registered office of the FIP-IFP in French or in English and automatically forwarded to the address of the acting President of the FIP-IFP. In the event that a letter is sent in another language, the office of the secretary is authorized to have the letter translated.

Meetings

The costs of interpreting at General Meetings, whether simultaneous or otherwise, are assumed by the FIP-IFP. Interpreting is conducted in English and in French.

Organizations that wish to have interpreting services in another language must pay for all or part of the costs thereof. The General Meeting has sole discretion in deciding the amount to be allotted for such costs.

Section IX – Revues

Each organization which issues a revue in its country shall send a copy to the office of the secretary of the FIP-IFP and to the registered office of each FIP-IFP member organization.

Section X – Assets

The organizations affiliated with the FIP-IFP have no rights over the assets of the FIP-IFP unless otherwise decided upon by the General Meeting.

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