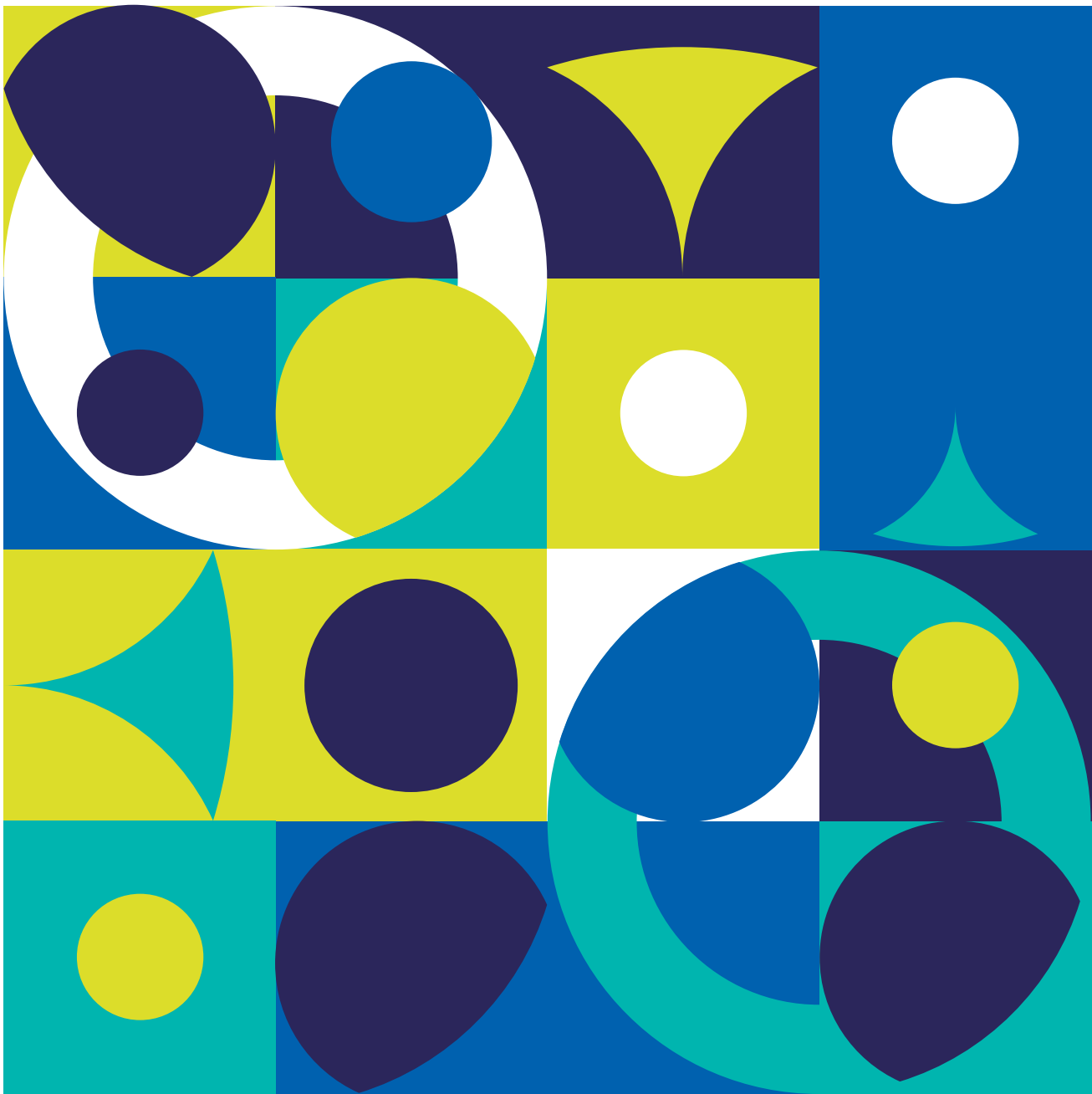


Regulations of the World Confederation for Physical Therapy





World Confederation for Physical Therapy (WCPT) is
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**World
Physiotherapy**

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Power, Definitions and Interpretations

Regulation 1: Power to make Regulations

- 1.1 These Regulations are made under clause 68 of the WCPT Constitution and are binding on the WCPT and its Member Organisations, Regions and Subgroups.
- 1.2 If any Regulation is inconsistent with a clause of the WCPT Constitution, the WCPT Constitution applies to the extent of the inconsistency.

Regulation 2: Definitions and Interpretations

Definitions

- 2.1 In these Regulations, unless there is something in the subject or context which is inconsistent:

Act means the Charities Act 2011 (England and Wales) and any regulations that apply to the WCPT under the Act, as amended or replaced.

Best interests of the WCPT means best enabling the WCPT to carry out and further its Objects, both now and for the future. It is not about the interests of Board Members or staff or about the WCPT as an organisation or preserving the WCPT for its own sake.

Board means the Executive Board elected or appointed in accordance with the WCPT Constitution.

Cessation means the organisation is removed from the register of Member Organisations under the WCPT Constitution and any rights under clause 9 and duties under clause 10 cease to apply.

Chief Executive Officer means the person appointed by the Board as the chief executive officer of the WCPT.

Clause or sub-clause means a clause or sub-clause of the WCPT Constitution.

Country means any state or customs territory that can exercise exclusive legal and regulatory jurisdiction/competence with internal autonomy. If the status of a territory as a 'country' is disputed, the matter will be decided by the Board based on accepted international approaches in accordance with Regulation 63.

General Meeting means any Congress General Meeting or any Extraordinary General Meeting.

General Board Member means a person appointed or elected as a General Board Member

under clause 32 of the WCPT Constitution and Regulation 14.

Majority means more than fifty percent.

Member Organisation means a national professional membership organisation for physiotherapists admitted to membership of the WCPT and listed in the register of Member Organisations in accordance with the WCPT Constitution.

National professional membership organisation for physiotherapists means a membership organisation that represents physiotherapists at a national level and promotes the physiotherapy profession to the government and community in the Country where the organisation is based. The organisation maintains standards within the physiotherapy profession and provides ongoing professional development for physiotherapists.

Non-governmental means functionally independent of, and not representative of, a government.

Non-Voting Delegate means a person representing Member Organisation at a Regional General Meeting who has the right to propose motions at that meeting but is not entitled to cast a vote.

Objects mean the objects of the WCPT as specified in clause 4 of the WCPT Constitution.

Observer means a person nominated to participate at a Regional General Meeting under Regulation 44 who is not entitled to propose or second motions or cast a vote at that meeting under these Regulations.

Quorum means the minimum number of Voting Delegates or Regional Executive Committee Members that must be present at a General Meeting or a Regional Executive Committee meeting respectively before it can officially start and before official decisions can be taken. Proxies are not included in the quorum.

Region means a region of the WCPT established under clause 46 of the WCPT Constitution.

Regional administrator means the person appointed to provide administrative support to a Region.

Regional Board Member means a person elected as a Regional Board Member under clause 31 of

the WCPT Constitution and Regulation 13.

Regional Executive Committee means an Executive Committee established by a Region in accordance with clause 49 of the WCPT Constitution and these Regulations.

Regional General Meeting means a General Meeting of Member Organisations within a Region entitled to vote under the and convened under Regulation 36 or any Extraordinary Regional General Meeting convened under Regulation 37.

Regulations mean these Regulations created and amended by the Board in consultation with the Member Organisations under clause 68 of the WCPT Constitution.

Returning Officer means a person who conducts an election and announces the result.

Severe financial hardship means the Member Organisation is not able to source enough funds to pay the annual subscription fee by the due date.

Standing Committee means a committee of suitably qualified and experienced individuals that is established by the Board as a standing committee under sub-clause 44.1 or 44.2 of the WCPT Constitution to provide on-going advice and guidance to the Board on exercising its relevant powers and/or functions under the WCPT Constitution.

Suspension means the Member Organisation's rights under clause 9 and duties under clause 10 of the WCPT Constitution do not apply during the period of suspension but the Member Organisation continues to be listed in the register of Member Organisations in accordance with the WCPT Constitution.

Termination means the organisation is removed from the register of Member Organisations under the WCPT Constitution and any rights under clause 9 and duties under clause 10 cease to apply.

Voting Delegate means:

- a. a person sent to a General Meeting by a Member Organisation entitled to vote at that meeting under the WCPT Constitution; or
- b. the President or Chair of a Member Organisation entitled to vote on a resolution proposed outside a General Meeting, under sub-clause 11.3 of the WCPT Constitution; or
- c. a person sent to a Regional General Meeting by a Member Organisation entitled to vote at that meeting; or
- d. the President or Chair of a Member Organisation

entitled to vote on a resolution proposed outside a Regional General Meeting, under Regulations 47 and 48.

WCPT means World Confederation for Physical Therapy, operating as World Physiotherapy.

WCPT Constitution means the constitution adopted by the Member Organisations at the 19th WCPT General Meeting held in Geneva in May 2019, as amended or supplemented.

WCPT Region means a Region established by the Board under clause 46 of the WCPT Constitution.

Working group means a group of experts that is established by the Board or a Regional Executive Committee as a working group under sub-clause 45.1 of the WCPT Constitution or Regulation 33 to provide advice and guidance to the Board or Regional Executive Committee on specific issues and projects on a time-limited basis that reflects the timeframe for resolution of the specific issues or completion of the relevant project.

World Physiotherapy is the operating name of the WCPT.

Interpretations

- 2.2 In these Regulations, unless the context otherwise requires:
- a. the singular includes the plural and vice versa;
 - b. the words "writing" and "written" include any other mode of representing or reproducing words, figures, drawings or symbols in a visible form;
 - c. where any word or phrase is defined, any other part of speech or other grammatical form of that word or phrase has the same meaning;
 - d. a reference to any clause or sub-clause is to a clause or sub-clause of the WCPT Constitution;
 - e. all headings contained in these Regulations are for guidance and do not form part of the substance of a Regulation;
 - f. physiotherapy means physical therapy and vice versa; and
 - g. a reference to a word or an expression with a special meaning in the Act, has the same meaning as in the Act, unless a contrary intention appears.



Membership

Regulation 3: Written application for admission to membership

- 3.1 This Regulation must be read in conjunction with sub-clauses 8.1, 8.2 and 8.3 of the WCPT Constitution.
- 3.2 Any application for admission to membership of the WCPT must be submitted in writing to the Chief Executive Officer in a form and in a manner approved by the Board.
- 3.3 The Chief Executive Officer must establish and administer a procedure for:
 - a. receiving applications for membership;
 - b. checking each application to ensure it is complete and addresses the issues set out in sub-clauses 8.1 and 8.2;
 - c. referring any application that is complete and complies with sub-clauses 8.1 and 8.2 to the WCPT Membership Committee for assessment in accordance with these Regulations; and
 - d. dealing with applications that are incomplete and/or do not comply with sub-clauses 8.1 and 8.2.

Regulation 4: Assessment of application for admission to membership

- 4.1 This Regulation must be read in conjunction with sub-clauses 8.3, 8.4, 8.9, 8.10, 8.11, 8.12 and 8.13 of the WCPT Constitution.
- 4.2 The Chief Executive Officer must establish and administer a procedure for the WCPT Membership Committee to assess applications for membership.
- 4.3 The WCPT Membership Committee must assess each application for membership in accordance with the procedure established by the Chief Executive Officer and determine whether or not the information provided satisfies all of the following statements:
 - a. the applicant organisation is a national professional membership organisation for physiotherapists;
 - b. if there is currently a Member Organisation in the Country where the applicant organisation is based the application must, in addition to satisfying sub-clause 8.1, provide verifiable evidence that the applicant organisation

represents a higher number of physiotherapists in the Country where the organisation is based than the Member Organisation

- c. the majority of members of the applicant organisation are qualified physiotherapists;
- d. the majority of the individuals holding positions on the governing body of the applicant organisation are qualified physiotherapists;
- e. membership of the applicant organisation is open to all people who are eligible to practise physiotherapy in the Country where the organisation is based;
- f. the applicant organisation requires its members to comply with a code of ethics, or equivalent document, that is consistent with the WCPT Ethical Principles;
- g. the applicant organisation agrees to be bound by the WCPT Constitution; and
- h. the applicant organisation has capacity and commitment to:
 - i. comply with and observe the WCPT Constitution and any resolution passed by the Member Organisations or determination made by the Board under the WCPT Constitution;
 - ii. comply with all Regulations and procedures which may be created, amended or replaced in accordance with the WCPT Constitution;
 - iii. pay to the WCPT any annual membership subscriptions in accordance with the WCPT Constitution;
 - iv. send to the Chief Executive Officer a copy of all amendments to its governing documents and codes of ethics when requested and within 180 calendar days beginning with the date any such amendments are decided;
 - v. send to the Chief Executive Officer, when requested and within 30 calendar days of any change, the name and contact details of the head of governing body;
 - vi. inform the Chief Executive Officer about national events and developments relevant to physiotherapy on a regular basis and when requested;
 - vii. provide any reports and information requested by the Chief Executive Officer or Board;

- viii. exercise its powers as a member of the WCPT in the way it decides in good faith will further the Objects of the WCPT;
 - ix. promote the Objects and work of the WCPT; and
 - x. submit to the laws of England in respect of any disputes between a Member Organisation and the WCPT.
- 4.4 The WCPT Membership Committee must, after completing its assessment of any application for admission to membership of the WCPT:
- a. refuse the application in accordance with sub-clause 8.4 of the WCPT Constitution; or
 - b. advise the Board of its determinations for each element specified under Regulation 4.3.
- 4.5 After the WCPT Membership Committee decision under Regulation 4.3, the Chief Executive Officer must ensure the application is progressed in accordance with the WCPT Constitution and these Regulations.

Regulation 5: Appeal following refusal by WCPT Membership Committee

- 5.1 This Regulation must be read in conjunction with sub-clauses 8.5, 8.6, 8.7 and 8.8 of the WCPT Constitution.
- 5.2 If an applicant organisation receives written notice under sub-clause 8.5 of the WCPT Constitution, the respective organisation may lodge an appeal to the Chief Executive Officer for a review of the WCPT Membership Committee's decision to refuse its application for membership of the WCPT (the Application Appeal).
- 5.3 The Appeal must be lodged in writing to the Chief Executive Officer, within 30 calendar days of the date of the notice under sub-clause 8.5, in a form and in a manner approved by the Board.
- 5.4 The Chief Executive Officer must establish and administer a procedure for managing the Application Appeal consistent with the principles of natural justice and procedural fairness.
- 5.5 The WCPT Appeals Committee must consider the Application Appeal in accordance with the procedure established by the Chief Executive Officer and may decide to confirm or reject the WCPT Membership Committee's refusal decision.
- 5.6 The Chief Executive Officer must notify the applicant organisation of the WCPT Appeals Committee decision under sub-clause 8.7 in writing

within 30 calendar days of that decision.

- 5.7 The decision by the WCPT Appeals Committee to confirm or reject the WCPT Membership Committee's refusal decision is final.

Regulation 6: Applying for assistance from the WCPT's funds

- 6.1 This Regulation must be read in conjunction with paragraph (g) of sub-clause 9.2 of the WCPT Constitution.
- 6.2 Any Member Organisation-nominated delegates and representatives applying for assistance from the WCPT's funds must complete and submit an application in writing to the Chief Executive Officer in a form and in a manner approved by the Board.
- 6.3 The Chief Executive Officer must establish and administer a procedure for:
- a. receiving applications for assistance from the WCPT's funds;
 - b. checking each application to ensure it is complete before referring it to the Board for consideration;
 - c. dealing with applications that are incomplete or not in the best interests of the WCPT; and
 - d. referring any application that is complete and in the best interests of the WCPT to the Board for consideration.
- 6.4 The Board may decide to agree or decline to provide assistance from the WCPT's funds to a Member Organisation.
- 6.5 The Chief Executive Officer must notify the Member Organisation of the Board's decision to agree or decline to provide assistance from the WCPT's funds in writing within 30 calendar days of that decision.
- 6.6 The written notice under Regulation 6.5 must include the procedures for the Member Organisation to request that the Board reconsider its decision to decline to provide assistance from the WCPT's funds to the Member Organisation, if there is verifiable evidence that it is in the best interests of the WCPT for the Board to agree to provide that assistance. The outcome of any such reconsideration by the Board is final.



Regulation 7: Voting on resolutions proposed outside a General Meeting

- 7.1 This Regulation must be read in conjunction with clause 11 of the WCPT Constitution to clarify the types of resolutions that may be proposed without a General Meeting.
- 7.2 The Chief Executive Officer must establish and administer a procedure for the Member Organisations to vote on a resolution without a General Meeting.
- 7.3 The procedure established by the Chief Executive Officer under Regulation 7.2 must:
 - a. comply with clause 11 of the WCPT Constitution;
 - b. enable Member Organisations to use electronic voting;
 - c. provide a fair and transparent process for Member Organisations' participation in the vote including a dedicated electronic address for the WCPT to receive any questions from Member Organisations about the proposed resolution;
 - d. specify a date and time when Member Organisations entitled to vote may attend an information session about the proposed resolution to be held by any technology that gives the Member Organisations present a reasonable opportunity to ask questions; and
 - e. provide a mechanism to publish any questions from Member Organisations about the proposed resolution and the response from WCPT to each question.
- 7.4 The Voting Delegate on a resolution proposed without a General Meeting is the President or Chair of a Member Organisation entitled to vote under the WCPT Constitution.
- 7.5 Any Member Organisation voting on a resolution proposed without a General Meeting must comply with the procedure established under Regulation 7.2.
- 7.6 The Chief Executive Officer must ensure any vote that does not comply with the procedure established under Regulation 7.2 is declared invalid and not counted in determining the outcome of the proposed resolution.
- 7.7 The Chief Executive Officer must send written notice of the outcome of the vote on a proposed resolution to all Member Organisations including details of each organisation's vote on that resolution within 10 calendar days of the close of voting.

Regulation 8: Membership Subscriptions – requests by Member Organisations experiencing severe financial hardship

- 8.1 This Regulation must be read in conjunction with sub-clauses 12.2, 12.3, 12.4, 12.5 and 12.6 of the WCPT Constitution.
- 8.2 Any request by a Member Organisation experiencing severe financial hardship for an extension to the due date for payment of their annual membership subscription or a waiver of all or part of that subscription must be submitted in writing to the Chief Executive Officer in a form and in a manner approved by the Board.
- 8.3 The Chief Executive Officer must establish and administer a procedure for:
 - a. receiving and dealing with any request by a Member Organisation experiencing severe financial hardship for an extension to the due date for payment of their annual membership subscription or a waiver of all or part of that subscription;
 - b. checking each request to ensure it is complete;
 - c. assessing each complete request to determine whether there is evidence that the Member Organisation is experiencing severe financial hardship;
 - d. assessing each complete request to determine whether an extension to the due date for payment of the Member Organisation's annual membership subscription, or a waiver of all or part of that subscription, is in the best interests of the WCPT; and
 - e. dealing with requests that are incomplete, that do not provide evidence of severe financial hardship or are not in the best interests of the WCPT.
- 8.4 The Chief Executive Officer may initiate a request for a waiver of all a Member Organisation's annual membership subscription when the Member Organisation has not requested a waiver and there is evidence the Member Organisation is unable to pay that subscription due to extraordinary circumstances prohibiting or impeding payment.
- 8.5 The Chief Executive Officer must refer any request that is complete, provides evidence of severe financial hardship and is in the best interests of the WCPT, or any request initiated by the Chief Executive Officer, to the WCPT Membership Committee for assessment.
- 8.6 The WCPT Membership Committee must assess

each request and decide whether to recommend that the Board:

- a. approve the request if it is assessed as being in the best interests of the WCPT to extend the due date for payment of the annual membership subscription or a waiver of all or part of that subscription; or
 - b. refuse the request if it is assessed as not being in the best interests of the WCPT to extend the due date for payment of the annual membership subscription or a waiver of all or part of that subscription.
- 8.7 After the WCPT Membership Committee decision under Regulation 8.6 the Chief Executive Officer must ensure the request is progressed to the Board in accordance with the WCPT Constitution and these Regulations.
- 8.8 The Board's decision on the Member Organisation's request is final.

Regulation 9: Management of complaints about Member Organisations

- 9.1 This Regulation must be read in conjunction with clause 14 of the WCPT Constitution.
- 9.2 The Chief Executive Officer is responsible for managing any complaint made under clause 14 of the WCPT Constitution.
- 9.3 The Chief Executive Officer must:
- a. establish and administer a procedure to ensure any complaint under sub-clause 14.2 is managed in a transparent manner consistent with the principles of natural justice and procedural fairness in accordance with the WCPT Constitution and these Regulations;
 - b. assess any complaint about a Member Organisation within 15 calendar days of receiving the complaint;
 - c. take no further action if the complaint does not relate to matters specified in clause 14.2 of the WCPT Constitution and provide written notice of this outcome to the complainant within 30 calendar days of receiving the complaint;
 - d. refer any complaint that relates to matters specified in clause 14.2 of the WCPT Constitution to the WCPT Membership Committee within 30 calendar days of receiving the complaint; and
 - e. provide the Member Organisation that is the subject of a complaint referred to the WCPT

Membership Committee written notice about the complaint within 30 calendar days of receiving the complaint.

- 9.4 The written notice under Regulation 9.3(e) must invite the Member Organisation that is the subject of the complaint to respond in writing to that complaint within 30 calendar days of that notice.
- 9.5 The WCPT Membership Committee must consider any complaint referred by the Chief Executive Officer and any written response by the Member Organisation that is the subject of the complaint and make a decision under Regulation 9.6 or 9.7 within 30 calendar days of the Member Organisation's written response.
- 9.6 If, after considering the complaint and any written response by the Member Organisation that is the subject of the complaint, the WCPT Membership Committee reasonably believes the complaint
- a. does not relate to matters specified in clause 14.2 of the WCPT Constitution, or
 - b. relates to an independent dispute between Member Organisations,
- the WCPT Membership Committee must decide to take no further action in relation to the complaint.
- 9.7 If, after considering the complaint and any written response by the Member Organisation that is the subject of the complaint, the WCPT Membership Committee reasonably believes the complaint relates to matters specified in clause 14.2 of the WCPT Constitution, the WCPT Membership Committee may decide to conduct a hearing to assist its decision on the outcome of the complaint.
- 9.8 The Chief Executive Officer must notify the Member Organisation that is the subject of a complaint of the WCPT Membership Committee decision under Regulation 9.6 or 9.7 in writing within 30 calendar days of that decision.
- 9.9 The Chief Executive Officer must establish and administer a procedure for the WCPT Membership Committee to conduct any hearing about a complaint.
- 9.10 The hearing will be conducted using videoconferencing, an online meeting platform or any other technology as needed to ensure the Member Organisation that is the subject of a complaint has a fair hearing.
- 9.11 The WCPT Membership Committee must conduct any hearing about a complaint in accordance with the procedures established by the Chief Executive Officer and within 30 calendar days of the written notice under Regulation 9.8.



- 9.12 The WCPT Membership Committee must within 15 calendar days after the hearing, decide to
- uphold the complaint; or
 - take no further action.
- 9.13 The Chief Executive Officer must notify the Member Organisation that is the subject of a complaint of the WCPT Membership Committee decision under Regulation 9.12 in writing within 15 calendar days of that decision.
- 9.14 The Chief Executive Officer must also notify the individual or entity who made the complaint of the WCPT Membership Committee's decision under Regulation 9.6, 9.7 or 9.12 in writing within 15 calendar days of that decision.
- 9.15 The WCPT Membership Committee's decision about the complaint is final.
- 9.16 If the WCPT Membership Committee decides to uphold the complaint, the Board must report the outcome to the Member Organisations in writing within 30 calendar days with a recommendation to pass a resolution to terminate the organisation's membership of the WCPT at the next General Meeting.
- 9.17 The Board may suspend the membership of any organisation that is the subject of an upheld complaint pending a vote on a recommendation by the Board to terminate the organisation's membership.

Regulation 10: Appeal against suspension of membership under sub-clause 15.5

- 10.1 This Regulation must be read in conjunction with sub-clauses 15.5, 15.6, 15.7, 15.8, 15.9, 15.10, 15.11 and 15.12 of the WCPT Constitution.
- 10.2 If a Member Organisation receives written notice under sub-clause 15.7, the respective organisation may lodge an appeal to the Chief Executive Officer for a review of the Board's decision to suspend its membership of the WCPT (the Suspension Appeal).
- 10.3 The Suspension Appeal must be lodged in writing to the Chief Executive Officer, within 30 calendar days of the date of the notice under sub-clause 15.7, in a form and in a manner approved by the Board.
- 10.4 The Chief Executive Officer must establish and administer a procedure for managing the Suspension Appeal consistent with the principles of natural justice and procedural fairness.
- 10.5 The WCPT Appeals Committee must consider

the Suspension Appeal in accordance with the procedure established by the Chief Executive Officer and within 30 calendar days of receipt of an appeal lodged under Regulation 11.3.

- 10.6 The WCPT Appeals Committee may decide to confirm or repeal the Board's decision to suspend a Member Organisation's membership.
- 10.7 The decision by the WCPT Appeals Committee to confirm or repeal the Board's suspension decision is final.
- 10.8 The Chief Executive Officer must notify the respective Member Organisation of the WCPT Appeals Committee decision under sub-clause 15.10 in writing within 30 calendar days of that decision.

Regulation 11: Assessment of application for reinstatement of membership previously terminated due to a complaint

- 11.1 This Regulation must be read in conjunction with sub-clauses 16.3, 16.4, 16.5, 16.6, 16.7, 16.10, 16.11, 16.12 and 16.13 of the WCPT Constitution.
- 11.2 Any application for reinstatement of membership of the WCPT by an organisation previously terminated as a member of the WCPT due to a complaint (Terminated Member) must be submitted in writing to the Chief Executive Officer in a form and in a manner approved by the Board.
- 11.3 The Chief Executive Officer must establish and administer a procedure for the WCPT Membership Committee to assess applications for reinstatement of membership by a Terminated Member.
- 11.4 The WCPT Membership Committee must assess each application for reinstatement of membership by a Terminated Member in accordance with the procedure established by the Chief Executive Officer.
- 11.5 The WCPT Membership Committee must determine whether or not the information provided satisfies the following statements:
- the application for reinstatement of membership was received after the minimum period specified in the notice sent by the Chief Executive Officer to the respective organisation – the minimum period must be two or more years;
 - the Terminated Member is a national professional membership organisation for physiotherapists;
 - if there is currently a Member Organisation in the

Country where the Terminated Member is based the application must, in addition to satisfying sub-clause 8.1 of the WCPT Constitution, provide verifiable evidence that the Terminated Member represents a higher number of physiotherapists in the Country where the organisation is based than the Member Organisation

- d. the majority of members of the Terminated Member are qualified physiotherapists;
- e. the majority of the individuals holding positions on the governing body of the Terminated Member are qualified physiotherapists;
- f. membership of the Terminated Member is open to all people who are eligible to practise physiotherapy in the Country where the organisation is based;
- g. the Terminated Member requires its members to comply with a code of ethics, or equivalent document, that is consistent with the WCPT Ethical Principles;
- h. the Terminated Member agrees to be bound by the WCPT Constitution; and
- i. the Terminated Member has capacity and commitment to:
 - i. comply with and observe the WCPT Constitution and any resolution passed by the Member Organisations or determination made by the Board under the WCPT Constitution;
 - ii. comply with all Regulations and procedures which may be created, amended or replaced in accordance with the WCPT Constitution;
 - iii. pay to the WCPT any annual membership subscriptions in accordance with the WCPT Constitution;
 - iv. send to the Chief Executive Officer a copy of all amendments to its governing documents and codes of ethics, or equivalent documents, when requested and within 180 calendar days beginning with the date any such amendments are decided;
 - v. send to the Chief Executive Officer, when requested and within 30 calendar days of any change, the name and contact details of the head of its governing body;
 - vi. inform the Chief Executive Officer about national events and developments relevant to physiotherapy on a regular basis and when requested;
 - vii. provide any reports and information

requested by the Chief Executive Officer or Board;

- viii. exercise its powers as a member of the WCPT in the way it decides in good faith will further the Objects of the WCPT;
 - ix. promote the Objects and work of the WCPT;
 - x. submit to the laws of England in respect of any disputes between a Member Organisation and the WCPT; and
 - j. it is in the best interests of the WCPT to reinstate the Terminated Member as a member.
- 11.6 The WCPT Membership Committee must after completing its assessment of any application for reinstatement of membership of the WCPT and within 60 calendar days of receipt of the application:
- a. refuse the application in accordance with sub-clause 16.5 of the WCPT Constitution; or
 - b. advise the Board of its determinations for each element specified under Regulation 11.5.
- 11.7 After the WCPT Membership Committee decision under Regulation 11.6, the Chief Executive Officer must:
- a. provide written notice of a decision to refuse the application in accordance with sub-clause 16.5 within 30 calendar days of that decision, or
 - b. provide the WCPT Membership Committee's advice of its determinations for each element specified under Regulation 11.5 to Board within 30 calendar days of that advice.
- 11.8 The Chief Executive Officer must ensure the application for reinstatement is progressed in accordance with sub-clauses 16.10, 16.11 and 16.13 of the WCPT Constitution.

Regulation 12: Appeal following refusal by WCPT Membership Committee to reinstate membership

- 12.1 This Regulation must be read in conjunction with sub-clauses 16.5, 16.6, 16.7, 16.8 and 16.9 of the WCPT Constitution.
- 12.2 If any organisation previously terminated as a member of the WCPT due to a complaint receives written notice under sub-clause 16.6 of the WCPT Constitution, the respective organisation may lodge an appeal to the Chief Executive Officer for a review of the WCPT Membership Committee's decision to refuse its application for reinstatement



of membership of the WCPT (**the Reinstatement Appeal**).

- 12.3 The Reinstatement Appeal must be lodged in writing to the Chief Executive Officer, within 30 calendar days of the date of the notice under sub-clause 16.6 of the WCPT Constitution, in a form and in a manner approved by the Board.
- 12.4 The Chief Executive Officer must establish and administer a procedure for managing the Appeal consistent with the principles of natural justice and procedural fairness.
- 12.5 The WCPT Appeals Committee must consider the Reinstatement Appeal in accordance with the procedure established by the Chief Executive Officer and within 30 calendar days of receipt of a Reinstatement Appeal lodged under Regulation 12.3.
- 12.6 The WCPT Appeals Committee may confirm or reject the WCPT Membership Committee's refusal decision.
- 12.7 The Chief Executive Officer must notify the respective organisation of the WCPT Appeals Committee decision in writing within 30 calendar days of that decision.
- 12.8 The decision by the WCPT Appeals Committee to confirm or reject the WCPT Membership Committee's refusal decision is final.

Executive Board

Regulation 13: Election of Regional Board Members

13.1 This Regulation must be read in conjunction with clause 31 of the WCPT Constitution.

Returning Officer

13.2 The Chief Executive Officer is the Returning Officer for the election of any Regional Board member.

Election

13.3 The Chief Executive Officer must establish and administer a procedure to enable Member Organisations within each Region to elect a Regional Board Member in accordance with the WCPT Constitution and these Regulations.

13.4 The procedure must:

- a. provide a fair and transparent process for Member Organisations' participation in the election of the Regional Board member for the respective Region; and
- b. apply democratic principles to the nomination and election of Regional Board Members.

Timing of election

13.5 Unless sub-clause 31.3 of the WCPT Constitution applies, an election for the position of a Regional Board Member for any Region must be held:

- a. not more than 90 calendar days before the end of the term of the current Regional Board Member for the respective Region; and
- b. not less than one calendar day before the end of the term of the current Regional Board Member for the respective Region.

13.6 The timing of an election to fill a casual vacancy for any Regional Board Member position must be held within a period of 120 calendar days after the casual vacancy commences.

Nominations

13.7 Nominations of individuals for the position of Regional Board Member for a Region must comply with sub-clauses 31.4 and 31.5 of the WCPT Constitution.

13.8 Unless sub-clause 13.2 of the WCPT Constitution applies:

- a. Member Organisation is not entitled to nominate an individual for the position of Regional Board Member until it has paid the full annual

membership subscription amount due for that year, even if the Board has approved a request for an extension to the due date for payment; and

- b. an individual is not eligible to be nominated for the position of Regional Board Member until their Membership Organisation has paid the full annual membership subscription amount due for that year, even if the Board has approved a request for an extension to the due date for payment.

Election of Regional Board Member

13.9 All elections for a Regional Board Member position:

- a. must be conducted in a manner that provides a fair and transparent process for participation by all Member Organisations within the respective Region entitled to vote under the WCPT Constitution;
- b. may be conducted by electronic voting; and
- c. must be decided by the majority of all votes cast by Member Organisations within the respective Region entitled to vote under the WCPT Constitution.

Ballot material

13.10 Each Member Organisation within the respective Region entitled to vote under the WCPT Constitution, will be sent an email containing, or providing access to, the following material:

- a. name of each candidate;
- b. name of each candidate's Member Organisation;
- c. supporting statement and CV from each candidate;
- d. photo of each candidate;
- e. voting instructions;
- f. closing date for voting;
- g. ballot paper; and
- h. other relevant election details.

Communication of results

13.11 The Chief Executive Officer must:

- a. notify the Board of the election results for the position of Regional Board Member for any Region within 10 calendar days of the closing date for voting;



- b. notify the Executive Committee of the respective Region of the election results for the position of Regional Board Member for any Region within 10 calendar days of the closing date for voting;
- c. notify each candidate nominated for the position of Regional Board Member for any Region about the results of the relevant election within 10 calendar days of the closing date for voting;
- d. notify each Member Organisation within the respective Region entitled to vote of the election results for the position of Regional Board Member for any Region within 10 calendar days of the closing date for voting; and
- e. notify all other Member Organisations of the election results for the position of Regional Board Member for any Region within 10 calendar days of the closing date for voting.

Regulation 14: Election of General Board Members

14.1 This Regulation must be read in conjunction with clause 32 of the WCPT Constitution.

Returning Officer

14.2 The Chief Executive Officer is the Returning Officer for the election of any General Board member.

Election

14.3 The Chief Executive Officer must establish and administer a procedure to enable Member Organisations to elect any General Board Member in accordance with the WCPT Constitution and these Regulations.

14.4 The procedure must:

- a. provide a fair and transparent process for Member Organisations' participation in the election of any General Board member; and
- b. apply democratic principles to the nomination and election of any General Board Members.

Timing of election

14.5 The timing of the election for any General Board Member will be determined by the Board in accordance with the WCPT Constitution.

Nominations

14.6 Nominations of individuals for any General Board Member position must comply with sub-clauses 32.5 and 32.6 of the WCPT Constitution.

14.7 Unless sub-clause 13.2 of the WCPT Constitution

applies:

- a. a Member Organisation is not entitled to nominate an individual for the position of General Board Member until it has paid the full annual membership subscription amount due for that year, even if the Board has approved a request for an extension to the due date for payment; and
- b. an individual is not eligible to be nominated for the position of General Board Member until their Membership Organisation has paid the full annual membership subscription amount due for that year, even if the Board has approved a request for an extension to the due date for payment.

Election of General Board Member

14.8 All elections for any General Board Member position:

- a. must be conducted in a manner that provides a fair and transparent process for participation by all Member Organisations entitled to vote under the WCPT Constitution;
- b. may be conducted by electronic voting; and
- c. must be decided by a majority of all votes cast by Member Organisations entitled to vote under the WCPT Constitution.

Ballot material

14.9 Each Member Organisation entitled to vote under the WCPT Constitution will be sent an email containing, or providing access to, the following material:

- a. name of each candidate;
- b. supporting statement and CV from each candidate;
- c. photo of each candidate;
- d. names of the two Member Organisations that approved the candidate's nomination;
- e. voting instructions;
- f. closing date for voting;
- g. ballot paper; and
- h. other relevant election details.

Communication of results

14.10 The Chief Executive Officer must:

- a. notify the Board of the election results for any position of General Board Member within 10 calendar days of the closing date for voting;

- b. notify each candidate nominated for any position of General Board Member about the results of the relevant election within 10 calendar days of the closing date for voting; and
- c. notify all Member Organisations of the election results for any position of General Board Member within 10 calendar days of the closing date for voting.



Meetings of Executive Board

Regulation 15: Notice of Board Meetings

- 15.1 This Regulation must be read in conjunction with clause 40 of the WCPT Constitution.
- 15.2 The Chief Executive Officer must give each Board Member at least 30 calendar days written notice of each Board Meeting, unless otherwise agreed by the Board.
- 15.3 A notice of any Board Meeting must include:
 - a. the place of the meeting;
 - b. the dates of the meeting; and
 - c. the times of the meeting.

Regulation 16: Standing Committees

- 16.1 This Regulation must be read in conjunction with clause 44 of the WCPT Constitution.
- 16.2 The Board must publish terms of reference for each Standing Committee.
- 16.3 The terms of reference published under Regulation 16.2 must include:
 - a. the purpose and functions of the Standing Committee;
 - b. details of the membership of the Standing Committee, terms of office of members and quorum; and
 - c. details of meeting arrangements, communication and reporting.
- 16.4 The Board must review the terms of reference for each Standing Committee at least once every four years.
- 16.5 All Standing Committees must operate in accordance with the respective terms of reference, these Regulations and any directions given by the Board or arising from a resolution passed by the Member Organisations.
- 16.6 The Chief Executive Officer must establish and administer a procedure for forming any Standing Committees established in accordance with the WCPT Constitution and these Regulations.

Regulation 17: Working Groups

- 17.1 This Regulation must be read in conjunction with clause 45 of the WCPT Constitution.

- 17.2 The Board must publish terms of reference for any working group established under sub-clause 45.1 of the WCPT Constitution.
- 17.3 The terms of reference published under Regulation 17.2 must include:
 - a. the specific issues or project about which the working group is providing advice and guidance to the Board
 - b. membership that reflects sub-clause 45.3 of the WCPT Constitution
 - c. details of meeting arrangements, quorum, working methods, communication and reporting
 - d. the term of the working group aligned to the timeframe for resolution of the specific issues or completion of the relevant project.
- 17.4 All working groups must operate in accordance with the respective terms of reference, the WCPT Constitution and these Regulations.
- 17.5 The Chief Executive Officer must establish and administer a procedure for forming any Working Groups established in accordance with clause 45 of the WCPT Constitution and these Regulations.

Regions

Regulation 18: Application of Regulations to a WCPT Region

18.1 Regulations 19 - 48 must be read and applied in conjunction with clauses 46, 47, 48, 49 and 50 of the WCPT Constitution.

Regulation 19: Assignment of a Member Organisation to a WCPT Region

- 19.1 The Board must consider the following matters, in consultation with the relevant Member Organisation prior to assigning a Member Organisation to a specific WCPT Region:
- the geographic location of the relevant Member Organisation; and
 - any relevant matters raised by the relevant Member Organisation, including their preference to be assigned to a specific WCPT Region.
- 19.2 The Board must, after considering the matters set out in Regulation 19.1, assign the Member Organisation to a WCPT Region.
- 19.3 After a Board decision under Regulation 19.2, the Chief Executive Officer must:
- notify the Member Organisation, the Chair of the respective Regional Executive Committee and Member Organisations within the relevant WCPT Region about the Board's decision, within 10 calendar days of the decision; and
 - notify the Chair of each other Regional Executive Committee and all other Member Organisations about the Board's decision, within 10 calendar days of the decision.
- 19.4 The Board's decision on assignment of a Member Organisation to a WCPT Region is final.

Regulation 20: Functions

- 20.1 The specific functions of each WCPT Region, through the respective Regional Executive Committee, are to:
- engage in activities that develop physiotherapy within the respective Region and are consistent with advancing the Objects set out in clause 4 of the WCPT Constitution;
 - uphold and promote the WCPT's policies,

guidelines and ethical principles;

- elect a Regional Board member under clause 31 of the WCPT Constitution;
- establish a Regional Executive Committee in accordance with clause 49 of the WCPT Constitution and these Regulations;
- communicate and collaborate with other WCPT Regions;
- build and maintain working relationships with key internal and external stakeholders including the WCPT Board and staff;
- participate in consultation during the WCPT's strategic planning and policy development;
- engage in activities that support achievement of the WCPT's strategic plan outcomes;
- manage resources within the respective WCPT Region;
- ensure Member Organisations assigned by the Board to the respective WCPT Region are connected with the WCPT;
- engage with national professional membership organisations for physiotherapists in the respective WCPT Region that are interested in becoming members of the WCPT
- identify, act and advocate on relevant issues and trends in the respective WCPT Region, in consultation with the Board; and
- other strategic activities that the Regional Executive Committee identifies as important for the physiotherapy profession in the respective WCPT Region.

Regulation 21: Governance arrangements

- 21.1 A WCPT Region established by the Board is not a separate legal entity to the WCPT.
- 21.2 Each WCPT Regional Executive Committee will:
- comply with and observe the WCPT Constitution and Regulations;
 - submit to the laws of England in respect of any disputes between the respective Regional Executive Committee and the WCPT Board that cannot be resolved through WCPT's internal processes.



Regulation 22: External representation by WCPT Regions

- 22.1 A WCPT Region may in the performance of its functions:
- provide advice; or
 - represent the WCPT Region;
- to external third parties or the media on matters relevant to physiotherapy in the respective Region, provided the advice or representation is consistent with any relevant WCPT policies and positions.
- 22.2 A WCPT Region must include a list of the external third parties to which it has provided advice or representation as part of the Region's reporting to the Board.

Regulation 23: Membership of the Regional Executive Committee

- 23.1 Any Regional Executive Committee established under clause 49.1 of the WCPT Constitution will consist of between three and seven members, including the Chair and Vice Chair, elected or appointed in accordance with Regulation 25.
- 23.2 Subject to clause 49 of the WCPT Constitution and Regulation 23.1, the Regional Executive Committee, in consultation with the Member Organisations in the respective WCPT Region, may determine the Committee's size and composition.
- 23.3 The Regional Executive Committee members elected under Regulation 25 cannot co-opt additional individuals onto the Committee without the specific agreement of the Member Organisations in the Region.

Regulation 24: Administrative arrangements

- 24.1 The Board or its delegate will, in collaboration with the respective Regional Executive Committee, oversee establishment of administrative arrangements based on the specific needs of each WCPT Region, including support by a regional administrator.

Regulation 25: Election of Regional Executive Committee Members

Returning Officer

- 25.1 The regional administrator is the Returning Officer for the election of Regional Executive Committee members within the respective WCPT Region.

Election

- 25.2 The regional administrator must establish and implement a procedure to enable Member Organisations within the respective WCPT Region to elect Regional Executive Committee Members in accordance with these Regulations.
- 25.3 The procedure must:
- provide a fair and transparent process for Member Organisations in the respective WCPT Region to participate in the election of Regional Executive Committee members; and
 - apply democratic principles to the nomination and election of Regional Executive Committee members.

Timing of election

- 25.4 Unless Regulation 25.5 applies, an election to fill any position on a Regional Executive Committee must be held:
- not more than 90 calendar days before the end of the term of the Regional Executive Committee member currently holding the relevant position; and
 - not less than one calendar day before the end of the term of the Regional Executive Committee member currently holding the relevant position.
- 25.5 The timing of an election to fill a casual vacancy for any position on a Regional Executive Committee will be determined by the regional administrator in consultation with the Regional Executive Committee and must be held in accordance with these Regulations.

Nominations

- 25.6 Nominations of individuals to fill any position on a Regional Executive Committee must be:
- submitted to the regional administrator in writing in a form approved by the Board;
 - approved by the nominee's Member Organisation; and
 - received by the regional administrator:
 - at least 30 calendar days before an election to fill any casual vacancies on a Regional Executive Committee; and
 - at least 60 calendar days before any other elections to fill any positions on a Regional Executive Committee.
- 25.7 Unless sub-clause 13.2 of the WCPT Constitution applies:
- a Member Organisation is not entitled to

nominate an individual to fill any position on a Regional Executive Committee until it has paid the full annual membership subscription amount due for that year under the WCPT Constitution, even if the Board has approved a request for an extension to the due date for payment; and

- b. an individual is not eligible to be nominated to fill any position on a Regional Executive Committee until their Membership Organisation has paid the full annual membership subscription amount due for that year under the WCPT Constitution, even if the Board has approved a request for an extension to the due date for payment.

Election of Regional Executive Committee members

25.8 All elections to fill a Regional Executive Committee member position:

- a. must be conducted in a manner that provides a fair and transparent process for participation by all Member Organisations within the respective WCPT Region entitled to vote under the WCPT Constitution;
- b. may be conducted by electronic voting; and
- c. must be decided by a majority of all votes cast by Member Organisations within the respective WCPT Region entitled to vote under the WCPT Constitution.

Ballot material

25.9 Each Member Organisation within the respective WCPT Region entitled to vote under the WCPT Constitution, will be sent an email containing, or providing access to, the following material:

- a. name of each candidate;
- b. name of each candidate's Member Organisation;
- c. supporting statement and CV from each candidate;
- d. photo of each candidate;
- e. voting instructions;
- f. closing date for voting;
- g. ballot paper; and
- h. other relevant election details.

Communication of results

25.10 If the election is held as part of a General Meeting, the regional administrator must formally notify those present at the meeting of the election results.

25.11 The regional administrator must, within 10 days of the closing date for voting, give notice of the election results to fill a Regional Executive

Committee position to:

- a. the Regional Executive Committee;
- b. each candidate nominated to fill a Regional Executive Committee position;
- c. all Member Organisation within the respective WCPT Region; and
- d. the Chief Executive Officer.

Regulation 26: Term of office of Regional Executive Committee member positions

- 26.1 Except in relation to a member elected to fill a casual vacancy on the respective Regional Executive Committee, the term of any member is four years.
- 26.2 A person may remain on the Regional Executive Committee for a maximum of three consecutive terms regardless of the position he or she holds in that period.
- 26.3 A person, after serving three consecutive terms as a member of the respective Regional Executive Committee, is not eligible to be elected or appointed as a member of the respective Regional Executive Committee for at least two years after their third term ends.
- 26.4 To ensure continuity of Regional Executive Committee work, the terms of members' positions will be staggered over a four-year cycle with approximately half of the terms starting and ending in year 2 and the other terms starting and ending in year 4.

Regulation 27: Removal and resignation of Regional Executive Committee members

- 27.1 The Member Organisations entitled to vote under the WCPT Constitution may by a resolution passed by at least two thirds of all votes cast at an Extraordinary General Meeting remove any member of the Regional Executive Committee at any time.
- 27.2 The position of a Regional Executive Committee member becomes vacant if the member:
 - a. ceases to be in good standing as a member of a Member Organisation within the relevant region;
 - b. dies;
 - c. becomes bankrupt or makes any arrangement or composition with his creditors generally;
 - d. becomes of unsound mind or his or her estate is



liable to be dealt with in any way under the law relating to mental health;

- e. is removed from office in accordance with these Regulations;
- f. resigns his or her office by written notice to the regional administrator;
- g. is found guilty of an offence of professional misconduct or conduct discreditable to the physiotherapy profession; or
- h. is absent from all Regional Executive Committee meetings for a period of 12 months without permission of the Regional Executive Committee or a reasonable excuse.

Regulation 28: Casual vacancy of Regional Executive Committee member positions

- 28.1 If the position of Chair becomes vacant under Regulation 27 or if the Chair becomes incapable of performing his or her duties, the Vice Chair will fill the position of Chair and resign his or her office as Vice-Chair by written notice to the regional administrator.
- 28.2 If the position of Vice Chair becomes vacant under Regulation 27 or due to Regulation 28.1, or if the Vice Chair becomes incapable of performing his or her duties, the Regional Executive Committee will elect a current Regional Executive Committee member to fill the position of Vice-Chair.
- 28.3 If the position of a Regional Executive Committee member becomes vacant under Regulation 27 or due to Regulation 28.2, or if a Regional Executive Committee member becomes incapable of performing his or her duties, the position must be filled in accordance with Regulation 25.
- 28.4 Any Regional Executive Committee member appointed or elected to fill a casual vacancy will hold office for the balance of the term of the Regional Executive Committee member whose position is being filled and at the end of that term, he or she will be deemed to have served an entire term.

Regulation 29: Quorum

- 29.1 A quorum for the Regional Executive Committee shall be the majority of members including the Chair.

Regulation 30: Regional Executive Committee meeting arrangements

- 30.1 The regional administrator will schedule Regional Executive Committee meetings in consultation with the respective Regional Executive Committee Chair, based on activity levels of the respective WCPT Region.
- 30.2 All documents will be available to Regional Executive Committee members in electronic format, information contained in documents is confidential to the Regional Executive Committee, the regional administrator and the Board and, where relevant, WCPT staff and the Chair or President of Member Organisations within the respective WCPT Region.
- 30.3 The regional administrator will maintain a written record of each Regional Executive Committee meeting (minutes/meeting notes). This will record decisions, actions, recommendations and the rationale for them only, and will not constitute a verbatim record of the discussion.
- 30.4 The regional administrator will circulate draft meeting notes to members of the respective Regional Executive Committee within agreed timeframes and not more than 30 calendar days after the meeting, for their confirmation.

Regulation 31: Attendance of staff / others at Regional Executive Committee meetings

- 31.1 The Chief Executive Officer and/or WCPT President and/or delegated Board member and/or delegated staff member have the right to attend and speak on behalf of the Board at any Regional Executive Committee meetings.
- 31.2 The Chief Executive Officer and/or delegated staff member may, in consultation with the Chair of the Regional Executive Committee, attend any Regional Executive Committee meetings to address other issues relevant to WCPT and the respective region.
- 31.3 If it will support achievement of the WCPT's strategic plan outcomes, the Chair of the Regional Executive Committee may request the attendance by other Board members and/or WCPT staff at any Regional Executive Committee meetings.
- 31.4 The Chief Executive Officer, WCPT President, other Board members and/or WCPT staff may choose to use technology to attend any Regional Executive Committee meetings under Regulation 31.1, 31.2 or 31.3.

31.5 The WCPT must pay travelling and other reasonable expenses that the Chief Executive Officer and/or WCPT President and/or delegated Board member and/or delegated staff member properly incurs if attending any Regional Executive Committee meetings under Regulation 31.1, 31.2 or 31.3

working methods, communication and reporting; and

d. the term of the working group aligned to the timeframe for resolution of the specific issues or completion of the relevant project .

Regulation 32: Conflict of interest

32.1 Members of the Regional Executive Committee and any other meeting participants will comply with WCPT's conflict of interest policy, and any other relevant policies, at all times.

Regulation 33: Regional working groups

33.1 The Regional Executive Committee may, at its discretion and in consultation with the Member Organisations within the respective Region, appoint working groups for a defined term.

33.2 Each working group must:

- a. provide advice and guidance to the Regional Executive Committee on specific issues and projects;
- b. consist of nominees from Member Organisations within the Region who have the skills, qualifications, knowledge and interest determined by the Regional Executive Committee to be consistent with the needs of the specific project;
- c. only act in an advisory capacity and cannot bind the Regional Executive Committee or the WCPT; and
- d. operate in accordance with these Regulations, the respective terms of reference and any directions given by the Regional Executive Committee or arising from a resolution passed by the Member Organisations within the WCPT Region.

33.3 The Regional Executive Committee must publish terms of reference for any working group appointed under Regulation 33.1.

33.4 The terms of reference published under Regulation 33.3 must include:

- a. the specific issues or project about which the working group is providing advice and guidance to the Board;
- b. membership that reflects Regulation 33.2(b);
- c. details of meeting arrangements, quorum,

Regulation 34: Communication and Reporting

34.1 The Regional Executive Committee Chair and Chief Executive Officer will share responsibility for ensuring communication between the WCPT Region and the Board.

34.2 Each Regional Executive Committee Chair will:

- a. participate in Regional Executive Committee Chairs meetings convened by the Board or Chief Executive Officer;
- b. inform the Chief Executive Officer about Regional events and developments relevant to physiotherapy on a regular basis and when requested; and
- c. provide annual reports and information requested by the Chief Executive Officer or Board.

34.3 The WCPT Region must notify the Chief Executive Officer of any changes to the names and contact details of the Regional Executive Committee members within 30 calendar days of the change.

Regulation 35: Financial arrangements

35.1 The Board will, in collaboration with the Regional Executive Committee, oversee establishment of financial arrangements for each WCPT Region that comply with the Constitution and WCPT's legal obligations.

35.2 The Regional Executive Committee will work within the WCPT expenses policy.

Regulation 36: Regional General Meetings

36.1 The Regional Executive Committee:

- a. must convene a Regional General Meeting every second calendar year; and
- b. determine the dates and times of each Regional General Meeting.

36.2 The Regional Executive Committee may decide a Regional General Meeting will be held as a virtual meeting using any technology that:



- a. gives the Member Organisations present a reasonable opportunity to participate in proceedings;
- b. enables the Presiding Officer to be aware of proceedings; and
- c. enables the Voting Delegates to vote in accordance with the rules of procedure for that Regional General Meeting.

administrator to receive any information and documents sent by Member Organisations within the respective WCPT Region in electronic form.

38.3 Member Organisations within the respective WCPT Region and the Regional Executive Committee must notify the regional administrator of any proposed resolutions or motions for inclusion in the agenda in writing at least 90 calendar days before a Regional General Meeting.

38.4 The regional administrator must notify every Member Organisation within the respective WCPT Region of the following matters before any General Meeting:

- a. the rules of procedure determined by the Regional Executive Committee for that General Meeting;
- b. the agenda items;
- c. any proposed resolutions or motions; and
- d. details of nominees for any elections at the meeting.

38.5 The notice required by Regulation 38.4 must be in writing and sent:

- a. at least 60 calendar days before a Regional General Meeting; and
- b. at least 30 calendar days before an Extraordinary Regional General Meeting.

Regulation 37: Extraordinary Regional General Meetings

37.1 A Regional General Meeting other than a meeting convened under Regulation 36.1(a) is an Extraordinary General Meeting.

37.2 The Regional Executive Committee may convene an Extraordinary General Meeting at the request of:

- a. one third of the Member Organisations within the respective WCPT Region; or
- b. a majority of members of the Regional Executive Committee.

37.3 A request under Regulation 37.2 must be submitted to the regional administrator in writing and must state the proposed agenda item(s).

37.4 The regional administrator must notify all Member Organisations within the respective WCPT Region about any request under Regulation 37.2 within 30 calendar days of receiving such a request.

Regulation 38: Notice of Regional General Meeting

38.1 The Regional Executive Committee must give every Member Organisation within the respective WCPT Region:

- a. at least 120 calendar days written notice of each Regional General Meeting; and
- b. at least 60 calendar days written notice of each Extraordinary Regional General Meeting.

38.2 A notice of any Regional General Meeting must include:

- a. the dates of the meeting;
- b. the times of the meeting;
- c. the places of the meeting or advice that the meeting will be held virtually using technology; and
- d. a dedicated electronic address for the regional

Regulation 39: Minutes

39.1 The regional administrator must provide the draft minutes of each Regional General Meeting to Member Organisations within the respective WCPT Region and to the Board within 90 calendar days of the date of the respective meeting.

39.2 If a Regional General Meeting is held virtually by technology the minutes of the Regional General Meeting will record that the meeting was held using technology.

Regulation 40: Rules of Procedure

40.1 Each Regional General Meeting is conducted in accordance with the rules of procedure determined by the Regional Executive Committee and circulated to Member Organisations within the respective WCPT Region in accordance with Regulation 38.4.

40.2 If the rules of procedure do not cover a matter arising during a Regional General Meeting, the

Presiding Officer must determine the rules for that matter.

Regulation 41: Quorum and cancellation

- 41.1 No business can be transacted at a Regional General Meeting unless a quorum is present.
- 41.2 If a Regional General Meeting is held virtually, a Voting Delegate who joins the meeting using the relevant technology is taken to be present at the Regional General Meeting.
- 41.3 Unless specified otherwise in these Regulations, the quorum for any Regional General Meeting is presence of Voting Delegates from a majority of Member Organisations within the respective WCPT Region entitled to vote under the WCPT Constitution.
- 41.4 When counting the number of Voting Delegates present at a General Meeting, a Voting Delegate can be counted once, and a person authorised as a proxy under Regulation 46 is not counted as a "Voting Delegate" for the purposes of a quorum.
- 41.5 Each Member Organisation within the respective WCPT Region that is entitled to vote under the WCPT Constitution must notify the regional administrator whether or not a Voting Delegate from the Member Organisation will be present at a General Meeting.
- 41.6 The notice required by Regulation 41.5 must be in writing and received by the regional administrator:
 - a. at least 30 calendar days before a Regional General Meeting; and
 - b. at least 14 calendar days before an Extraordinary Regional General Meeting.
- 41.7 The Regional Executive Committee Chair must cancel a Regional General Meeting if the notices under Regulation 41.5 indicate a quorum will not be attending that meeting.
- 41.8 If a Regional General Meeting is cancelled, the regional administrator must send written notice of the cancellation to every Member Organisation within the Region within 24 hours of the cancellation.
- 41.9 Except in the case of an emergency, the notice required by Regulation 41.8 must be sent:
 - a. at least 21 calendar days before a Regional General Meeting; and
 - b. at least 7 calendar days before an Extraordinary Regional General Meeting.

Regulation 42: Chairing of Regional General Meetings

- 42.1 All Regional General Meetings are chaired by a Presiding Officer appointed in accordance with the rules of procedure determined by the respective Regional Executive Committee under Regulation 40.

Regulation 43: Delegates at Regional General Meetings

- 43.1 Each Member Organisation within the respective WCPT Region entitled to vote under the WCPT Constitution is permitted representation by one Voting Delegate and two Non-Voting Delegates at a Regional General Meeting.
- 43.2 All Voting and Non-Voting Delegates participating in a Regional General Meeting:
 - a. must be qualified physiotherapists;
 - b. must be authorised in writing by the Chair or President of the Member Organisation in a form approved by the Regional Executive Committee; and
 - c. have the right to speak and propose motions during the meeting.

Regulation 44: Observers, including staff, at Regional General Meetings

- 44.1 Each Member Organisation entitled to vote under the WCPT Constitution is permitted to nominate two Observers, including staff, to participate at a Regional General Meeting.
- 44.2 Observers may participate in a Regional General Meeting unless the Presiding Officer determines, at his or her discretion, that observers are not permitted to participate in a part of that meeting.
- 44.3 An Observer is entitled to speak at a Regional General Meeting only if permitted or invited by the Presiding Officer to do so.

Regulation 45: Voting

Voting Rights at a Regional General Meeting

- 45.1 Unless sub-clause 13.2 of the WCPT Constitution applies, a Member Organisation is not entitled to vote at a Regional General Meeting until it has paid the full annual membership subscription amount



due for that year, even if the Board has approved a request for an extension to the due date for payment.

- 45.2 Subject to Regulation 45.3, every person present in person or via technology at a Regional General Meeting who is:
- a Voting Delegate; or
 - an authorised proxy of a Member Organisation within the respective WCPT Region entitled to vote,
- has one vote.
- 45.3 A Voting Delegate who is an authorised proxy of more than one Member Organisation has one vote as a Voting Delegate plus, subject to Regulation 46.5, one vote for each proxy the person holds at the meeting.
- 45.4 The Presiding Officer does not have a casting vote. If an equal number of votes are cast for and against a resolution that requires a majority of all votes cast to be in favour of the proposed resolution, the matter is decided in the negative.

Method of voting at a Regional General Meeting

- 45.5 Any proposed resolution or motion put to the vote at a Regional General Meeting must be decided in accordance with the rules of procedure for that General Meeting.

Outcome of voting

- 45.6 A proposed resolution or motion put to the vote is passed if a majority of all votes cast are in favour of the proposed resolution or motion (including votes cast by Voting Delegates present in person and virtually, and votes cast by proxy in accordance with these Regulations).

Regulation 46: Proxy

- 46.1 A Member Organisation that notifies the regional administrator that it will not be represented by a Voting Delegate at a Regional General Meeting may appoint a delegate of another Member Organisation who is participating in the meeting to act as its proxy at a Regional General Meeting.
- 46.2 The notice under Regulation 46.1 must be:
- in writing in the form approved by the Regional Executive Committee;
 - signed by the Chair or President of the Member Organisation; and
 - received by the regional administrator at least 14 calendar days before any Regional General

Meeting at which the Member Organisation proposes to cast its vote by proxy.

- 46.3 A Member Organisation may instruct its authorised proxy to vote in favour of or against each proposed resolution or motion, or to vote as he or she sees fit at the time of the meeting.
- 46.4 A person may act as an authorised proxy for any number of Member Organisations that provide instructions under Regulation 46.3.
- 46.5 A person may act as an authorised proxy for a maximum of two Member Organisations that do not provide instructions under Regulation 46.3.
- 46.6 A Member Organisation may revoke its appointment of a proxy and appoint a different proxy in accordance with Regulation 46.1 by notifying the regional administrator.
- 46.7 The notice under Regulation 46.6 must be:
- in writing in the form approved by the Regional Executive Committee;
 - signed by the Chair or President of the Member Organisation; and
 - received by the regional administrator at least 24 hours before any Regional General Meeting at which the Member Organisation proposes to cast its vote by proxy.
- 46.8 The regional administrator must verify the total number of proxies held by each person present at the relevant General Meeting.
- 46.9 The Presiding Officer of the Regional General Meeting must not recognise a person as an authorised proxy of a Member Organisation unless the regional administrator has received a notice that names that person and complies with Regulation 46.2 or 46.7.

Regulation 47: Power of Regional Executive Committee to propose resolutions without a Regional General Meeting

- 47.1 The Regional Executive Committee may propose resolutions to Member Organisations within the respective WCPT Region, without convening a Regional General Meeting.
- 47.2 Voting on any resolutions proposed under Regulation 47.1 must be in accordance with Regulation 48.

Regulation 48: Voting on resolutions proposed outside a Regional General Meeting

- 48.1 The regional administrator must establish and implement an administrative procedure for Member Organisations within the respective WCPT Region entitled to vote to decide resolutions without a Regional General Meeting.
- 48.2 The procedure established by the regional administrator under Regulation 48.1 must:
- a. enable Member Organisations entitled to vote under the WCPT Constitution to use electronic voting;
 - b. provide a fair and transparent process for Member Organisations to participate in the vote including a dedicated electronic address for the regional administrator to receive any questions to the Regional Executive Committee from Member Organisations within the respective WCPT Region about the proposed resolution;
 - c. specify a date and time when Member Organisations may attend an information session about the proposed resolution to be held by any technology that gives the Member Organisations present a reasonable opportunity to ask questions; and
 - d. provide a mechanism to publish any questions from Member Organisations about the proposed resolution and the response from the Regional Executive Committee to each question.
- 48.3 The Voting Delegate on a resolution proposed without a Regional General Meeting is the President or Chair of a Member Organisation within the respective WCPT Region.
- 48.4 Any Member Organisation voting on a written resolution proposed without a Regional General Meeting must:
- a. complete and submit their vote in a form and manner approved by the Regional Executive Committee; and
 - b. comply with the procedure established under Regulation 48.1.
- 48.5 The regional administrator must ensure any vote that is not consistent with Regulation 48.4 is declared invalid and not counted in determining the outcome of the proposed resolution.
- 48.6 The regional administrator must send written notice of the outcome of the vote on a proposed resolution to all Member Organisations within the respective WCPT Region, including details of each

organisation's vote on that resolution within 10 calendar days of the close of voting.

- 48.7 The regional administrator must send written notice of the outcome of the vote on a proposed resolution to the Chief Executive Officer within 10 calendar days of the close of voting.



Subgroups

Regulation 49: Application of Regulations to a Subgroup

- 49.1 The WCPT Constitution requires the Subgroups to comply with these Regulations.
- 49.2 Regulations 50 – 62 must be read in conjunction with clauses 51, 52, 53, 54, 55 and 56 of the WCPT Constitution.

Regulation 50: Purpose

- 50.1 The accounts and finances of each Subgroup 50.1 Each Subgroup exists:
 - a. to develop physiotherapy within a specific area of interest;
 - b. to act as a knowledge hub connecting and facilitating networking in their communities; and
 - c. assist the Board to further the Objects of the WCPT and develop physiotherapy within the group's specific area of interest.

Regulation 51: Functions

- 51.1 The specific functions of each Subgroup, through the respective Subgroup governing body, are to:
 - a. collaborate with WCPT to undertake activities that are consistent with advancing the Objects of the WCPT;
 - b. uphold and promote the WCPT's policies, guidelines and ethical principles within the context of the Subgroup's activities;
 - c. build and maintain working relationships with the WCPT including the Board, Chief Executive Officer and other WCPT staff;
 - d. participate in consultation during the WCPT's strategic planning and policy development;
 - e. engage in activities that support achievement of the WCPT's strategic plan outcomes; and
 - f. identify, act and advocate on relevant issues and trends in the group's specific area of interest, in consultation with the WCPT.

Regulation 52: Governance, administrative and financial arrangements

- 52.1 Each Subgroup establishes itself as a separate

entity to the WCPT.

- 52.2 The composition of each Subgroup's governing body must comply with sub-clause 51.3 of the WCPT Constitution.
- 52.3 Each Subgroup is responsible for its administrative arrangements.
- 52.4 Each Subgroup is responsible for its financial arrangements.
- 52.5 A Subgroup must not enter into a contract or make any representations that place a legal or financial obligation on the WCPT without prior written approval by the Board.

Regulation 53: Attendance of staff / others at Subgroup meetings

- 53.1 The Chief Executive Officer and/or WCPT President and/or delegated Board member and/or delegated staff member have the right to attend and speak on behalf of the Board at any Subgroup meetings.
- 53.2 The Chief Executive Officer and/or delegated staff member may, in consultation with the Subgroup's governing body, attend any Subgroup meetings to address other issues relevant to WCPT and the Subgroup.

Regulation 54: Governance policies

- 54.1 The Subgroup's governing body will comply with policies that reflect WCPT's conflict of interest policy.
- 54.2 Any other governance policies adopted by the Subgroup will reflect any WCPT governance policies that address the same issues.

Regulation 55: Communication and Reporting

- 55.1 The Subgroup's governing body will be responsible for communication by the Subgroup with the WCPT.
- 55.2 The Chief Executive Officer and/or WCPT President and/or delegated Board member and/or delegated staff member will be responsible for communication by the WCPT with the Subgroup.

- 55.3 Each Subgroup governing body will:
- a. nominate representatives to participate in meetings when convened by the Board, Chief Executive Officer or their delegate;
 - b. inform the Chief Executive Officer or their delegate about Subgroup events and developments relevant to the WCPT on a six-monthly basis and when requested;
 - c. provide any reports and information requested by the Board, Chief Executive Officer or their delegate; and
 - d. provide a current list of contact details of the members of the Subgroup governing body when requested by the Chief Executive Officer or their delegate.

Regulation 56: Confirmation and re-endorsement of Subgroup member groups

- 56.1 This Regulation must be read in conjunction with sub-clause 52.2 of the WCPT Constitution.
- 56.2 The Chief Executive Officer or their delegate must establish and administer a procedure for the Member Organisations to confirm and re-endorse relevant groups of physiotherapist members that make up each Subgroup.
- 56.3 The procedure established under Regulation 56.2 must ensure the confirmation and re-endorsement by the relevant Member Organisations complies with sub-clause 52.2 of the WCPT Constitution. .

Regulation 57: Resignation from the WCPT by a Subgroup

- 57.1 This Regulation must be read in conjunction with sub-clause 56.1 of the WCPT Constitution.
- 57.2 The Board's approval of a Subgroup automatically ceases:
- a. on the date specified in the written notice of resignation by a Subgroup; or
 - b. on the date the Chief Executive Officer receives the written notice of resignation by a Subgroup,
 - c. whichever is the later date.
- 57.3 The Chief Executive Officer must notify all Member Organisations about the resignation by a Subgroup within 10 calendar days of the automatic cessation.

Regulation 58: Withdrawal of approval of a Subgroup

- 58.1 This Regulation must be read in conjunction with clause 56.2 of the WCPT Constitution.
- 58.2 The Board may decide to make a recommendation to the Member Organisations to withdraw approval of a Subgroup if the Board determines there is verifiable evidence that the relevant Subgroup:
- a. has ceased to meet the eligibility requirements set out in clause 51 of the WCPT Constitution; or
 - b. does not comply with sub-clauses 52.1(b), 52.1(c), 55.2, 55.3 and 55.4 of the WCPT Constitution.
- 58.3 If the Board decides to make a recommendation to the Member Organisations to withdraw approval of a Subgroup, the Chief Executive Officer must notify the relevant Subgroup of the Board's decision within 10 calendar days of the decision.
- 58.4 The relevant Subgroup may lodge an appeal to the Chief Executive Officer for a review of the Board's decision in accordance with Regulation 62.

Regulation 59: Application for recognition of a new Subgroup

- 59.1 Any application for recognition of a new Subgroup by the Board must be submitted in writing to the Chief Executive Officer in a form and manner approved by the Board.
- 59.2 The Chief Executive Officer must establish and administer a procedure for:
- a. receiving applications for recognition of any new Subgroup;
 - b. checking each application to ensure it is complete and addresses the eligibility requirements set out in clause 51 of the WCPT Constitution (eligibility requirements);
 - c. referring any application that is complete and addresses the eligibility requirements to the WCPT Membership Committee for assessment in accordance with these Regulations; and
 - d. dealing with applications that are incomplete and/or do not address and/or comply with the eligibility requirements.

Regulation 60: Assessment of application for recognition of a new Subgroup

- 60.1 The Chief Executive Officer must establish and administer a procedure for the WCPT Membership



- Committee to assess any application referred under Regulation 59.2(c).
- 60.2 The WCPT Membership Committee must assess any application referred under Regulation 59.2(c) in accordance with the procedure established by the Chief Executive Officer and determine whether or not the information provided in the application satisfies of the following statements:
- the applicant subgroup is composed of at least ten groups of physiotherapist members of different Member Organisations from at least three WCPT Regions;
 - the applicant subgroup has a specific area of interest relevant to physiotherapy that is not covered by any existing Subgroup;
 - the applicant subgroup will be organised to exchange scientific knowledge and promote the advancement of physiotherapy consistent with the Objects of the WCPT;
 - each group of physiotherapist members that belong to the applicant subgroup is either a Member Organisation or a group endorsed by a Member Organisation.
 - the majority of members of the applicant subgroup's governing body are physiotherapist members of different Member Organisations; and
 - the applicant subgroup agrees that, if the Board approves its application for recognition as a Subgroup, it will comply with sub-clauses 52.1(b), 52.1(c), 55.2, 55.3 and 55.4 of the WCPT Constitution.
- 60.3 The WCPT Membership Committee must, after completing its assessment of any application for recognition of a new Subgroup, provide the Chief Executive Officer with its determinations for each element specified under Regulation 60.2 and a recommendation to the Board about approval or non-approval of the applicant subgroup as a Subgroup.
- 60.4 The Chief Executive Officer must submit the application and the determinations and recommendation provided by the WCPT Membership Committee under Regulation 60.3 to the Board within 90 calendar days.
- 61.2 The Board must, after considering the application and the WCPT Membership Committee determinations and recommendation under Regulation 60.3, decide whether to approve or not approve the Subgroup under sub-clause 52.1(a) of the WCPT Constitution.
- 61.3 After a Board decision under Regulation 61.2, the Chief Executive Officer must notify the applicant subgroup and all Member Organisations about the Board's decision within 30 calendar days of the decision.
- 61.4 The applicant subgroup may appeal a Board decision not to approve the applicant subgroup, in accordance with Regulation 62.

Regulation 62: Appeal following Board decision to recommend withdrawal of approval of a Subgroup or decision not to approve a new Subgroup

- 62.1 If a Subgroup receives a notice under Regulation 58.3, the relevant Subgroup may lodge an appeal to the Chief Executive Officer for a review of the Board's decision (**the Withdrawal Decision Appeal**).
- 62.2 If an applicant subgroup receives notice under Regulation 61.3 that the Board decided not to approve the application, the applicant subgroup may lodge an appeal to the Chief Executive Officer for a review of the Board's decision (the Subgroup Application Appeal).
- 62.3 The Withdrawal Decision Appeal or Subgroup Application Appeal must be lodged in writing to the Chief Executive Officer, within 30 calendar days of the date of the notice under Regulation 58.3 or 61.3, in a form and manner approved by the Board.
- 62.4 The Chief Executive Officer must establish and administer a procedure for managing the Withdrawal Decision Appeal or Subgroup Application Appeal consistent with the principles of natural justice and procedural fairness.
- 62.5 The WCPT Appeals Committee must consider any Withdrawal Decision Appeal or Subgroup Application Appeal in accordance with the procedure established by the Chief Executive Officer and may decide to:
- confirm the Board's original decision; or
 - direct the Board to withdraw its decision to make a recommendation to the Member Organisations to withdraw approval of a Subgroup; or
 - direct the Board to approve the Subgroup.

Regulation 61: Board decision on application for recognition of a new Subgroup

- 61.1 This Regulation must be read in conjunction with clause 52 of the WCPT Constitution

- 62.6 Any decision by the WCPT Appeals Committee under Regulation 62.5 is final.
- 62.7 The Chief Executive Officer must submit any decision by the WCPT Appeals Committee under Regulation 62.5 to the Board within 10 calendar days of the decision, and the Board must implement the decision within a further 10 calendar days.
- 62.8 The Chief Executive Officer must notify the relevant Subgroup or applicant subgroup and all Member Organisations about the WCPT Appeals Committee decision under Regulation 62.5 within 10 calendar days of the decision.



Country Disputes

Regulation 63: Dispute by a Member Organisation about the status of a territory as a 'country'

- 63.1 This Regulation must be read in conjunction with the definition of 'country' in the WCPT Constitution.
- 63.2 Any dispute by a Member Organisation about the status of a territory as a 'country' in relation to eligibility of another organisation to be a member of the WCPT (Country Dispute) must be decided by the Board.
- 63.3 A Country Dispute must be submitted in writing to the Chief Executive Officer in a form and manner approved by the Board.
- 63.4 The Board can only consider and decide a Country Dispute lodged by a Member Organisation.
- 63.5 The Chief Executive Officer must establish and administer a procedure to ensure a Country Dispute lodged by a Member Organisation is decided by the Board in a transparent manner consistent with the principles of natural justice and procedural fairness in accordance with the WCPT Constitution and these Regulations.
- 63.6 The procedure under Regulation 63.5 must provide an opportunity for any other Member Organisation that may be impacted by the Board's decision to respond in writing to the Country Dispute.
- 63.7 The Board must consider the Country Dispute and any response by another Member Organisation in accordance with the procedure established by the Chief Executive Officer and decide whether the territory that is the subject of the Country Dispute is a 'country' under the WCPT Constitution based on approaches to the relevant territory by global, non-governmental professional membership organisations.
- 63.8 The Chief Executive Officer must notify the Member Organisation that lodged the Country Dispute and any other Member Organisation that responded to the Country Dispute, of the Board's decision under Regulation 63.7 within 30 calendar days of that decision.

Regulation 64: Appeal following Board decision on the status of a territory as a 'country'

- 64.1 A Member Organisation that receives written notice under Regulation 63.8, may lodge an appeal to the Chief Executive Officer for a review of the Board's decision (the Country Appeal) within 30 calendar days of the date of the notice.
- 64.2 Any Appeal under Regulation 64.1 must be lodged in a form and manner approved by the Board.
- 64.3 The Chief Executive Officer must establish and administer a procedure for managing the Country Appeal consistent with the principles of natural justice and procedural fairness.
- 64.4 The WCPT Appeals Committee must consider the Country Appeal in accordance with the procedure established by the Chief Executive Officer and within 30 calendar days of receipt of an appeal lodged under Regulation 64.2.
- 64.5 The WCPT Appeals Committee may decide to confirm or withdraw the Board's decision about the status of a territory as a 'country'.
- 64.6 The decision by the WCPT Appeals Committee to confirm or withdraw the Board's decision is final.
- 64.7 The Chief Executive Officer must notify the Member Organisation that lodged the Country Dispute and any other Member Organisation that responded to the Country Dispute of the WCPT Appeals Committee decision within 30 calendar days of that decision.

Other

Regulation 65: Consultation

- 65.1 The Board must consult with Member Organisations, Regions and Subgroups:
- a. in accordance with the WCPT Constitution, and
 - b. when the Board decides it is in WCPT's best interests to seek feedback on an issue or project.

Regulation 66: Commencement

- 66.1 When the Board decides to adopt or approve any Regulation, the Board must also confirm the date the respective Regulation will commence.



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