

ENGLISH TEXT



FEDERATION INTERNATIONALE DES PODOLOGUES  
(INTERNATIONAL FEDERATION OF PODIATRISTS)

**This document is designed to provide you with  
a working understanding of the Federation and of its  
importance to Podiatric Medical Associations and  
Podiatrists around the world**

Included in the appendices

The Articles of Association and Byelaws  
Making an application for admission to membership  
How to calculate the annual membership fee

**November 1<sup>st</sup> 2008**

The information contained in this document were believed to be correct at the time of compilation

The Federation was founded in 1947 and consists of twenty six podiatry organisations from twenty five countries and six continents around the world who collectively represent some 80,000 podiatrists providing over 200 million episodes of foot and ankle care a year.

It provides the focus for the global leadership and development of podiatric medicine, and for the enhancement of the image and status of the podiatrist as the health professional of first choice for foot and ankle care.

### MISSION

To ensure access for all people to high quality foot and ankle care through collaboration with national and international organisations of podiatrists and other health professions.

### STRENGTH AND PURPOSE

The Federation annually brings together the leaders, the innovators and motivators of the podiatry profession, developing closer relationships and consensus, so that podiatric medicine becomes the richer by the sharing of knowledge, practice, and research amongst the countries around the world.

### WORLD HEADQUARTERS

#### **& European Office**

57 Rue Eugene Carriere, 75018 Paris  
France

#### **North American Office**

267 Mt. Tabor Road  
Gardners, PA 17324  
United States of America

### STRUCTURE

#### **Executive Board**

*President*  
*Vice President*  
*Immediate Past President*  
*Member at large*  
*Secretary General*  
*Treasurer*

#### **Governing Council**

*Two delegates from each member organisation*

#### **Corporate Advisory Board**

#### **International Academy of Podiatric Educators**

#### **Committees and Commissions**

## MEMBER ORGANISATIONS

### BELGIUM

Belgische Vereniging der Podologen (BVP)  
Association Belge des Podologues (ABP)

### CANADA

Canadian Podiatric Medical Association (CPMA)

### CYPRUS

Cyprus Society of Chiropodists and Podiatrists (CSCP)

### DENMARK

Landsforeningen af statsaut Fodterapeuter (LasF)

### FINLAND

Suomen Jalkojenhoitajain Ja Jalkaterapeuttien Liitto (SJJL)

### FRANCE

Federation Nationale des Podologues (FNP)

### GREECE

Professional Association of Podiatrists Association in Greece (APG)

### HONG KONG

The International Podiatrist's Association of Hong Kong (IPAHK)

### ICELAND

Félag Islenskra Fótaadgerdafredinga (FIF)

### IRELAND

The Society of Chiropodists and Podiatrists of Ireland Ltd (SCPI)

### ISRAEL

Israeli Podiatric Medical Association (IPMA)

### ITALY

Associazione Italiana Podologi (AIP)

### MALTA

The Association of Podiatrists of Malta (APM)

### MEXICO

Federacion Mexicana de Podologos y Podiatras AC (FMPPAC)

### NETHERLANDS

Nederlandse Vereniging van Podotherapeuten (NVvP)

### NEW ZEALAND

Podiatry New Zealand Inc (PNZ)

### NORWAY

Norsk Fotterapeuters Forbund (NFF)

### PERU

Asociacion Nacional de Podologos del Peru (ANPP)

### PORTUGAL

Associacao Portuguesa de Podologia (APP)

### SOUTH AFRICA

South African Podiatry Association (SAPA)

### SPAIN

Federation de Podologos del Espanola (FPS)

### SWEDEN

Sveriges Fotterapeuter (SF)

### SWITZERLAND

Union Suisse Romandes des Podoloques - Podologen (USRAPP)  
Schwiezerischer Podologen-Verband (SP)

### UNITED KINGDOM

The Society of Chiropodists and Podiatrists (SCP)

### UNITED STATES OF AMERICA

American Podiatric Medical Association (APMA)

## EXECUTIVE BOARD

*Responsible to* the Federations member organisations for the day-to-day activities of the Federation.

President

*Robert Chelin DPM (Canada)*

Vice President

*Marc Bourgeois PhD (Belgium)*

Immediate Past President

*Paul Shenton MBE DPodM (United Kingdom)*

Member-at-large

*Joseph Caporusso DPM (United States of America)*

Secretary General

*Mette Palmer (Sweden)*

Treasurer

*Diamanto Malitou BSc (Hons) (Cyprus)*

## ADMINISTRATION

*Responsible to* the Executive Board for the day-to-day administration of the Federation.

Director of Global Education and Special Projects

*Anthony McNevin CAE*

Director of Global Communications and Corporate Development

*Jayne Jeneroux*

Administrative Secretary

*Odette Vaudray*

## CORPORATE ADVISORY BOARD

The Federation established at the start of the millennium a Corporate Advisory Board composed of corporations or companies that operate internationally and whose products and/or services are directed toward podiatrists and/or their patients.

The CAB contributes expertise and funding towards the Federations many projects and programmes designed to help provide foot care and foot health care advice to those with foot and ankle problems who would otherwise not receive it.

The CAB normally meets once or twice per year with the Executive Board and at least one meeting is held in conjunction with FIP's Annual General Meetings.

The Federation is developing an independent panel of internationally recognized podiatry experts to carefully evaluate and ensure that all the manufacturers' claims for consumer foot health care products submitted to them to carry the Federations Accepted/Approved logos are true and backed up by reliable evidence.

## INTERNATIONAL ACADEMY OF PODIATRIC EDUCATORS

*Delegates to the Consensus Conference at the FIP World Congress in Boston and more recently in Copenhagen in 2007 called for the establishment of an International Academy of Podiatric Educators as an autonomous body within FIP to help further podiatric education and practice worldwide.*

*The newly created Academy will conduct its first meeting at the FIP World Congress in Amsterdam in 2010 and will serve as the FIP's primary educational arm that will regularly bring together all those engaged in the education of podiatrists throughout the world. This will include educators, curriculum developers, assessors, administrators, and students providing them with an external source of reference and guidance and by keeping them informed of developments in podiatric medical education and practice throughout the world including:*

- Special Projects - designed to enhance teaching, learning, assessment, research, and the reputation of podiatric educators and podiatric education.
- Conferences - designed to promote networking and exchange of ideas and issues that could include web pages and web forums that readily facilitate access to developments and member experiences in such topics as standard setting, curriculum design, programme evaluation, teaching problem/ task-based/ competency learning, assessment strategies, competency frameworks and continued professional development, together with ideas promoting student recruitment and selection, student/lecturer/administrator exchanges
  - Educational information, Guidelines and Database: -Web based
  - Email newsletter.
  - Access - to on-line CPD/CME material and FIP CAB members.
  - Discount subscriptions - meeting registrations, the FOOT journal and on line GEF material.

One of the first tasks of the Academy will be the further development of an "International Model of Podiatric Practice" as a guide and motivator for those countries that are considering making modifications to their education programmes and scope of practice. The development of such a model is seen to be crucial to the profession's future around the world. It will also enable our members to see where their practice of podiatry falls within the range of the model and thereby make more cogent judgments about the practice of podiatry and the education of podiatrists within their borders, paving the way to raising and harmonising practice and academic standards of the profession around the world.

The development of an international model grew out of a more pressing need for a European model of podiatric practice or "Common Platform" for Podiatry which is an elective element of the new European Directive that will be transposed into the national law of the 25 countries of the European Union during the 2007 concerning the mutual recognition of professional qualifications designed to increase and simplify the establishment and mobility of all European and International professionals within the European Economic Area (EEA).

## COMMITTEES

Articles of Association Committee (AAC)  
International Recruitment Committee (IRC)  
Economic Development Committee (EDC)  
International Education & Research Committee (IERC)  
Liaison Committee for European Union Podiatrists (CLPUE)  
Special Olympics Committee (SOC)  
Web site [www.fipnet.org](http://www.fipnet.org) Committee  
World Foot Health Awareness Month Committee (WFHAMC)

## COMMITTEE ROLES

### Articles of Association Committee (AAC)

*Responsible for* ensuring that the Federation's Statutes and Byelaws comply with French law and are supportive of an efficient and effective International organisation.

The AAC develops appropriate amendments to the Statutes and Byelaws for adoption by the Annual General meeting of the Council each year.

### International Recruitment Committee (IRC)

*Responsible for* maintaining an on going programme for the recruitment of new member countries and individuals, and for the development of both strategies and promotional material towards these objectives.

The IRC is in active discussion with Podiatry organisations in Australasia, South America, Asia, and the new member states of the recently enlarged European Union.

### Economic Development Committee (EDC)

*Responsible for* raising non-subscription income in support of projects responsive to the federation and member organisations needs, including:

- Identifying FIP projects for funding.
- Identifying corporate prospects.
- Identifying funding sources from foundations with international health interests,
- Developing appropriate methodologies to approach each identified funding source.

### International Education & Research Committee (IERC)

*Responsible for* the dissemination of information about the education and practice of podiatry around the world and especially within the member organisations countries.

*The IERC promotes life long learning, the raising and harmonisation of academic and professional standards, and the mutual recognition of qualifications.*

*The IERC organises a Consensus Conference held in association with the World Congress of Podiatry*

### *Liaison Committee for European Union Podiatrists (CLPUE)*

*The CLPUE represents the FIP in the Council for European Liberal Professions (CEPLIS), which is the sole representative voice for podiatry and the health professions with the European Commission, Parliament and Council.*

*The CEPLIS has recently partnered with the European Association of Small and Medium-sized Enterprises (UEAPME) to ensure even greater representation in all European Community decision-making.*

*The CLPUE has established a regular European Podiatry Conference and is currently monitoring the implementation of the single European Directive on the Recognition of qualifications including:*

- Temporary and Permanent Establishment*
- Levels of Education in EU member countries*
- Titles of qualification authorising practice*
- Educational Establishments conferring title*
- A Common Educational Platform*

### *Special Olympics Committee (SOC)*

*Responsible for identifying a focal person in each FIP member country and co-coordinating a world-wide network of volunteer Member organisation members prepared to support the national and international Special Olympics Healthy Athletes Fit Feet screenings and advisory clinics.*

*Special Olympics is a global movement providing year-round sports training and athletic competition in Olympic-type sports for intellectually challenged children and adults.*

*The Special Olympics Healthy Athletes Program is designed to help athletes improve their health and fitness through a number of screening disciplines. Fit Feet is the newest Healthy Athletes screening discipline.*

### *Web site [www.fipnet.org](http://www.fipnet.org) Committee*

*Responsible for maintaining an attractive and functional web site [www.fipnet.org](http://www.fipnet.org) for the benefit and access of the Federation, individual members of member organisations, Corporate partners and the general public.*

*The FIP is preparing to launch a new and improved website some time in early 2009. We look to include many new features that will suite our members needs. Corporate and member exposure continue to be a high priority as well as online CME/CPD courses and lecture presentations.*

## World Foot Health Awareness Month Committee (WFHAMC)

*Responsible for* increasing the awareness of the importance of foot health among the general public and other health professionals, and of the podiatrist as the practitioner of first choice for foot and ankle care.

It organises regular workshops and provides member organisation with suitable resource material to aid the successful implementation of plans for the annual foot health Awareness (WFHAM) initiative during the month of May of each year.

## COMMISSIONS

**International Humanitarian Aid Commission (IHAC)  
Conference Advisory Commission (CAC)**

## COMMISSION ROLES

### International Humanitarian Aid Commission (IHAC)

*Responsible for* exploring and establishing a strategic plan for providing podiatric medical care to the impoverished and medically underserved throughout the world.

The HAC was set up in the first half of 2004 following requests for assistance towards volunteering humanitarian projects to the Belgian Congo and to the Caribbean island of St Vincent. The HAC is currently assisting a PAHO/WHO project aimed at preventing a significant number of lower limb amputation in people with diabetes in at least 10 primary health care centres in Bolivia, Columbia, Ecuador, Peru and Venezuela.

The HAC also provides opportunities for sharing experience and education with those providing foot care in poor and newly developing countries.

### Conference Advisory Commission (CAC)

*Responsible for* advising member organisations who host the FIP World Congress, Conferences, meetings and workshops on such matters as:

- Hotel and space requirements
- Scientific Programmes and Themes
- Advertising and Calls for papers / posters
- Speaker identification and Selection
- CPD/CME credits
- National and International Registration
- Corporate registration and trade exhibition
- Opening and closing ceremonies
- Receptions

## ANNUAL GENERAL MEETINGS

The Federations Council, Academy, Committees, Commissions and Corporate Advisory Board meet annually in the country of a host member organisation.

Rome, Italy - 1993	Brussels, Belgium - 2003
Gothenburg, Sweden - 1994	Boston, USA - 2004
London, Great Britain - 1995	Dublin, Ireland - 2005
Reykjavik, Iceland - 1996	Oslo, Norway - 2006
Strasbourg, France - 1997	Copenhagen, Denmark - 2007
Gothenburg, Sweden - 1998	Rome, Italy - 2008
Antwerp, Belgium - 1999	Toronto, Canada - 2009
Geneva, Switzerland - 2000	Amsterdam, Netherlands - 2010
Paris, France - 2001	Geneva, Switzerland - 2011
Helsinki, Finland - 2002	

## WORLD CONGRESS OF PODIATRY

Every three years a Federation member organisation hosts and organises the World Congress and more recently a Consensus Conference.

1966 Brussels Belgium (B)	1988 Rome, Italy (I)
1968 Duisburg Germany (D)	1991 Nice, France (Fr)
1970 Florence, Italy (I)	1993 Zarragossa, Spain (E)
1973 Salzburg, Austria (A)	1995 London, Great Britain (GB)
1976 The Hague, Netherlands (NL)	1998 Gotenborg, Sweden (S)
1979 London, Great Britain (GB)	2001 Paris, France (Fr)
1982 Copenhagen, Denmark (DK)	2004 Boston, America (USA)
1985 Barcelona, Spain (E)	2007 Copenhagen, Denmark (DK)
	2010 Amsterdam, Netherlands (NL)

## CONSENSUS CONFERENCE

Every three years the Federation organises a Conference brings together the Leaders of the podiatry organisations and educational institutions around the world to discuss issues of mutual interest.

*Svenska Masson Congress Centre Gothenburg Sweden - 1998*  
Topic : "Constructing the Agenda for the 21<sup>st</sup> century"

*Palais de Congress Paris France - 2001*  
Topic : "Harnessing the power of Leadership"

*Hynes Convention Centre Boston USA - 2004*  
Topic : "Globalising the Podiatry Profession"

*Bella Congress Centre Copenhagen Denmark - 2007*  
Topic : "Developing a global competency model for podiatric practice"

**ARTICLES OF ASSOCIATION OF THE  
FEDERATION INTERNATIONALE DES PODOLOGUES (FIP)  
(INTERNATIONAL FEDERATION OF PODIATRISTS)**

Section I	9
Section II - PURPOSE	9
Section III – REGISTERED OFFICE	10
Section IV – STATUS OF MEMBERS	10
Section V – MEMBERSHIP CONDITIONS	10
Section VI – LOSS OF MEMBERSHIP	10
Section VII – FINANCIAL RESOURCES	11
Section VIII - COMMITTEES	11
Section IX – EXECUTIVE BOARD	11
Section X - AUDITORS	12
Section XI – ANNUAL GENERAL MEETINGS	12
Section XII – EXTRAORDINARY GENERAL MEETINGS	12
Section XIII – VOTING RIGHTS	12
Section XIV – BYELAWS	12
Section XV – OFFICIAL LANGUAGES	13
Section XVI – DISSOLUTION	13

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**Section I**

The organisations or individuals subscribing to the provisions of these Articles of Association hereby form an association called “*Fédération Internationale des Podologues*” (FIP) (International Federation of Podiatrists) governed under the French Act of 1 July 1901 and the French Decree of 16 August 1901.

**Section II – PURPOSE**

The Fédération Internationale de Podologues (FIP), grouping members in France, Great Britain, Denmark, Belgium and the United States, was founded in 1947.

The FIP under its present form was registered on 27 June 1963 and is made up of federations, associations and other organisations of podiatrists and/or individual podiatrists belonging to the field of health professionals on five continents. The purpose of the FIP is:

- to promotion of podiatric medicine; to implement any and all means possible to develop, enhance and regularly update professional and scientific training;
- to specifically encourage research, the organisation 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 podiatric medicine;
- 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 organisation, with the agreement of the General Meeting.

### **Section III – REGISTERED OFFICE**

The registered office of the FIP is 57 Rue Eugene Carriere 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 is made up of:

1. Active members (federations, associations and other organisations of podiatrists)
2. Associate members (individuals)
3. Honorary members

### **Section V – MEMBERSHIP CONDITIONS**

1. Any organisation submitting an application for admission to the FIP declares that it has been advised of these Articles of Association and of the Byelaws set down by the Federation; said organisation undertakes to comply with, observe and apply the decisions made by the FIP and attests that its members exercise podiatric medicine as a health profession either independently or on an employee basis. The professionals of each organisation are subject to compliance with the professional ethics prescribed by the legislation in their respective countries or with the regulations set down autonomously by appropriate organisations, the purpose of which regulations is to guarantee and develop professionalism, quality and practitioner-patient relations. Whenever a country is already represented by one or more organisations, an application for membership by another organisation shall, before being submitted for approval by the Executive Board, obtain the agreement of the member organisation or organisations.

In order to acquire membership in the FIP, an organisation must submit an application stipulating its goals and objectives with respect to the development of podiatric medicine and podiatry and enclose with said application:

- a copy of its articles of association
  - a copy of the legislation regulating the profession in its country and all of the legislation regulating the level of studies and the title of the diploma authorising conferees to practice
  - a copy of the abstract of publication of the regulations governing the profession appearing in the Official Gazette of the corresponding country.
2. Any individuals having a connection with the specific interests of the profession may acquire membership upon recommendation by several members of the Executive Board or by one or more member organisations.

To acquire membership in the FIP, the candidate must submit a curriculum vitae to the Executive Board and a letter stipulating his or her motivations.

3. Honorary members are recommended by the Executive Board and appointed by the General Meeting.

### **Section VI – LOSS OF MEMBERSHIP**

Membership status is lost:

- by resignation of the member organisation or individual member
- by dissolution of the organisation
- if an organisation 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.

The status of an associate member is automatically lost in the event that the organisation to which the associate member belongs becomes a member of the FIP.

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 actions is taken to strike the member from the rolls, the member organisation or individual member 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 of 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 include:

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

## **Section VIII – COMMITTEES**

Work groups are created on the basis of the following definitions:

- **COMMITTEES:** permanent structure of unlimited duration
- **COMMISSIONS:** work group created at the initiative of the General Meeting or of the Executive Board of the FIP for tasks of a fixed duration.

Accordingly, the following permanent committees have been created:

- the CLPUE: Liaison Committee for European Union Podiatrists
- the ICPD: International Committee for the Development of Podiatric Medicine
- the FIP Economic Development Committee
- the Budget Committee
- the International Recruitment Committee
- the Articles of Association Committee

Other committees or commissions may be created within the FIP by the General Meeting whenever the necessity for such becomes apparent.

## **Section IX – EXECUTIVE BOARD**

The FIP 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 for a two-year term. The President and the Vice-President are elected at the same time and may not be from the same continent. 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. 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 commiserate with the term of the Secretary General and treasurer.

The President, the Vice President, the Secretary General and the Treasurer General may 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).

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).

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

The Executive Board issues an opinion regarding applications for the admission of new members. The Board may recommend striking the organisation or an individual from the membership rolls in accordance with Section VI of these Articles of Association. The Board establishes the Byelaws.

The task of the Executive Board is to direct the FIP in accordance with the decisions made by General Meetings. The Board gives an account of its activities to General Meetings.

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 Executive Board meets upon call by the President or, in the event that the President should fail to call a meeting, by the Vice-President.

Decisions are made on an absolute majority-vote basis. In the event of a tied vote, the President will have the casting vote.

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

The Presidents of each permanent committee meet at least once a year for a Board meeting prior to the General Meeting in order to present their activity reports. The Board reserves the right, if needs be, to call one or more committee presidents to attend its meetings.

#### **Section X – AUDITORS**

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 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 member organisations and individual members. The number of delegates appointed by each member organisation is set down in the Byelaws.

The General Meeting meets once per year in the first quarter or at the time of the FIP International Convention following approval by the prior General Meeting.

Member organisations and individual members 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 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 management report.

The Treasurer gives an account of his management, submits the balance sheet for the previous year and presents the budget forecasts to the General Meeting.

The Auditor presents his 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 organisations registered, and decisions are made on an absolute majority basis of the organisations 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 organisations present and the majority required for decisions is two-thirds of the organisations present or represented having voting rights.

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

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 organisations 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 organisations registered, and decisions are made on an absolute majority basis of the organisations 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 organisations present and the majority required for decisions is two-thirds of the organisations present or represented having voting rights.

#### **Section XIII – VOTING RIGHTS**

Each active member has one vote. Individual members have no voting rights at General Meetings.

**Section XIV – BYELAWS**

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.

The provisions of the Byelaws must be complied with by individual members and member organisations without restriction or reservation.

**Section XV – OFFICIAL LANGUAGES**

The official languages of the FIP are French and English.

**Section XVI – DISSOLUTION**

The term of the FIP 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 organisations. Dissolution is accomplished by an absolute majority vote of the organisations 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.

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I, Rodger E. GIANNICO, Sworn Expert Translator, 9, Rue Sylvabelle 13006 Marseille, appointed by and acting on the authority of the Court of Appeals of Aix-en-Provence, France, hereby certify the text herein to be a strict translation conforming to the original document, worded in **FRENCH**, as presented to me this day.

Signed and Sealed by my hand, *ne varietur*, no. 2826 MA 01, this 10<sup>th</sup> day of July, 2002.

**APPENDIX II**

**BYLAWS OF ASSOCIATION OF THE  
FEDERATION INTERNATIONALE DES PODOLOGUES (FIP)  
(INTERNATIONAL FEDERATION OF PODIATRISTS)**

(as referred to in Section XIV of the Articles of Association of the FIP)

Section I	14
Section II – Admissions	14
Section III – Executive Board	15
The President	15
The Vice-President	15
The Secretary General	15
The Treasurer General	16
The Board Member at Large	16
The Immediate Past President	16
Section IV – General Meetings	16
Section V – Committees	16
Section VI – Membership Dues	17
Section VII – Reimbursements and Compensation	17
Travel expenses	17
Accommodation expenses	17
Fixed compensation for loss of fees	18
Section VIII – Translation and Interpreting	18
Correspondence	18
Meetings	18
Section IX – Revues	18
Section X – Assets	18

**Section I**

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

The Bylaws are regularly updated and ratified by General Meeting.

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

**Section II - ADMISSIONS**

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

1. For organisations

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

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

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

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

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

In the event of an application for membership of an organisation in a country already represented by one or more of the organisations within the F.I.P., the provisions of the Articles of Association (Section V and XI) shall apply. However, in the event that one of the organisations already members in the country as the applicant issues a negative opinion and the reasons therefore, the application will not be taken into consideration.

The application for admission is presented at the next General Meeting of the FIP by the Executive Board, which has sole discretion with respect to the presentation of the application file.

In the event of a favourable opinion by the General Meeting of the FIP, the organisation or individual applicant must comply with the regulatory provisions appearing in the Articles of Association and in the Byelaws of the FIP.

In the event that the candidacy is accepted by the Board, and prior to approval by the General Meeting, the candidate organisation or individual has guest status (candidate has no voting right but may take part in discussions at various meetings).

### **Section III – EXECUTIVE BOARD**

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

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

#### **The President**

The President chairs General Meetings and is automatically entitled to attend committee meetings, the date of which he must be informed.

He draws up meeting agendas in conjunction with the Secretary General and the Treasurer and sends said agendas to members having corresponding rights, no less than two months prior to the scheduled date of the meeting.

He is responsible for the application of regulatory provisions and the enforcement of decisions made by the General Meeting.

He makes decisions which may be required between Board meetings and General Meetings to ensure the smooth functioning of the FIP. He takes any initiatives required to ensure that the purpose of the FIP is attained and to promote Podiatric medicine on a worldwide scale. He *prepares a newsletter for members once every six months in conjunction with the Executive Board.*

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

He prepares a management report for each General Meeting.

#### **The Vice-President**

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

#### **The Secretary General**

The Secretary General is responsible for the preparation of the minutes of General Meetings and prepares a summary of motions to be voted upon at General Meetings and the results thereof.

He further prepares a report of discussions and decisions to be sent to members.

He is responsible for sending minutes prepared in the official languages of the FIP no later than two months following General Meetings.

Any request by a member for modification of minutes must be sent to the Secretary General within the two months following their issuance.

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

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

He maintains the archives of the FIP and transfers the archives to his successor within the month following the termination of his term of office.

#### **The Treasurer General**

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

He keeps the accounts and maintains accounting vouchers.

The books are kept at the disposal of the Auditors prior to each General Meeting.

All financial transactions are made by means of a bank account opened in the name of the Fédération Internationale des Podologues.

The balance sheet is drawn up on 31 December of each year.

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

Calls for membership dues for the following calendar year are sent to each active or associate member prior to 31 December.

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

#### **The Board Member at Large**

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

#### **The Immediate Past President**

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

### **Section IV – GENERAL MEETINGS**

The General Meeting has sole discretion in its decision-making acts. It may modify the agenda upon proposal by no less than two delegates following a majority vote held at the start of the meeting.

In the event of membership of several organisations in a same country, a single vote shall be granted to such country.

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

In the event that a representative is unable to be delegated, an organisation may give its proxy to a delegate of another active member organisation of the FIP. However, a delegate may not hold more than one proxy. Notification of said proxy is to be mailed by the represented organisation to the

President of the FIP. Each organisation and the organisation representing it must be up to date in their membership dues at the opening of the General Meeting.

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

## **Section V – COMMITTEES**

### **Make-up of Committees**

Prior to each General Meeting, the member associations shall submit a list of candidates for the various committees. The President of the FIP, after consultation with the Executive Board, submits a list of candidates for each committee to the General Meeting for approval. The General Meeting may recommend other candidates for one or more committees. A vote is taken by secret ballot to determine the make-up of each Committee. The ballot contains the list of all the candidates divided into sections for each committee. Each organisation having voting rights has the option to accept said list or to strike out one or more names. In no event may the organisation add new names at the time of voting.

Each committee formed elects its President and its Secretary at its first meeting. The President and the Secretary are elected for a two-year renewable term.

The terms of office of presidents of committees commence and terminate at the same time as the term of office of the President of the FIP.

The Presidents of each Committee will be informed in due time of the dates of each meeting of the Executive Board in order to allow them to submit a report of their activities, their recommendations and observations so as to enable the Board to be so advised and to amend or validate the report.

A detailed report of all committee meetings must be prepared and presented at the General Meeting. Said report will be presented to the Board on a prior basis.

The President, the Vice-President and the Secretary General of the FIP are automatically members of committees. Each committee submits a budget forecast to the Treasurer General of the FIP three months prior to the date of the General Meeting. Said budget is presented and submitted for approval to the General Meeting by the Treasurer General.

## **Section VI – MEMBERSHIP DUES**

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

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

In order to take part in voting at General Meetings, the organisations presents or represented must be up to date on the payment of their dues one month prior to the General Meeting.

Individual members must be up to date on the payment of their dues one month prior to the General Meeting.

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

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

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

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

## **Section VII – REIMBURSEMENTS AND COMPENSATION**

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

The conditions for reimbursement are as follows:

**Travel expenses**

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

**Accommodation expenses**

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

**Fixed compensation for loss of fees**

The amount is set each year by the General Meeting upon motion by the Treasurer General. This compensation is paid to each member of the Board for meetings held on work days. No compensation is paid for attendance at General Meetings.

**Section VIII – TRANSLATION AND INTERPRETING**

**Correspondence**

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

**Meetings**

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

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

**Section IX – REVUES**

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

**Section X – ASSETS**

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

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I, Rodger E. GIANNICO, Sworn Expert Translator, 9, Rue Sylvabelle, 13006 Marseille, appointed by and acting on the authority of the Court of Appeals of Aix-en-Provence, France, hereby certify the text herein to be a strict translation conforming to the original document, worded in **FRENCH**, as presented to me this day.

Signed and Sealed by my hand, *ne varietur*, no. 2826 MA 01, this 10<sup>th</sup> day of July, 2002.

**APPENDIX III**

**MAKING AN APPLICATION FOR ADMISSION TO MEMBERSHIP  
FEDERATION INTERNATIONALE DES PODOLOGUES (FIP)  
(INTERNATIONAL FEDERATION OF PODIATRISTS)**

The following advisory notes should be read in conjunction with the Articles of Association and Byelaws of the Federation currently in force and obtainable from the Administrative Secretary at the registered address below.

The application for admission should be made on the letterhead of the organisation and signed by the President certifying that:

- The organisation has been advised of the current Articles of Association and of the Byelaws set down by the Federation.
- The organisation undertakes to comply with, observe and apply the decisions made by the FIP.
- Members of the organisation practice podiatric medicine as a health profession either independently or on an employee basis.
- Members of the organisation are subject to compliance with the professional ethics prescribed by the legislation in their country or with the regulations set down by the organisation.

Copies of the following information/documents should be attached to the application which should be sent to the registered address below:

- The number of active podiatrist members in the organisation.
- The aims and objectives of the organisation with respect to the development of podiatric medicine.
- The Articles of Association and office holders of the organisation.
- The legislation regulating the profession or proof of the official existence and recognition of the organisation.
- The legislation regulating the level of study or proof of the official existence of organised education and training for podiatric medicine.
- The title of the qualification authorising/enabling conferees to practice.
- The minutes of the General Meeting of the organisation which voted to make application to the FIP for membership.
- Any further information/documents to support the application.

**INTERNATIONAL FEDERATION OF PODIATRISTS**  
57 RUE EUGENE CARRIERE, 75018 PARIS, FRANCE Fax + 33 1 44 79 08 02

**APPENDIX IV**

**HOW TO CALCULATE THE ANNUAL MEMBERSHIP FEE  
FEDERATION INTERNATIONALE DES PODOLOGUES (FIP)  
(INTERNATIONAL FEDERATION OF PODIATRISTS)**

The currency in France is the EURO where the FIP is registered. This means that all membership fees have to be paid in EURO.

The membership fee is based on the number of active member podiatrists of the FIP Member Association in the preceding year certified by an Officer/Delegate of the Member Association.

For the year 2009 :

- Associations with up to 100 members the minimum fee is €428.40
- Associations with between 100 and 1000 members the fee is €7.80 per member
- Associations with more than 1000 members the fee is €7800 plus €0.780 for each member over 1000
- Where there are no FIP Member Associations in a country the individual membership fee is €179.52

Examples :

- Association with 98 active members = €428,40
- Association with 998 active members - €7,80 x 998 = €7784,40
- Association with 1040 active members - €7800+(€0.78x40)  
= €7831,20
- Association with 7241 active members - €7800+ (€0,78 x 6241)  
= €12,667.98

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