

The uniform text enclosed with the minutes from the extraordinary Meeting of Delegates of the Polish Physiotherapy Association, which took place on 25.10.2013.

POLISH PHYSIOTHERAPY ASSOCIATION STATUTE
CHAPTER I
GENERAL PROVISIONS

§ 1

1. The Polish Physiotherapy Association is an association of physiotherapists with a voluntary membership, specified in § 11 and § 12 of the statute.
2. The Polish Physiotherapy Association acts pursuant to the provisions of law on associations, provisions governing the physiotherapist profession and the provisions of this statute.
3. The terms such as “the Association” or “the PTF” should be understood as the Polish Physiotherapy Association in this document.

§ 2

1. The Association acts within the borders of the Republic of Poland.
2. The main office of the Association is located in the city of Pabianice.

§ 3

The emblem of the Association consists of a standard white silhouette of a man which symbolises the name of the PTF in a blue circular background. The emblem of the Association is identical to the trademark specified in the protection certificate issued to the PTF by the Polish Patent Office, securing patent no. 185234 being an attachment to the Statute of the Association.

§4

1. The Association has a legal personality.
2. The Association can establish local organizational units, which are referred to as Branches. The local organizational units have legal personality.
3. The Association is not responsible for any liabilities of the local organizational units and the local organizational units are not responsible for any liabilities of the Association or any other local organizational units.

§ 5

The Association may be a member of domestic or foreign associations of the same or similar profile.

§ 6

The Association uses an elongated stamp with the following text “Polskie Towarzystwo Fizjoterapii” – The General Board or the Polish Physiotherapy Association – / voivodeship: Silesian, Lesser Poland etc./ Branch in....., with a full address and phone number of the General Board or the Branch.

§ 7

The General Board represents the Association in its actions and affairs.

§ 8

1. Activity of the Association focuses on social work of its members.
2. The General Board may appoint a spokesperson.
3. The General Board of the Association may employ individuals or groups.
4. The office is run by the Head of the Office or the Deputy Head of the Office if the Head of the Office is absent.
5. The employees specified in paragraph 3 are employed by the General Board of the Association.
6. The detailed rules of the Office's operation are set out in the regulations adopted by the General Board.
7. For the performance of special tasks, the Association can employ individuals on the basis of a mandate agreement or a contract of specific work.

CHAPTER II OBJECTIVES AND ACTIONS

§ 9

1. The objectives of the Association's action are:
 - 1) promoting the achievements of science in the field of physiotherapy and related fields,
 - 2) encouraging and implementing members for scientific work,
 - 3) the promotion and implementation of knowledge and practical achievements in the field of physiotherapy, pro-health prophylaxis and rehabilitation through working in this field with the appropriate authorities, institutions, associations, as well as scientific, social and professional domestic and foreign organizations,
 - 4) improving the professional ethics of its members,
 - 5) representing professional and scientific interests of its members,
 - 6) representing the interests of physiotherapists

2. To achieve its goals, the Association:
 - 1) arranges meetings, symposia and scientific conventions,
 - 2) mobilizes its members to publish works in specialised journals in the field of physiotherapy and rehabilitation, both in the country and abroad,
 - 3) cooperates in specialising and training its members in particular areas of physiotherapy - mainly by organizing appropriate courses and other forms of training, and making sure that such trainings are on an appropriate level,
 - 4) cooperates with relevant authorities, institutions and societies, as well as scientific and social organizations in the matters related to its members,
 - 5) cooperates in solving issues with healthcare in regards to rehabilitation,
 - 6) conducts publishing and information activities.

§ 9(1) The Polish Physiotherapy Association is a scientific association and recognises the criteria and definitions regarding the forms and the scopes of activities related to scientific societies which are specified in the documents of the Polish Academy of Science.

CHAPTER III MEMBERS, THEIR RIGHTS AND RESPONSIBILITIES

§ 10

The members of the Association are divided into the following categories:

- 1) regular,
- 2) extraordinary,
- 3) honorary,
- 4) pending
- 5) supporting

§ 11

1. An Ordinary Member: any person being a citizen of the Republic of Poland and a holder of a diploma, a certificate or any other document confirming that they have qualifications to perform the work of a physiotherapist, can become a regular member. A diploma confirming that an individual obtained this kind of qualifications is issued to a person which:

- 1) graduated a university and obtained a bachelor's or master's degree in physiotherapy,
- 2) began studies at a university after 31 December, 1997, in the field of physiotherapy in accordance with the education standards set out in separate regulations, and obtained a bachelor's or master's degree in that field;
- 3) started studies at a university before 1 January 1998 in the field of physical rehabilitation or rehabilitation and obtained a master's degree in this field;
- 4) started studies at the Academy of Physical Education before 1 January 1998 and obtained a master's degree and graduated with a first or second degree specialisation in the field of physical rehabilitation;
- 5) started studies at a university before 1 January 1980 in the field of physical education, obtained a master's degree in that field and, within the scope of such studies, completed a two-year specialisation in the field of therapeutic exercises or physical rehabilitation which can be confirmed by an instructor card of physical rehabilitation or therapeutic exercises;
- 6) started higher education studies before 1 January 1980 the field of physical education, obtained a master's degree and completed a specialised rehabilitation course in accordance with the regulations of the Central Committee of Physical Culture and Sport;
- 7) graduated from a public or private college with the rights of a public school and obtained a professional title - a physiotherapy technician;
- 8) has qualifications to work as a physiotherapist obtained in a different country and holds a diploma recognised by the Republic of Poland as equal to a diploma obtained in the Republic of Poland;
- 9) holds qualification to work as a physiotherapist which can be confirmed by a national consultant in physiotherapy and a decision from the Minister of Health,

2. An Extraordinary Member: a physiotherapist working in Poland or a graduate from a physiotherapy school from a different country of which the school curriculum is recognised by an appropriate ministry and the PTF can be an extraordinary member.
3. An individual who through their actions have contributed greatly to the Association and Polish scientific field can become an honorary member.
4. An individual who is a student at a physiotherapy college or a university can become a pending member.
5. An individual being a legal person or a natural person interested in the statutory of the Association can be a supporting member.

§ 12

1. Regular, extraordinary and pending members are accepted by the Management Board of the relevant Branch on the basis of a written declaration from the candidate and a relevant resolution.
2. The title of an honorary member is awarded by a Meeting of PTF Delegates when the General Board requests it.
3. The title of a supporting member can be awarded by the General Board of the PTF on the basis of a written declaration and a decision.

§ 13

1. A regular member holds the right to:
 - 1) to be appointed as a member of the management within the Association in an active or passive manner,
 - 2) participate in meetings and gatherings of the Association,
 - 3) join scientific or specialised section of the Association in accordance with their interest,
 - 4) participate in conventions and scientific symposia organized by the Association,
 - 5) participate in trainings organised by the Association and, in that respect, to benefit from the preferences determined by the organiser of the training,
 - 6) use the advice and help of the Association to solve professional and scientific issues
2. An honorary member, who is also a regular member of the Association, holds all the rights of a regular member and does not have to pay the membership fee.
3. An honorary member who is not an ordinary member of the Association does not have an active or a passive electoral right.
4. An extraordinary member and a pending member possess all the rights of a regular member, however, they do not possess the active or passive voting rights.
5. A supporting member possesses all the rights of a regular member, however, such member does not possess the active or passive voting rights.

§ 14

A member of the Association is obligated to:

- 1) follow the provisions of the statute, rules, regulations and decisions of the Association,
- 2) actively participate in the process of achieving goals specified in the statute,
- 3) comply with social norms and professional ethics,
- 4) performing regular payments of membership fees in the amount set once a year by the General Management of PTF.
- 5) A supporting member is obligated to pay the amount declared in the application.

§ 15

1. The Association membership is terminated in the case of:
 - 1) voluntary cancelation of the membership by a member submitted in writing to the Management Board,
 - 2) a member being removed by the Management Board for not paying membership fees for a period of one year, despite receiving a written request for payment,
 - 3) exclusion resulting from a decision of the Colleagues Court,
 - 4) final decision from a court of law to impose a penalty of losing civil rights.
 - 5) being removed from the list by the General Board for not paying membership fees.
2. An honorary membership can be revoked by the Meeting of Delegates upon a request of the General Board.

CHAPTER IV

AUTHORITIES OF THE ASSOCIATION. GENERAL PROVISIONS

§ 16

1. The Authorities of the Polish Physiotherapy Association are:
 - 1) Meeting of Delegates,
 - 2) General Board,
 - 3) General Audit Committee,
 - 4) Main Colleagues Court.
2. All authorities hold their offices for 4 years and they are chosen using confidential ballot.
3. Unless the statute states otherwise, all the decisions of the Association authorities are made by a majority of votes when at least $\frac{1}{2}$ of individuals eligible for voting cast their votes.
4. If a member of an authority resigns during their term in office, such authorities have the right of cooperation, but the number of co-opted individuals cannot be greater than $\frac{1}{3}$ of the members who volunteered to become a member.

MEETING OF DELEGATES

§ 17

1. The Meeting of Delegates is the highest authority in the Association. It is summoned by the General Board.
2. The Meeting of Delegates can be ordinary or extraordinary.
3. The General Board informs Branch Management at least six months in advance before the planned deadline.
4. The General Board informs the delegates about the date and the agenda of the meeting at least 30 days before its date.
5. Decisions of the Meeting of Delegates are made with a majority of votes when at least $\frac{1}{2}$ of members eligible for voting cast their votes in the first vote. During the second vote, the decision will be adopted regardless of the number in attendance.

§ 18

1. The following parties participate in the Meeting of the Delegates:
 - 1) with executive voting rights – delegates,
 - 2) advisory voting rights – regular members, extraordinary, honorary and supporting members.
2. For the Meeting of Delegates, the Delegates are chosen during General Meetings of the PTF Branches members in accordance with the following rule: 1 delegate for 10 regular members of the Association. The mandate of the Delegate is valid until new Delegates are chosen..

§ 19

1. The duties of the Meeting of the Delegates are as follows:

- 1) establishing goals and program of activities of the Association,
 - 2) receiving reports on the activities of the General Board, the General Audit Committee and the Main Peer Tribunal,
 - 3) granting or refusing a discharge to the outgoing General Board at the request of the General Audit Committee,
 - 4) appointing and dismissal of the President of the Association, the General Board, the General Audit Committee and the Main Peer Tribunal,
 - 5) granting or withdrawing the powers of the General Board to determine the amount of membership fees,
 - 6) adopting the statute and its changes, transferring the main office of the Association,
 - 7) granting and withdrawing the honorary membership,
 - 8) adopting a resolution on the dissolution of the Association,
 - 9) considering other matters brought up by the outgoing authorities of the Association, members of the Association or the Branches Management Boards,
 - 10) adopt other resolutions that require a decision of the Meeting of Delegates,
 - 11) appointing committees to deal with specific matters.
2. The detailed agenda of the Meeting of Delegates and the adoption of resolutions is set out in the terms and conditions adopted by that body.

§20

1. The Extraordinary Meeting of Delegates may be convened:

- 1) based on the resolution of the General Board,
 - 2) at the request of the General Audit Committee,
 - 3) at the request of at least three Branches of the Association.
2. The Extraordinary Meeting of Delegates is convened by the General Board within three months from the date on which the request was received or the date on which a relevant resolution of the General Board was adopted.
3. The Extraordinary Meeting of Delegates discusses the matters for which it was convened.
4. Drafts of resolutions regarding amendments to the Association's statute may be discussed and voted on at the Ordinary or Extraordinary Meeting of Delegates, if such drafts are submitted to the General Board 2 months prior to the date on which the Meeting of Delegates takes place.

THE PRESIDENT OF THE ASSOCIATION AND THE GENERAL BOARD

§ 21

1. The General Board consists of 12 members and the President elected by the Meeting of Delegates.

2. The General Board manages the entirety of the Society's activities in the period between the Meetings of Delegates, implements resolutions and guidelines regarding the Meeting of Delegates and represents the Association outside its office.

§ 22

The duties of the General Board are as follows:

- 1) adopting problematic work plans, budget and reports on their implementation,
- 2) appointing, suspending and dissolving Branches, sections and problem teams of the Association and supervising their activities,

- 3) managing the assets and funds of the Association and entering into contracts on its behalf,
- 4) adopting resolutions on the acquisition, sale and encumbrance regarding the property of the Association,
- 5) determining the date, place and leading scientific issues of physiotherapy congresses and other such central events,
- 6) determining the date and place for the Meeting of PTF Delegates,
- 7) convening a Meeting of Delegates,
- 8) adopting resolutions on the cooperation of the Association with other national and foreign associations,
- 9) cooperation with interested authorities and institutions within the scope regarding the scientific activity of the Association , especially physiotherapy,
- 10) submitting requests to the Meeting of Delegates for granting or removing an honorary membership,
- 11) approving the terms and conditions regarding the activity of the Branch Management Boards, sections and problem teams,
- 12) adopting resolutions on other matters not reserved for the competences regarding other authorities of the Association,
- 13) cooperation with relevant authorities and institutions as well as scientific, social and professional societies and organizations in matters related to the development of physiotherapy in Poland, training staff, etc.
- 14) establishing the thematic sections of the Association.

§ 23

1. Meetings of the General Board are held once every three months and are convened by the president or by one of the vice presidents.
2. The organization and mode of work of the General Board and its Committee are set out in the regulations adopted by the General Board.

§ 24

1. The General Board selects from among its two vice presidents, secretary and treasurer, who together with the President are the Committee of the General Board of the PTF.

§ 24(1) The General Board may create the position for the General Director of the Association, and specify the duties of the General Director in the terms and conditions drawn up by the General Board.

§ 25

1. The Committee of the General Board directs the activities of the Association in the period between meetings of the General Board, in accordance with the regulations adopted by the General Board.
2. Resolutions by the committee of the General Board are adopted by an majority of votes, in the presence of at least $\frac{1}{2}$ of the number of members of the Committee, including the president or one of the vice presidents.
3. Meetings of the Committee of the General Board are held as needed, at least nine times a year.

MAIN REVIEW COMMISSION

§ 26

1. The General Audit Committee consists of three members, including the chairman, his deputy and secretary.
2. The members of the General Audit Committee may participate in the meetings of the General Board with an advisory vote.

§ 27

1. The duties of the General Audit Committee are as follows:
 - 1) The Activities of the Association shall be reviewed no less than once annually with particular emphasis on financial activity in terms of the purpose of the expenses, reliability of documentation and cost-effectiveness,
 - 2) submitting reports at the Meeting of Delegates together with the evaluation of the activities and requests for granting discharge to the outgoing Management Board,
 - 3) controlling the payment of membership fees,
 - 4) cooperation and coordination of the activities of the General Audit Committee,
 - 5) presentation of motions regarding the Society's activities to the Main Board and its Committee.
2. The detailed scope of activity of the General Audit Committee and the Board of Auditors of the Branches is defined in the regulations adopted by the General Audit Committee.

GENERAL PEER TRIBUNAL

§ 28

1. The General Peer Tribunal consists of five members, including the chairman, his deputy and secretary.
2. The General Peer Tribunal considers appeals against judgments of the Branch Peer Tribunals as the second instance.
3. The decisions of the General Peer Tribunal are final.

§ 29

The detailed procedure for the activities of the General Peer Tribunal and the Peer Tribunals are specified in the regulations adopted by the General Peer Tribunal.

CHAPTER V

VOIVODSHIP BRANCHES OF THE ASSOCIATION

§ 30

1. Voivodship Branches of the Association are established and dissolved on the basis of a resolution by the General Board.
2. The area of the Branch's operation and its main office is determined by the General Board in accordance with the administrative division of the country.

§ 31

1. The Authorities for the Branch of the Association are:
 - 1) General Meeting of Branch Members,
 - 2) Branch Management Board,
 - 3) Branch Audit Committee,

4) Branch Peer Tribunal.

2. The term of office of the Branch authorities lasts 4 years, and they are appointed by means of an open or confidential ballot, depending on the resolution of the General Meeting of Branch Members.

3. Provisions of § 16 paragraph 4 shall apply to the General Meetings of Branch Members.

§ 32

1. The highest authority of the Branch is the General Meeting of the Branch Members convened by the Branch Management Board.

2. The General Meeting of Branch Members may be ordinary or extraordinary.

§ 33

1. The duties of the General Meeting of Branch Members are as follows::

1) appointment of the delegates which would attend the Meeting of Delegates of the Association,

1a) appointment and dismissal of the President of the PTF Branch,

2) the adoption of goals regarding the substantive and financial activities of the Branch, in accordance with the resolutions of the Association's prime authorities,

3) consideration and acceptance of the reports on the activities referring to the Branch Management Board, the Branch Audit Committee and the Branch Peer Tribunal,

4) granting, or refusing to grant a discharge to the outgoing Branch Management Board at the request of the Branch Audit Committee,

5) determining the number of the members to the Branch Management Board, appointment and dismissal of the Branch Management Board, Branch Audit Committee and Branch Peer Tribunal,

6) examining requests submitted by the outgoing Branch authorities and members of the Association,

7) discussing other resolutions that require a decision of the General Meeting of the Branch Members.

2. The ordinary and the honorary members associated in the Branch participate in the General Meeting – with executive voting rights, and with advisory voting rights – extraordinary members and invited guests.

§ 34

1. Resolutions of the General Meeting of Branch Members are adopted by the majority of votes, in the presence of at least ½ of the number of Branch members with voting rights on the first date, and on the second date, regardless of the number in attendance.

2. The General Meeting of Branch Members should take place at least two months prior to the date on which the Meeting of the Association's Delegates will take place.

3. The Branch Management Board notifies the members of the Branch in regards to the date, place and agenda of the General Meeting at least 10 days prior to the chosen date of the General Meeting.

4. Immediately after the General Meeting of the Branch Members and the constitution of the Branch Management Board, the Management Board shall notify the General Board in writing about the results of the appointments and send a list of the Branch's delegates to the Meeting of Delegates.

§ 35

1. Extraordinary General Meeting of Branch Members may be convened:

- 1) upon the request of the General Board,
- 2) on the basis of the resolution by the Branch Management Board,
- 3) upon the request of the Auditory Committee of the Branch,
- 4) upon the request of at least 2/3 of the members associated with the Branch.

2. An Extraordinary General Meeting of Branch Members is convened by the Branch Board within 4 weeks from the date on which the request was submitted or the date on which a resolution was adopted to discuss matters for which it was convened.

§ 36

1. The Branch Management Board consists of 5-7 members, including the president, vice-president, secretary and treasurer.

2. Resolutions of the Branch Management Board are adopted by the majority of votes if at least half of the members are present, including the president or vice-president. In the event of an equal number of for and against votes, the chairman has the deciding vote.

3. The Branch Management Board may employ individuals to run the affairs of the Branch and create a Branch Groups.

4. The office is managed by the Branch Office Manager and if they are absent, the Deputy Manager of the Branch Office is responsible for the affairs of the office.

5. The employees specified in paragraph 4 are employed by the Branch Management Board.

6. Detailed rules for the operation of the Branch Office are outlined in the regulations adopted by the Branch Board.

§ 37

The duties of the Branch Management Board are as follows:

- 1) adoption of the Branch's business plans and approval of reports on their implementation,
- 2) implementation of resolutions adopted by the General Meeting of Branch Members and resolutions and guidelines of the Association's supreme authorities,
- 3) representation of the Branch outside its offices and acting on its behalf,
- 4) managing the activities of the Branch in accordance with the provisions of the Statute and resolutions of the Association's authorities,
- 5) admission of ordinary and extraordinary members,
- 6) conducting training and scientific activities on their premises,
- 7) management of the Society's assets and funds under the rights granted by the General Board,
- 8) submitting specific reports on substantive and financial activities to the General Board,
- 9) adopting resolutions regarding matters that are not restricted to the scope of rights concerning other authorities within the Association,
- 10) calling the General Meeting of Branch Members.

§ 38

The Branch Audit Committee consists of three members, including the chairman, who are appointed by the General Meeting of Branch Members.

§ 39

1. The duties of the Audit Committee are as follows:

- 1) a revision of the entirety of the Branch's operations conducted at least once annually, with particular emphasis on its financial activities,
- 2) controlling the payment of membership fees,

- 3) submitting reports at the Meeting of Delegates together with the assessment of activities and requests for granting discharges to the outgoing Branch Management Board.
2. The Branch Audit Committee reserves the right to submit to the Branch Management Board any requests resulting from the decisions made due to any revisions and demand justifications.
3. Members of the Branch Audit Committee may participate in the meetings of the Branch Management Board in an advisory capacity.

§ 40

1. The Peer Tribunal consists of five persons and elects a chairman, a deputy and a secretary from among themselves.
2. The Branch Peer Tribunal is appointed to consider and resolve disputes which may arise from the activities of the Association's Branches and to revise the matters of members of the Association regarding a failure to comply with the statute, regulations and resolutions of the Association's authorities and violation of the code of ethics.
3. The Peer Tribunal may impose the following penalties:
 - 1) warning,
 - 2) suspension of the member's rights for a period of no less than 3 months and a maximum of 2 years,
 - 3) exclusion from the Association.
4. The decisions of the Branch Peer Tribunal may be appealed to the General Peer Tribunal within 30 days upon receipt of the decision.

CHAPTER VI THE ASSOCIATION'S ASSETS

§ 41

The Association's assets are furnishings and equipment, real estate and funds.

§ 42

Funds of the Society consist of:

- 1) membership fees,
- 2) subsidies and grants,
- 3) income from statutory activities,
- 4) income from direct business transactions,
- 5) registrations and donations.

§ 43

1. In order to raise funds for statutory activities, the Association may run a business.
2. Business activity is launched and conducted on the basis of separate regulations.
3. The detailed rules and the scope of business activity of the Branches are determined by the Main Management Board of the Association.

§ 44

1. The principles of conducting the financial management of the Association are determined by the General Board in accordance with the applicable financial regulations.
2. The branches of the Association are obligated to manage the assets of the Association in accordance with the rules adopted by the General Board.

§ 45

1. The declaration regarding any property matters of the Association are made by two people: the president or the vice-president of the General Board and the treasurer.
2. Two signatures are required for the validation of other documents: the signatures of the president or the vice-president and the secretary of the General Board.
3. The provisions of paragraph 1 and 2 shall apply accordingly to the business activity of the Association.

§ 46

All decisions of the Association's authorities concerning a significant depletion of his property require the approval of the Meeting of Delegates.

CHAPTER VII

AMMENDING THE STATUTE AND TERMINATION OF THE ASSOCIATION

§ 47

A resolution on amendments to the statute is adopted by the Meeting of Delegates with the majority of 2/3 of the votes, if at least ½ of participants eligible for voting cast their votes in the first vote. During the second vote, the decision will be adopted regardless of the number in attendance.

§ 48

1. The termination of the Association may take place by means of a resolution of an ordinary or extraordinary Meeting of Delegates, taken by a two-thirds majority of votes in the presence of at least half of the members entitled to vote.
2. The resolution regarding the termination of the Association will also determine the manner of liquidation and the purpose for which the assets of the Association are to be used in accordance with the provisions regarding all associations. This resolution is subject to approval by the registration authority.