



# Formation of ISPO Member Societies

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# 1. PROTOCOL: FORMATION OF NEW MEMBER SOCIETY

## 1.1 Eligibility

All ISPO members are encouraged to join together on a geographical basis to facilitate local ISPO activities, promote the profession and to participate in ISPO governance through *International Committee* representation.

ISPO recognizes the following Membership Societies:

- **National Member Society** of ISPO:
  - Interested ISPO members resident in the country.
  - Country boundaries will be those determined by the United Nations.
  - No country will have more than one National Member Society, such recognition being the prerogative of the Executive Board.
  
- Member Societies representing an **administrative jurisdiction within a country**:
  - Interested ISPO members residing in the same administrative jurisdiction.
  - Administrative jurisdiction refers to a territory in which an office with executive or managerial authority administers justice and declares judgments, but which is not a sovereign state recognized by the United Nations.
  - May be accepted, such recognition being the prerogative of the Executive Board.
  
- **Regional Member Society** of ISPO:
  - If members within a country are unable to meet the minimum criteria to form a National Member Society, they may join together with other interested individuals, associations, organizations, and institutions to form a Regional Member Society.

At least five ISPO Full Members in good standing who reside within the same country or geographical area must unanimously agree to form a new Member Society. Please note that there can only be one official Member Society in any specific region or country.

## 1.2 Application

A constitution must be drafted that does not conflict with the ISPO Constitution (please see the [ISPO website](#)). The ISPO Head Office can help you with this by providing a draft Constitution; you may accept this or suggest amendments. Kindly note that the ISPO Constitution requires the Executive Board to approve an **English language** version of the Constitution for each MS.

Any and all legal requirements for the establishment of societies in your country or region and, for example, the handling of financial matters are the full and sole responsibility of the Member Society. As an independent and impartial Society, ISPO does not intervene in domestic legal matters.

Please submit the following documents (see [ANNEXES](#)) to the ISPO Head Office:

- Fully completed Application Form
- Proposed Constitution, in English

The ISPO Executive Board will review your application and advise of their recommendation. This process typically requires about 120 days to complete. Only officially approved Member Societies are authorized to collect annual membership fees or conduct activities on behalf of ISPO.

## 1.3 Rights and Obligations

### 1.3.1 Membership Fees

To remain in good standing, each MS must forward the required membership fees and updated contact information for all members to the ISPO Head Office at least once per year. MS are welcome to charge their members a higher fee than the International fee, retaining the balance to support Member Society activities.

Please refer to the ANNEXES for additional details about required contact information, International dues, and associated protocols.

### 1.3.2 Member Society Representatives

Each Member Society is encouraged to elect an *Executive Committee* of at least three persons as its Executive body. The *Executive Committee* may elect by majority vote its own Chair and such other officers as deemed necessary. Typical officers are the Chair, Vice Chair, Secretary and Treasurer.

The *Executive Committee* Chair, with the assistance of other officers, should be required to call meetings, prepare agendas, organize the election of subsequent *Executive Committees*, and ensure that a report of these events is submitted to the ISPO Head Office in a timely fashion. The *Executive Committee* is also responsible for maintaining the good standing of the MS within ISPO.

*Executive Committee* members may be eligible for re-election as determined by the rules of the Member Society. It is recommended that the Chair not serve more than three consecutive terms.

### 1.3.3 Benefits of Affiliation with ISPO International

All ISPO members are kept informed regarding meetings, courses, conferences, and other official activities and receive additional benefits according to their membership category. Only participants in Member Societies are entitled to introduce matters for discussion at the World Assembly of ISPO that are not on the published agenda.

Current ISPO membership benefits include:

- Free subscription to *Prosthetics and Orthotics International (POI)*, one of the leading international scientific publications in the field of prosthetics and orthotics.
- Reduced registration fees at ISPO events: ISPO World Congress, national congresses, workshops, seminars and other professional activities.
- ISPO's bi-monthly eUpdates.
- Access to ISPO exclusive online services.
- Free or greatly discounted access to publications.
- Access to a worldwide network of professionals with the same patient-centric quality approach to care.
- Voting rights and eligibility to serve on ISPO committees and taskforces.

### 1.3.4 Representation on the ISPO International Committee

All Member Societies with at least five full ISPO members are entitled to apply to the Executive Board for representation on the *International Committee* and thereby to have a vote within the governing structure of ISPO.

## **2. ANNEXES**

The ISPO Office is happy to share the following documents with you:

[2.1 Application Form for ISPO Member Societies](#)

[2.2 Constitution Template for ISPO Member Societies](#)

And in order to help you with the recruitment of new members:

[2.3 ISPO Membership Application Form](#)

[2.4 ISPO Leaflet](#)