

STATUTE AND ARTICLES OF ASSOCIATION

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Malta Association of Physiotherapists



MALTA ASSOCIATION OF PHYSIOTHERAPISTS

# Statute and Articles of Association

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Malta Association of Physiotherapists  
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endorsed  
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## Article 1 Name

- 1.1 The name of the association shall be the 'Malta Association of Physiotherapists' and abbreviated as 'MAP'.
- 1.2 The main office of the MAP shall be the residence of the General Secretary, until such time when the Association has its own premises; or at any other place that may be determined by the Administrative Committee at a Committee Meeting.

## Article 2 Objectives

- 2.1 The main objectives of the MAP are:
  - 2.1.1 To maintain and upgrade standards of physiotherapy according to international standards;
  - 2.1.2 To promote the profession at a national and international level;
  - 2.1.3 To maintain and renew the Code of Ethics and Practice of the Profession;
  - 2.1.4 To ensure due observance of the Code of Ethics and Practice of the Profession by all the members of the Association;
  - 2.1.5 To maintain and upgrade a newsletter related to the Profession;
  - 2.1.6 To maintain and upgrade a website related to the Profession;
  - 2.1.7 To liaise, in an advisory capacity, with Health Authorities, Professional Bodies and Voluntary Organisations, regarding issues related to physiotherapy;
  - 2.1.8 To further the interest, and to enhance and safeguard the welfare of all the Association's members;
  - 2.1.9 To voice opinions on physiotherapy related issues.
- 2.2 The MAP is not a trade union and hence it shall not enter into any acts done in contemplation or in furtherance of a trade dispute.
- 2.3 The Malta Association of Physiotherapists is a not-for-profit organisation.

## Article 3 Structure

- 3.1 The autonomy of the Malta Association of Physiotherapists shall be in the Council, made up of Members, Students, Affiliates and Associates that shall meet once yearly at a Council Meeting.
- 3.2 The Malta Association of Physiotherapists shall be constituted by the Council, whereby;
- 3.2.1 Council Members shall be entitled to receive notice of Council meetings, attend, participate, submit proposals, vote and hold a position on the Administrative Committee.
- 3.2.2 Students, Affiliates and Associates shall have to right to receive notice for Council meetings, attend, submit proposals, however shall not be entitled to vote or hold positions on the Administrative Committee.
- 3.3 The Administration of the Council shall be the Administrative Committee composed of Council Executives and Council Officers on a voluntary basis.
- 3.4 The Council Executives and Council Officers must be Council Members and shall hold the following posts:

Council Executives:            President  
    General Secretary  
    Financial Controller

Council Officers:              Vice-President  
   Education Officer  
   Communication Officer

- 3.5 The Administrative Committee shall be assisted by Advisory Boards. Advisory boards shall be appointed by the Administrative Committee as required, to assist in fulfilling the objectives of the MAP statute laid down in Article 2.
- 3.6 The Council shall meet once a year, preferably in the last quarter, to discuss issues related to the Administration of the Council, including yearly reports, and to elect new members to the Administrative Committee as laid down in the statute.
- 3.7 The Council shall be convened twice yearly by the Administrative Committee, preferably in spring and in autumn, to discuss and voice opinions on physiotherapy related issues. These conventions shall also serve the Administrative Committee to bring Council up-to-date with its work.

#### Article 4 Principles

- 4.1 The Council shall follow certain principles which are:
  - 4.1.1 The MAP is based on the Statute set up at the Council Meeting
  - 4.1.2 Members, Students, Affiliates and Associates must faithfully observe all regulations laid down in the Statute.
  - 4.1.3 The MAP accepts Members, Students, Affiliates and Associates of any race, political and religious belief.
  - 4.1.4 The MAP is a non profit-making organisation and retains its professional independence.
  - 4.1.5 Correct ethical behaviour and professional conduct is expected from all members of the MAP.

## Article 5      Membership

- 5.1      Membership within the Malta Association of Physiotherapists will fall under the categories Council Member, Student Member, Affiliate Member and Associate Member.
- 5.2      Membership fees shall be established by the Council and may be reviewed at Council meetings. Fees shall be established and listed in Annex 1 of this statute.
- 5.3      Membership fees must be duly paid within the three weeks prior to the Council Meeting for eligibility to attend and participate at the Council.
- 5.4      Council Membership is open only to physiotherapists with Maltese state registration.
- 5.5      Membership must be requested by submitting the appropriate MAP application form.
- 5.6      Student Membership within the MAP will be open to all student physiotherapists.
- 5.7      Affiliate and Associate Memberships within the MAP will be open to all.
- 5.8      Any decision of the Administrative Committee not to accept an Affiliate and Associate Member shall be final and irrevocable and no appeal shall lie against such decisions.
- 5.9      Council Members, Students, Affiliates or Associates may resign by giving written notice to the General Secretary of the Committee, provided that the resignation shall not exempt him from any unpaid payments for outstanding subscriptions of other financial obligations. Membership refunds will not be issued.

- 5.10 Council Members, Students, Affiliates and Associates of the MAP may be subject to suspension or expulsion from the Association:
- 5.2.1 When they cease to qualify for membership in terms of section 5.1 to 5.3.
  - 5.2.2 When in the opinion of the Administrative Committee the conduct has been detrimental to the best interests of the Association.
  - 5.2.3 When the Administrative Committee reaches an opinion that that they are responsible of proved misbehavior or unethical conduct.
- 5.9 Council Members, Students, Affiliates and Associates may appeal at the next Council Meeting against suspension or expulsion. This appeal will consist of a letter addressed to the General Secretary and signed by the 'suspended / expelled' person.

## Article 6 Duties

- 6.1 The duties of the MAP consist of:
- 6.1.1 Council Meetings – Annual, Extraordinary and Conventions;
  - 6.1.2 Administrative Committee function;
  - 6.1.3 To follow objectives and principles governing the Association.

## Article 7 Council Meetings

- 7.1 Members of the MAP have the right to attend the Council Meetings and can propose, deliberate and vote on any matter on the agenda. Students, Affiliates and Associates may attend Council Meetings and they may deliberate and propose, however they are not entitled to vote.
- 7.2 Members unable to attend a Council Meeting may nominate another member on his behalf provided that no member may have more than three such proxies. Proxy nominations shall be lodged with the secretary up to the start of the Council Meeting.
- 7.3 Members present at a Council Meeting shall have one vote plus one vote for each proxy they hold.

- 7.4 The Council Meeting of the MAP shall be held once a year preferably in the last quarter of the year. The business of the Council Meeting shall be:
- 7.4.1 To consider and to pass or otherwise the annual reports and the duly audited accounts presented by the Administrative Committee;
  - 7.4.2 To elect members of the Administrative Committee as laid down in Article 8.3;
  - 7.4.3 To appoint the auditor/s of the MAP for the following year;
  - 7.4.4 To consider and pass amendments to the statute if any;
  - 7.4.5 To discuss and to transact the other business on the agenda and to plan future policy.
- 7.5 The agenda and notice for the Council Meeting shall be sent by post or other means as agreed, to Members and Associates at least 1 month prior to the date set and shall be signed by the General Secretary.
- 7.6 Any other Council Meeting shall be an Extraordinary Meeting and this can be called by:
- 7.6.1 The Administrative Committee or
  - 7.6.2 Not less than 60% of the Council Members of the MAP. These must write a formal request to the General Secretary, who is bound to call an Extraordinary Council Meeting by not later than a month from the receipt of the formal request. The General Secretary must give notice of the Extraordinary Council Meeting together with the agenda to all Members and Associates, by post or other means that are agreed upon, and not later than 7 days before the date of the meeting.
- 7.7 The quorum for any Council Meeting shall be a number of Council Members and proxies representing at least 15% of total Council Members. If within half an hour of the time chosen for the meeting a quorum is not available, the meeting shall stand adjourned to a chosen day and time within the next 21 days. At such adjourned meeting Council Members and proxies present shall form the necessary quorum.

- 7.8 All voting at Council Meetings shall take place by a show of hands except for the election of the Administrative Committee which is undertaken by a secret ballot.
- 7.9 All votes, elections and decisions at the Council Meeting shall be decided by a simple majority of the Council Members present except:
- 7.9.1 Amendments to the statute – two thirds of Council Members present. No proxy votes allowed.
  - 7.9.2 Amalgamation or dissolution of the Association – two thirds of total number of Council Members.
- 7.10 The President or in his absence a person elected by and from the Council Members present, shall act as Chairman of the Council Meeting. In the event of an equality of votes, the Chairman shall have a second vote.
- 7.11 The Administrative Committee has the right to invite observers to attend the Council Meeting.
- 7.12 Before any discussion, the Chairman can ask for a list of speakers, decides on the time for each speaker and limits the time for discussion or meeting.
- 7.13 Members and Associates of the MAP may be requested to present proof of membership before entering the hall for the Council Meeting.

## Article 8 Administrative Committee

- 8.1 The Administrative Committee shall consist of 6 persons; 3 Council Executives and 3 Council Officers.
- 8.2 The posts held by the Administrative Committee shall be determined by the Council in accordance with Article 10 (Elections) of this Statute.
- 8.3 The term in office shall differ in a way to provide continuity:  
General Secretary - 3 years  
President / Financial Controller – 2 years  
Council Officers - 1 year

- 8.4 The responsibility of the Council Executives shall be to set the policy by taking initiatives to fulfill the objectives of the Malta Association of Physiotherapists in accordance with Article 2.
- 8.5 The responsibility of the Council Officers shall be to support the Council Executives in the administration of the MAP.
- 8.6 The responsibility of the Administrative Committee shall be to execute decisions reached by the Council.
- 8.7 The Administrative Committee shall represent the MAP on both national and international issues.
- 8.8 The Administrative Committee shall take disciplinary action against the council Members and Associates according to the rules as established by this statute.
- 8.9 In case of resignation from the Administrative Committee, a new member shall be co-opted not later than 4 weeks after the resignation. Members will be informed of the resignation by the General Secretary, and applications for the post submitted thereafter. The newly co-opted member shall maintain this position until the end of the term of the resigning member as stated in Article 8.3.
- 8.10 The Administrative Committee shall meet not less than once a month on an Agenda set by the General Secretary. Any member who is absent for more than three (3) consecutive meetings of the Committee may be asked to resign from the Committee.
- 8.11 Decisions taken at an Administrative meeting shall be executive when a quorum is met. Any four persons from the Administrative Committee shall form a quorum provided that at least two members are Council Executives.
- 8.12 The chairperson of the Administrative Committee shall be the President. Should the President not be in a position to chair the meeting, an alternative chairperson shall be nominated from amongst the members present.

- 8.13 Decisions taken by the Administration Committee shall be by simple majority, with the Chairperson having a second vote in the eventuality of a tie.
- 8.14 The General Secretary is responsible for the administration of the MAP according to the statute and will answer to the Council. A yearly report shall be presented to the Council Meeting after the approval by the Administrative Committee.
- 8.15 The General Secretary shall keep the minutes and will be responsible for all documents of the MAP and for the administration of the MAP office.
- 8.16 The Financial Controller shall be responsible for MAP funds according to instructions given by the Council or the Administrative Committee and keep accounts/ledgers and balance sheets. The Financial Controller shall be responsible for the collection of annual fees. A yearly report shall be presented to the Council Meeting after the approval by the Administrative Committee.
- 8.17 MAP funds shall be deposited in a local bank. Cheques shall be signed by the Financial Controller and counter-signed by the President or General Secretary.
- 8.18 The Financial Controller, in his capacity, can authorise payments of not more than €150. For larger amounts there must be a specific directive from the Administrative Committee.
- 8.19 The Education Officer shall be responsible for organising Continuous Professional Development (CPD) opportunities.
- 8.20 The Communication Officer shall be responsible for the maintenance, upgrading and administration of the website, forum and newsletter.

## Article 9 Advisory Boards

- 9.1 Advisory boards shall be set up to assist the Administrative Committee in its work.
- 9.2 Advisory boards will consist of any number of Council Members, Associates or any other technical person appointed by the Administrative Committee.
- 9.3 One person shall be recognised as the Chairperson of the Advisory Board and will liaise directly with a nominated person from the Administrative Committee.
- 9.4 Any persons appointed onto Advisory Boards are free to participate or withdraw from their commitment, by providing written instruction to the Administrative Committee.
- 9.5 The Administrative Committee should consider to set up Advisory Boards in the following areas:
  - 9.5.1 Government Issues
  - 9.5.2 Special Events
  - 9.5.3 Professional Issues
  - 9.5.4 Student Issues
- 9.6 The Administrative Committee may set up Advisory Boards to assist them in their specific duties.
- 9.7 The Council shall be made aware of the Advisory Boards through the Communication Council Officer.

## Article 10 Elections

- 10.1 Elections for the members of the Administrative Committee shall take place at the Council Meeting annually according to the terms of office as stated in Article 8.3
- 10.2 Only Council Members shall have the right to be nominated and seconded to the Administrative Committee positions, by other Members of the MAP.
- 10.3 The General Secretary shall duly inform the Council of the MAP of any forthcoming elections to the Administrative Committee not less than 6 weeks before the Council Meeting.
- 10.4 Each nomination shall be accepted for a specified position within the Administrative Council, according to Article 3.4 (Structure).
- 10.5 Nominations duly signed and seconded must be received by the General Secretary not less than 3 weeks before the Council Meeting.
- 10.6 In the case of elections to the post of General Secretary, the nominations shall be received by the President, not less than 3 weeks before the Council Meeting.
- 10.7 Voting at the Council Meeting shall take place in the case when two or more Council Members are nominated for the same position, according to Articles 7.2, 7.8 and 7.9 of this statute.
  - 10.7.1 In the case of a contested position, an Election Advisory Board shall be nominated by the Administrative Committee to oversee the process of the elections.
  - 10.7.2 In the case when a position is contested by only one person, a symbolic vote by show of hands shall take place, to confirm the election to the position on the Administrative Committee.

## Article 11 Special Interest Groups (SIG)

- 11.1 A special interest group will have a name and aim to bring together physiotherapists and other parties interested in a particular field of physiotherapy in order to develop and strengthen their knowledge in that field.
- 11.2 The SIG will be under the auspices of the MAP.
- 11.3 Members and Students of the MAP will be entitled for Full Membership within the SIG.
- 11.4 In order to be affiliated to the MAP, a SIG must have the following requisites:
  - 11.4.1 A statute: to regulate its functions, a copy of which has to be presented to the MAP executive committee for discussion/ or amendments.
  - 11.4.2 A committee: all members of the committee are to be State Registered Physiotherapists. Initially this will be formed from the core group i.e. without any election, for its first term.
  - 11.4.3 An election as dictated by the MAP statute, will take place for the successive terms. Such an election will take place not more than one month after the MAP Council meeting.
  - 11.4.4 At the end of the year, the committee must present a financial and events report at the MAP Council Meeting, a copy of which will be published in the newsletter.
- 11.5 At the start of each term a contact person will be chosen from the MAP administrative committee to liaise with the SIG.
- 11.6 FULL membership within the SIG will be open only to the members of the MAP. Associate members shall incorporate those who are not MAP members.
- 11.7 A SIG may utilize a space in the newsletter at the discretion of the MAP. The expenses involved in the printing of the newsletter will have to be shared accordingly between the MAP and the SIG/SIGs. These will be discussed at the beginning of the year.

11.8 A SIG may keep any form of sponsorship money which will go to an account held by the SIG.

11.9 To form a SIG within the MAP:

11.9.1 A written application to the administrative committee of the MAP must be received;

11.9.2 The administrative committee will verify the requisites and respond to the core group of the SIG within 8 weeks in writing.

11.10 The administrative committee of the MAP reserves the right to refuse any application of a SIG. In the event of such a circumstance, the people concerned may call for an extraordinary council meeting as dictated in the MAP statute.

11.11 Cessation of a SIG:

11.11.1 Cessation will occur after due discussion between the MAP and the SIG;

11.11.2 2/3 of the voting members must be in agreement;

11.11.3 Notice of cessation will be given to members 21 days before;

11.11.4 Following cessation, funds held by the SIG will be transferred to the MAP;

11.11.5 In the case where the committee of the SIG is not able to function, the MAP administrative committee will handle any pending matters for the benefit of the profession and its members.

Article 12 Contractual or judicial proceedings

12.1 In all contractual and judicial proceedings the MAP shall be represented by the President and the General Secretary.

### Article 13 Audit

- 13.1 One or more auditors selected by the Council shall audit the account and shall ascertain the balance sheets prepared by the Financial Controller. The books of accounts shall be open to inspection by any member of the MAP provided two clear days notice in writing are given to the General Secretary.

### Article 14 Affiliation

- 14.1 The MAP can be affiliated to national or international organisations related to the Physiotherapy profession after a decision by the Council.

### Article 15 Amalgamation

- 15.1 The MAP can be amalgamated to any other organisation after a decision by the Council approved by two thirds of the Members and Associates.

### Article 16 Dissolution

- 16.1 The MAP can be dissolved only after a decision of the Council, approved by two thirds of the Members and Associates.

- 16.2 On dissolution the funds of the association shall be donated to a charitable institution.

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Updated 26<sup>th</sup> November 2009  
Council Meeting

## Annex 1 – Membership Fees

Membership fees within the Malta Association of Physiotherapists will fall under the following categories:

1. Council Membership (includes professional indemnity cover): € 125
2. Council Membership: € 40
3. Student Membership: € 20
4. Affiliate Membership (includes professional indemnity cover): € 125
5. Associate Membership: € 40