



THE INTERNATIONAL PHOTOTHERAPY ASSOCIATION

An international association for light therapy and photobiomodulation

ARTICLES OF ASSOCIATION & BYELAWS

----- 1: ASSOCIATION DETAILS -----

1.a) Name and Address

The name of The Association is the *International Phototherapy Association (IPTA)* hereafter referred to as “The Association.” The contact address of The Association is the address of the current Secretary-General

1.b) Terminology

The term ‘*phototherapy*’ in this document means the clinical application of light energy in whatever field (from the Greek *phos* *photos*, ‘light’ + *therapeia*, ‘treatment’). The term ‘*photobiomodulation*’ covers basic and clinical research into the action of low incident power densities of light energy on subcellular units, cells and tissue either *in vitro* or *in vivo*.

1.c) Aims of The Association

The Association aims to promote the applications of phototherapy and photobiomodulation in the medical field both clinically and scientifically; to promote the development of associated technology; to further research and education; to encourage international friendship and co-operation between physicians, clinicians, healthcare professionals and scientists; and to provide a forum for the dissemination of phototherapy-related information.

----- 2: MEMBERSHIP -----

2.a) Definition of ‘Member’ and ‘Member in Good Standing’

A ‘Member’ is anyone who has successfully joined The Association as a Charter Member, Member, Life Member or been invited to be an Honorary Member of The Association.

A ‘Member in Good Standing’ is a Member of the Association who has paid his or her dues for the current Financial Year.

There are four categories of membership of The Association.

- i): Charter Membership (Charter Member)
- ii): Regular Membership (Member)
- iii): Life Membership (Life Member)
- iv): Honorary Membership (Honorary Member)

Membership of The Association is open to any physician, dental surgeon, scientist, veterinarian, nurse specialist, nurse, physiotherapist, or any other recognised medical or paramedical personnel involved with, or interested in, any aspect of phototherapy or photobiomodulation.

2.b) Definition of Membership Categories

- i) ‘Charter Membership’ is granted to anyone who is eligible and applies for Regular Membership under the terms of any current Charter Membership offer.
- ii) ‘Regular Membership’ is open to anyone who satisfy the criteria in Article 2(a) above, and who agrees with the Aims of The Association. Members in Good Standing, including Charter Members, may attend any Association General Assembly and also have the right to vote at the General Assemblies or any other meetings.
- iii) ‘Life Membership’ is awarded to anyone who satisfies the criteria in Article 2(a) above, and who has paid the Life Membership Fee. A Life Member will remain as a Member of The Association until resignation or death, without paying any further dues. A Life Member has full voting rights at all Association General Assemblies, or any other meetings at which voting is required, during the entire term of his or her Membership.

- iv) 'Honorary Membership' is offered by The Association to those who have made an outstanding contribution towards furthering the Aims of The Association. Honorary Members can attend any General Assembly but do not have the right to vote unless they are already Members, or successfully apply to become Members.

2.c) Admission of Members and Withdrawal of Membership.

- i) Anyone who wants to join The Association must fill out an application form and submit it with the appropriate fee to the Honorary Treasurer. Depending on the fees paid and the timing of the application, applicants will be considered for Charter Membership, Regular Membership or Life Membership.
- ii) Upon election, each Member will get a Certificate of Membership to The Association and a current Membership Identity Card. The Identity Card will be renewed each year on payment of the fees by Charter Members or Members, and is permanently valid for Life Members.
- iii) Any Member in Good Standing may propose a candidate for Honorary Membership to the Executive Committee. If the Committee is satisfied that the candidate appears to meet the criteria for Honorary Membership, the proposal will be put to all Members of the Association usually by postal ballot. If at least two-thirds of the members balloted approve, Honorary Membership will be offered to the candidate. In addition, any Executive Committee Member who has served a full term of 6 consecutive years on the Committee, and the retiring Association President, will automatically be offered Honorary Membership, without prejudice to any other form of Membership held by the Member.
- iv) Upon an affirmative vote by a majority of the Executive Committee, Membership may be withdrawn from any Member, or a Member may be suspended from Membership. At this time, the Certificate of Membership and Membership ID Card must be returned to the Secretary-General. Such action may be taken if, in the opinion of the Executive Committee:
 - iv.a A Member has behaved in a manner incompatible with the Aims of The Association.
 - iv.b The Member is seriously in arrears with payment of membership subscriptions without satisfactory reasons.

2.d) Resignation

A Member may resign from The Association at any time in writing to the Secretary-General. The Member shall at the same time return his or her Certificate of Membership and Membership ID Card to the Secretary-General. The retiring Member is not eligible to receive repayment of any remaining Membership fees.

2.e) Change of Address

Members must inform the Membership Secretary in writing of any changes in address. Any notice posted to the recorded address of a Member will be considered delivered.

-----3: ORGANIZATION-----

3.a) The Executive Committee

- i) The Executive Committee will be made up of (5) Office Bearers: all members of the Executive Committee shall be Members in Good Standing of the Association (see Article 2(a) above) and must take the necessary steps to remain so during the duration of their terms.

The Executive Committee consists of the following with the duration of their term of office shown in brackets:

- ◆ Association President (2 years)
- ◆ Secretary-General (6 years)
- ◆ Honorary Treasurer (6 years)
- ◆ President-Elect (2 years)
- ◆ Immediate Past President (2 years)

- ii) All the Executive Committee Members will be nominated, elected and approved by the

General Assembly of The Association, for a period of two (2) years, with the exception of the Honorary Treasurer and Secretary-General who will serve for six (6) years.

- iii) With the exception of President, President Elect, and Immediate Past President, nominations for any of the positions in the Executive Committee, will be accepted and voted upon at a General Assembly. If there is more than one nomination for these posts, the successful nominee will be decided by postal ballot of the Membership, and the decision ratified by a majority vote of the next General Assembly.
- iv) The purpose of the Executive Committee is to ensure the holding of Congresses according to the Articles of Association and Bylaws, to report to the General Assembly every second year, and, in general, to represent The Association between Congresses.

3.b) Congress Organizing Committee

Members of the Congress Organizing Committee for any Congress will be appointed by the President-Elect of that Congress. The Congress Organizing Committee will be responsible for all aspects of The Congress (Section 4 below), and will report at regular intervals to the Executive Committee through the Association President-Elect.

3.c) The General Assembly

- i) The General Assembly will take place at all Congresses, and may be attended by active Members in Good Standing, under the Chairmanship of the outgoing President. The Secretary-General of The Association will also be the Congress Secretary of the General Assembly.
- ii) The Agenda of every General Assembly of The Association will start with the following items:
 - ii.a) Acceptance of the Minutes of the previous General Assembly.
 - ii.b) Receipt of the President's Annual Report.
 - ii.c) Receipt of the Statement of Accounts from the Honorary Treasurer.
 - ii.d) Election of the new Executive Committee and, where appropriate, Subcommittees. Proposals for Executive Committee Office Bearers or Councilors (with the exception of the President-Elect) shall be made and seconded in writing by members in Good Standing and shall reach the Secretary-General of the Association at least two (2) months prior to the General Assembly (Article 4.a.iv). No proposal for any post on the Executive Committee shall be accepted from the floor.
- iii) The General Assembly may on occasion be asked to ratify acceptance or accept applications from those who apply for Membership of The Association as presented by the Membership Secretary.
- iv) The General Assembly shall approve the Membership dues as set by the Executive Committee.
- v) The decision regarding the location of the Congress to be held in the fourth year following any General Assembly will be voted on at the General Assembly, in addition to the post of President of that Congress, who shall then become President Elect of The Association following the subsequent Congress.
- vi) The outgoing Executive Committee will then hand over the Association to the newly elected Committee, and Chairmanship of the General Assembly will be assumed by the new Association President before any other business is conducted. Where appropriate the outgoing Secretary-General and Honorary Treasurer shall hand over all relevant papers to the incoming Secretary-General and Honorary Treasurer. The incoming Secretary-General shall thereupon assume the task of Secretary of the General Assembly.

3.d) Meetings.

- i) At all General and Executive Committee meetings, the Chairman will always have an extra casting vote in the event of a tied vote.
- ii) Voting at all meetings will be by show of hands, (with the exception of secret ballots when

voting in the election of Association Officers), each Member in Good Standing present being entitled to one vote. Occasionally postal ballot lists may be sent to Members for postal voting.

Members in Good Standing may however vote by proxy at any General Assembly or Extraordinary General Assembly, provided that their proxy is assigned in writing to the proxy holder, who must themselves be a Member in Good Standing of the Association.

-----4: THE CONGRESS-----

4.a) Timing

The Congress of The Association shall be held every two (2) years. The organization, costs, disbursements and scientific programme of the Congress will be the responsibility of the host country Association, which will also appoint the President of the Congress, Congress subcommittees, and so on.

4.b) Preparation

Before announcing the Congress, the host Association will submit a general draught of the Congress programme to the Executive Committee. This programme shall allocate time for the Executive Committee meetings, and for The Association General Assembly.

4.c) Invitations

The host Association will send invitations to all The Association Members to participate in the Congress, and at least one year in advance will send preliminary information on the Congress to each Member of The Association.

4.d) Congress Members

All those who have paid the registration fee, including but not limited to Association Members present at the Congress, and whose membership is in good standing, will be Congress Members. Others entitled to attend Congresses are: (a) *bona fide* trainees of nationally-approved medical and laser training programmes; (b) Family members of attendees; (c) guests invited by The Association to attend the Congress by virtue of their contribution to the scientific programme; and (d), members of registered Congress commercial exhibitors. No member of any of the above groups (a) - (d) shall be able to participate in, or vote at, the General Assembly, unless they are already registered Members in Good Standing.

4.e) Congress Language

The official language of the Congress will always be English. The Organizing Committee may, at their initiative and Congress Organizing Committee expense, offer translation services.

-----5: FINANCES -----

5.a) Financial Year

The 'Financial Year' runs from January 1st to December 31st of each year.

5.b) Funds

The funds of The Association will be the responsibility the Honorary Treasurer, and kept in an agreed bank or banks. Funds may be withdrawn by the Honorary Treasurer for any use approved by the Executive Committee. The Executive Committee may make investments in the name of the Association, with the President and Honorary Treasurer in charge of any such transactions

5.c) Dissolution of The Association

If The Association is for any reason whatsoever, the property of The Association will be sold or auctioned off, and the proceeds from any such sale or auction shall be donated, together with any outstanding surplus Association funds, to a deserving and recognised charity chosen by the outgoing Executive Committee.

5.f) Non-Profit Status

The Association will maintain itself as a nonprofit organization, no personal gain accruing to The Association from its meetings' proceeds or membership dues.

----- **6: OFFICIAL JOURNAL** -----

The official Journal of The Association shall be '*Laser Therapy*', published by IMLIS, Tokyo, Japan.

----- **7: VOTING AND CHANGES TO RULES** -----

8.a) Voting

General Assembly and in the Executive Committee voting will be by the Majority. In the event of a tied vote, the decision will rest with the Chairman of the Congress or Committee meeting.

8.b) Amendments.

- i) The Articles of Association and Bylaws of The Association may be added to, altered or amended only at the General Assembly, or at a Special General Meeting called for that purpose (see Article 8.b.ii below).
- ii) Notice of a suggested change to any of the Articles of Association and Bylaws can be made *in writing* to the Secretary-General *at least three months before* the Executive Committee or General Assembly meetings. A report of all proposed changes in the Articles of Association and Bylaws shall be made to the General Assembly, and changes may then be made with the approval of a two-thirds majority vote of the Assembly. No changes may be proposed from the floor of any General Assembly,

Respectfully submitted for ratification at the first IPTA General Assembly, Suwa City, Nagano Prefecture, Japan.

Yoshimi Asagai MD,
President, IPTA