



Governing Document

The IPLA, as a charitable incorporated organisation (CIO) is governed by its constitution which is based on an 'association' model provided by the Charity Commission (CC) UK for charities that will have a wider membership, including voting members other than the charity's trustees.

Membership

The IPLA will consist of voting and non-voting members. All voting members, including trustees, will:

- Be subject to the provisions of the IPLA constitution and accompanying legislation, and the IPLA Code of Ethics
- Be assigned a position within the IPLA with specific roles and responsibilities
- Pay annual membership fees determined by the trustees

Term of Office

Termination of office for voting members is regulated by clause (9)(4) of the constitution. Where a voting member is also a leader of one of the operational or advisory teams, their team leader role will terminate after 3 years but they will continue to be a voting member subject to clause (9)(4). The 3-year period for team leaders commences when the chair has notified the applicant that their application has been accepted (refer to point 7 below).

Procedures for Appointing New Voting Members

1. Applicants must be a non-voting member before beginning the voting member application process and have paid their annual membership fee in full
2. Applicant to forward the following documents to an existing voting member:
 - a) Cover letter to the Secretary expressing an interest in becoming a voting member and outlining their proposed commitment and contribution to the IPLA

- b) CV detailing relevant experience, qualifications and expertise relating to physical literacy
 - c) Signed Code of Ethics
3. Existing voting member to initially review application, recommend a role within a specific team and forward to the Secretary
 4. Secretary to circulate application to all trustees who inform Secretary of their decision.
 5. Secretary to circulate the trustees' recommendation to all members of the Management Group and invite Management Group members to forward any objections directly to the Secretary within 7 days of notification
 6. Secretary to confirm decision with Chair
 7. Chair to notify the applicant of the decision within 21 working days
 8. Secretary to notify all voting members of the new appointment, update membership database and website information