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Section I

The organizations or individuals subscribing to the provisions of these Articles of Association hereby form an association called 'Fédération Internationale des Podologues' (FIP-IFP) and in English 'International Federation of Podiatrists' (FIP-IFP) is governed under the French Act of 1 July 1901 and the French Decree of 16 August 1901.

Section II – PURPOSE

The International Federation of Podiatrists - Fédération Internationale de Podologues (FIP-IFP), was created in 1947.

The FIP-IFP under its present form was registered on 27 June 1963 and is made up of professional, associations of podiatrists. The purpose of the FIP-IFP is:

- To promote Podiatry: developing, enhancing and regularly updating professional and scientific training
- to specifically encourage research, the organization of continuous training sessions, conferences, conventions, etc.;
- to promote exchanges between nations by collecting and conveying any and all knowledge and information relating to the field of podiatry;
- to ensure international representation for podiatrists, safeguard of the profession and
- to inform and document the international public regarding the nature and extent of the podiatrist's activities;
- If necessary, to intervene with national Ministries and Governments upon request by a member organization,

Section III – REGISTERED OFFICE

The registered office of the FIP-IFP is 57 Rue Eugene Carrière 75018 Paris, France.

The registered office may be transferred to any other locality by decision of an Extraordinary General Meeting.

Section IV – STATUS OF MEMBERS

The FIP-IFP is made up of:

1. Active members (professional associations of podiatrists)
2. Provisional members
3. Honorary members

Section V Membership Criteria

The professional association wishing to join the FIP-IFP as a member declares that podiatry in the country the association represents fulfills the following conditions:

1. Regulation: There is some form of legal protection protects the title of Podiatry/Podiatrist/Podiatic medicine and establishes both the minimum qualification necessary and the further requisites of training in the practice of the profession.
2. Education is a bachelor degree or internationally recognised equivalent
3. Recognition: Podiatry is recognised by the government as a health profession.
4. Licensing/registration: The professional seeking to exercise the podiatry profession will need specific authorization to carry out the profession.
5. Clinically Standardised profession established on evidence-based, clinically governed practice. The podiatry profession possesses a code of conduct that specifies the deontology and ethical standards of the podiatry practice

Whenever a country is already represented by one or more organizations, an application for membership by another organization must, before being submitted for approval by the Executive Board, obtain the agreement of the member organization or organizations.

In order to acquire membership in the FIP-IFP, an organization must submit an application stipulating its goals and objectives with respect to the development of podiatry. The application procedure is laid out in the bylaws of the Federation.

1. Provisional membership is granted to those associations that currently fail to meet all criteria for full membership but have the intention to fulfil these criteria in the near future.

Provisional membership is granted for a period of five years, after which it is subject to renewal. Renewal shall be considered only in cases where sufficient interaction with the FIP-IFP exists, thus making further collaboration useful.

2. Honorary members are recommended by the Executive Board and appointed by the General Meeting.
Honorary membership may be given in recognition of exceptional service to the FIP-IFP-IFP. Honorary members may be invited by the Board to offer advice and assistance resulting from their knowledge and expertise of the FIP-IFP, but they do not have voting rights.¹

Section VI – LOSS OF MEMBERSHIP

Membership status is lost:

¹ AGM 2016

- by resignation of the member organization
- by dissolution of the organization
- If an organization or individual has violated the provisions of the Articles of Association or Byelaws, has not complied with decisions of a General Meeting or has committed an act which adversely affects the activity of the FIP-IFP.

A motion to strike the member from the rolls for non-payment of dues within two months following the date of the General Meeting and a formal notice to pay sent by certified mail with confirmation of receipt is submitted by the Executive Board at the next General Meeting.

In the event that action is taken to strike the member from the rolls, the member organization involved is requested to provide explanations before the Executive Board. The decision to strike the member from the rolls will be ratified at the next General Meeting by secret ballot on the basis of a two-thirds majority vote of the members present or represented having voting rights and up to date on the payment of their membership dues.

Section VII – FINANCIAL RESOURCES

The financial resources of the FIP-IFP include:

- membership dues, the amount of which is set by General Meeting,
- various subsidies and donations of any origin to the extent authorized for associations not recognized public service organizations and whose nature and purpose are compatible with the status of the association
- proceeds from scientific events and publications.

Section VIII – COMMITTEES

Formulated to support the work of the federation:

COMMITTEE: permanent structure of unlimited duration

TASK FORCE: work group created at the initiative of the General Meeting or of the Executive Board of the FIP-IFP for tasks of a fixed duration.

Committees may be created within the FIP-IFP by the General Meeting whenever the necessity for such becomes apparent.

Section IX – EXECUTIVE BOARD

The task of the Executive Board is to direct the FIP-IFP in accordance with the decisions made by General Meetings.

The Board gives an account of its activities to General Meetings.

The FIP-IFP is directed by an Executive Board made up of:

- A President
- A Vice-President
- A Secretary General
- A Treasurer General
- A Board Member at Large
- An Immediate Past President

The President and the Vice-President are elected at the same time and preferably, should not be from the same continent. However, an exception may be granted when circumstances make it difficult to find two candidates from different continents.² Their terms of office are not renewable for the same office. At each new election, the continental origin of the President must be different from the origin of his or her predecessor. (In the event of a lack of a candidate, the General Meeting has executive power, if necessary, to accept a candidate from the same continent). This is also applicable to the Vice-President.

The Secretary General and the Treasurer General are elected for two years alternating with presidential and vice- presidential election-years. Their terms are renewable.

The Board Member at Large is elected for a two year period and is commensurate with the term of the Secretary- General and treasurer.

The President, the Vice President, the Secretary General and the Treasurer General would preferably not be of identical nationalities (in the event of lack of candidates, the General Meeting has exclusive power, if necessary, to accept several candidates of like nationality).

The election process of the Board members is described in the Federation's bylaw.³

Podiatrists only may be elected to the Executive Board provided that they are recommended and commissioned by their associations (said associations being up to date on the payment of their dues). Nomination papers should be returned to the FIP-IFP headquarters to arrive no later than one month before the General Meeting. Where there is more than one candidate for the same position on the Board, each candidate drawn by lot will be given an opportunity in the absence of the other candidate to address the meeting.

Voting is conducted by secret ballot on the basis of an absolute majority of the organizations present or represented having voting rights, and the Board is partially renewable each year.

² AGM 2015

³ AGM 2016

In the event that a General Meeting determines that a specific circumstance exists that would put the FIP-IFP at risk if the election of officers of that year took place, then the General Meeting reserves the right to suspend the election for that year to provide a remedy of the unforeseen event.

In the event that a seat is vacated, the Executive Board temporarily fills seat to replace the vacating member. The replacement becomes final at the time of the next General Meeting. The term of the Board members elected in this manner terminates at the date at which the term of the replaced member normally expires.

The members of the Executive Board who, without valid cause, have not attended 3 consecutive meetings shall be deemed as having resigned.

The chairperson of each committee shall give their report to the AGM if they are present or by electronic means or by a delegate' in accordance with the 'Terms of Reference' for FIP-IFP committees. The board reserves the right, if needs be, to call one or more committee Chairpersons to attend its meetings.(At whose expense you might want to define this"

Section X – FISCAL YEAR AND AUDITORS

The fiscal year of the Federation starts on 1 January and ends on 31 December. An Auditor and a Deputy Auditor are appointed by the General Meeting from members thereof, with the exception of members of the Executive Board. The task of the Auditors is to verify and review the financial operations of the FIP-IFP and to submit a detailed report on said operations to the General Meeting.

Section XI – ANNUAL GENERAL MEETINGS

The General Meeting is the entity through which all decisions are made and is comprised of all of the delegates of FIP-IFP member organizations including the staff members, Others who may attend the General Meeting: FIP-IFP staff, FIP-IFP Corporate Partners, and non-members with a letter of invitation from the Board President.⁴

The number of delegates appointed by each member organization is set down in the Bylaws.

The General Meeting meets once per year in the first six months through (online or live) meeting. Online meetings will be held in exceptional circumstances and validity should be approved at the start of the AGM by a majority of members. The voting of the AGM can be done in writing.⁵

Member organizations are called by the President, in agreement with the Secretary General, no less than two months prior to the date of the meeting. The agenda is stipulated in the meeting call. A

⁴ AGM 2015

⁵ AGM 2020

call is accompanied by the President's management report, the Treasurer's balance sheet for the year just ended and the Treasurer's budget forecasts.

The President, assisted by members of the Executive Board, chairs the General Meeting and presents his/her management report.

The Treasurer gives an account of his/her management, submits the balance sheet for the previous year and presents the budget forecasts to the General Meeting. The Auditor presents his/her report and submits for vote by the General Meeting, discharge for the Treasurer for the previous year.

No business may be conducted at the General Meeting other than the business appearing on the agenda, except where otherwise decided upon by the Meeting itself.

The General Meeting is empowered to modify the Byelaws.

Business conducted by the General Meeting is subject to a quorum of one half of the member organizations registered, and decisions are made on an absolute majority basis of the organizations present or represented having voting rights. In the event that the quorum is not obtained, the General Meeting is called to order one hour after the first meeting. This Meeting may then conduct business regardless of the number of organizations present and the majority required for decisions is two-thirds of the organizations present or represented having voting rights.

The number of proxies is set down in the Byelaws.

Section XII – EXTRAORDINARY GENERAL MEETINGS

For the transfer of the registered office, modifications in the Articles of Association or upon request by half of the registered member organizations plus one, plus one of the members of the Executive Board, the President calls an Extraordinary General Meeting.

Business conducted by the Extraordinary General Meeting is subject to a quorum of one half of the member organizations registered, and decisions are made on an absolute majority basis of the organizations present or represented having voting rights. In the event that the quorum is not obtained, the General Meeting is called to order one hour after the first meeting. This Meeting may then conduct business regardless of the number of organizations present and the majority required for decisions is two-thirds of the organizations present or represented having voting rights.

Section XIII – VOTING RIGHTS

Each country is entitled to a single vote in the event that such country is represented by several organizations.

Section XIV – BY-LAWS

These Articles of Association are supplemented by Byelaws set down by the Executive Board and approved by the General Meeting.

The purpose of said Byelaws is to set down certain points which are not provided for in the Articles of Association, specifically those related to the internal management of the FIP-IFP.

The provisions of the Byelaws must be complied with by member organizations without restriction or reservation.

Section XV – OFFICIAL LANGUAGES

The official languages of the FIP-IFP are French and English.

Section XVI – DISSOLUTION

The term of the FIP-IFP is unlimited.

Dissolution may be decided upon by an Extraordinary General Meeting specifically called for such purpose and shall assemble no less than three-quarters of the member organizations. Dissolution is accomplished by an absolute majority vote of the organizations present or represented having voting rights. In the event that the quorum is not obtained, a second Extraordinary General Meeting will be called within three months.

In the event of dissolution, one or more liquidators are appointed by the General Meeting and the allotment of assets, if any, will be conducted as provided for under Section 9 of the French Act of 1 July 1901 and French Decree of 16 August 1901. The allotment of the remainder of assets will be conducted in accordance with the decisions made by the Extraordinary General Meeting.