

Constitution of the International Society of Physiotherapy Journal Editors

Name

The Society shall be known as The International Society of Physiotherapy Journal Editors (ISPJE).

Role

The role of The Society is to:

- provide a forum to discuss issues related to the publication of physiotherapy journals
 - enhance collaboration (sharing and learning) among physiotherapy journals
 - facilitate improvement in quality of publications within the field of physiotherapy.
 - promote physiotherapy publications worldwide
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Membership

Membership of The Society is open to editors, associate editors, editorial board members and past editors of journals that publish material related to physiotherapy.¹ These journals should be associated with a physiotherapy association or have physiotherapists as the majority of their subscribers.

In the event of a vote, including votes for elections of The Society's executive, only one person from each journal, chosen by members representing that journal, will be able to vote. Absentee votes will be possible in the week prior to an ISPE meeting otherwise voting will occur at the ISPJE meeting.

Members will be accepted to The Society on receipt of a completed application form and, in the event that The Society chooses to charge a membership fee, payment of the fee.

The normal term of membership is the four years between the end of successive WCPT congresses. At the end of each four year period members will be invited to renew their memberships. Officers will remain in office until the end of each WCPT meeting.

A person ceases to be a member of The Society if he or she no longer continues to meet the criteria for becoming a member, if the person resigns his or her membership, or dies, or, in the event that The Society chooses to charge a membership fee, if the person allows his or her membership fees to fall in arrears.

¹ The term "physiotherapy" is used here in an inclusive sense. It includes, for example, "physical therapy", "fisioterapia", "kinesitherapie" and "fysioterapie". Similarly, the terms "associate editors" and "editorial board members" are intended to represent other titles given to people with similar roles in development of journal policies. It is not intended that membership will extend to people whose only journal roles are as peer reviewers.

Officers

The Society will have a Chair and a Secretary:

Chair

- Convenes and Chairs meetings of members
- Coordinates the activities of The Society
- Reports at least every year to members on the activities of The Society
- Acts as the official spokesperson of The Society

Secretary

- Maintains The Society's membership list
- Keeps minutes of meetings of members
- Handles official correspondence for The Society
- Conducts elections for Chair and Secretary positions
- Holds the role of treasurer

The normal term of office for the Chair and Secretary is four years.

Nominations for the Chair and Secretary positions will be called approximately three months prior to the end of the term of office (normally the end of a WCPT congress), or when an executive position falls vacant during the course of a normal term. Self-nominations are acceptable. Nominations must be received by The Secretary within one month of the call for nominations. In the event that more than one nomination is received for a position an election will be held. The election will be conducted during the WCPT congress.

Meetings

The Society will be governed by its members. Members govern the society by moving motions at the Society's meetings.

A general meeting of members will be held every four years at the WCPT congress and extraordinary meetings as deemed necessary by members.

Extraordinary meetings may be virtual meetings conducted, for example, by teleconference or video conference. The format and timing of extraordinary meetings will be determined by members.

Meetings will be chaired by The Society's Chair or, where that is not possible, by the Secretary.

Meetings will be considered to have a quorum, and therefore be able to conduct business, provided that at least five members, including at least either the Chair or the Secretary, participate.

Meetings may also provide a forum for presentations of interest to members.

Amendment of Constitution

This constitution may only be amended by a two-thirds majority of members of the Society who vote by postal or electronic ballot. Notice of a proposed amendment must be sent to the members by the Secretary of the Society at least 42 days before the closing date for the ballot.

Ratified by The Society on 28th June 2007