



## IFSHT REPORT

OFFICE REPORTING:	<b>Bylaws Committee</b>
PERSON REPORTING:	<b>Joannie Taylor and Barbara Hall</b>
DATE OF REPORT:	<b>January 4, 2013</b>
DATES REPORT COVERS:	<b>April 2010 to January 2013</b>

*The IFSHT Executive Committee is proposing a number of changes to the Bylaws of the Federation, and will seek ratification of these at the IFSHT Council meeting in India in 2013. The proposed changes to the bylaws for 2010-13 are outlines below. Six major changes/additions have been made to the Bylaws.*

*Proposed change/additions considered to be significant are as follows (in blue)*

- **Registration of IFSHT as a not for profit association and change of dates**

**ARTICLE I: NAME** page 1/15

- A. The name of the organization shall be "International Federation of Societies for Hand Therapy" (IFSHT). Founded on December 6, 1985 in PARIS, **and subsequently registered as a tax free, not for profit association in Winterthur, Switzerland on the 22<sup>nd</sup> June 2012 and retroactive as of January 1st 2008**, the IFSHT is governed by Swiss law. This Federation unites Societies interested in Hand Therapy. Each participating Society retains its own autonomy.

- **Additional point to the Mission of IFSHT**

**ARTICLE II: PURPOSE** page 1/15

- A. Mission – To provide global networking and educational opportunities to develop and enhance the practice of hand therapy.
1. To maintain a liaison with societies associated with the practice of hand therapy;
  2. To promote the exchange of information about the practice of hand therapy;
  3. To facilitate international hand therapy educational opportunities;
  4. To exchange knowledge through publications and scientific meetings;
  5. To further collaboration between hand therapists and hand surgeons;
  6. To foster mutual interests and communication between the International Federation of Societies for Hand Therapy and the International Federation of Societies for Surgery of the Hand.
  7. **To serve its members and support and encourage the development of hand therapy worldwide**
  8. **The Organisation (IFSHT) does not pursue commercial interests**

- **Treasurer role more clearly defined**

**ARTICLE VI / SECTION 3 – TERMS AND RESPONSIBILITIES** page 8/15

**Treasurer**

1. Shall be elected by the Council for three (3) years. The term shall begin at the close of the Triennial Scientific Meeting;
2. **Shall receive all funds, depositing them in a bank designated by Council;**
3. Shall pay all bills of the Society and keep an itemized account of receipts and expenditures;
4. Shall keep a record of all member groups paying dues;

5. Shall propose a triennial budget for approval by Council. The term of the budget shall be 36 months, commencing January 1<sup>st</sup> of the year immediately following the closure of the Triennial Council Meeting;
6. Shall seek approval from Council via electronic ballot, for any revisions necessary to the triennial budget as a result of any discrepancies between the actual and projected accounting between the Council Meeting and end of the end of the financial year;
7. **Shall have the accounting to date reviewed by the IFSHT Financial Review Committee prior to the Triennial Council Meeting;**
8. **Shall prepare an annual financial report to be distributed to the Council;**
9. **Shall have the final accounting for the full triennial budget cycle reviewed by the Executive Committee and the chair of the Financial Review Committee within 30 days of end of the triennial financial year;**
10. **Shall at the completion of their term as Treasurer (closure of the Triennial Scientific Meeting) until December 31<sup>st</sup> of the year immediately following the Council Meeting, act in the role of Past-Treasurer.**

- **Past Treasurers role defined**

ARTICLE VIII: PAST TREASURER page 9/15

**SECTION 1- ROLE**

- A. Shall act as a mentor to the new Treasurer from the end of the Triennial Council Meeting to the end of the triennial financial year (December 31<sup>st</sup>), acting in an advisory role on matters of finance;
- B. Shall work in partnership with the new Treasurer to finalize the accounting until the end of the triennial budget cycle;
- C. Shall retain cheque signing privileges for IFSHT bank accounts until the end of the triennial financial year;
- D. Shall NOT have a vote in Council, nor sit on the Executive Committee;
- E. Shall at the end of the triennial financial year become an ex-officio member of the Financial Review Committee.

- **Signatories, investing of funds, dissolving of IFSHT**

ARTICLE XIII / SECTION 2 – AUTHORITY page 13/15

- A. The President and Treasurer **are the signatories of the IFSHT cheque book. The Past Treasurer shall retain cheque signatory privileges until the end of the triennial financial year.**
- B. The Council shall have the authority to accept on behalf of the IFSHT, donations of funds from various sources.
- C. **The Executive Committee or Council may not invest any funds held by IFSHT other than an in an interest bearing account guaranteed by the bank.**
- D. In the event that the IFSHT ceases to function and the organisation is dissolved, all funds remaining in the Treasury shall be **transferred to a similar tax free organization that is domiciled in Switzerland. The organization should have the same or similar purpose as IFSHT. If no such organisation can be identified, the funds will be donated to the World Health Organisation with the stipulation that they be used to further the provision of Hand Therapy. Distribution of remaining funds to members is prohibited.**

- **Clarifying the role of the Financial Review Committee**

ARTICLE XV / SECTION 1 – STANDING COMMITTEES AND RESPONSIBILITIES page 16/15

**Financial Review Committee:**

- a) The Chair shall be nominated by the Nominating Committee and appointed by vote at the Triennial Council meeting. Additional members may be appointed by the Executive Committee as required. The Past Treasurer, or a designated Executive Committee alternate, shall sit as an ex-officio, non-voting, member of this committee;
- b) This committee shall review the full IFSHT financial accounting to date and any supporting documentation in consultation with the Treasurer, prior to the Triennial Council Meeting;

- c) Following review of the accounts, the Financial Review Committee shall either recommend to the Council that the accounts as presented be accepted, or shall recommend that the accounts be officially reviewed by an accredited accountant and a full report forwarded to the Executive Committee and the Council within 90 days of the close of the Triennial Council Meeting;
- d) The chair of the Financial Review Committee, along with the Executive Committee, will review the final triennial budget accounts and any supporting documents;**
- e) Following review of the final triennial budget accounts, the chair of the Financial Review Committee shall either recommend through Council approval that the accounts as presented be accepted by electronic ballot, or shall recommend that the accounts be officially reviewed by an accredited accountant with a full report forwarded to the Executive Committee and the Council within 90 days.**