

# International Orthopaedic Trauma Associations (IOTA)

## Charter

### **Article I: Purposes and responsibilities**

The Purposes and Responsibilities of the organization shall be to:

- (1.1) Promote orthopaedic and musculoskeletal trauma care, including patient care, education, and research.
- (1.2) Allocate venues for and monitor progress of a triennial International Orthopaedic Trauma Association Annual (IOTA) Meeting.
- (1.3) Organize a face-to-face meeting at each triennial meeting and each Orthopaedic Trauma Association (OTA) Annual Meeting.
- (1.4) Provide a means for Member organizations to enhance international collaboration in research, education, teaching, and program development.
- (1.5) Support the development of Orthopaedic Trauma organizations globally.

### **Article II: Members, Representatives, and Governance**

(2.1) The IOTA steering committee will be composed of a Chairman, and one voting representative from each of the member organizations. Members shall consist of national and international organizations (such as societies and associations) engaged in the furtherance of orthopaedic and musculoskeletal trauma.

(2.2) Membership shall be open to any organization that is the principal body representing orthopaedic trauma in its country or region.

(2.3) The IOTA will be supported organizationally by the Orthopaedic Trauma Association, which will appoint the Steering Committee Chairman through its Board of Directors in consultation with the International Committee Chair. The organization will be conducted as a “committee of peers”, with each Member organization receiving one vote.

(2.4) Each Member shall be represented by one representative, who is appointed by the President or Board of Directors of that member organization. One additional member may also attend the Steering Committee meetings.

(2.5) The Steering Committee Chairman, will have a 3-year term, which is renewable for one additional term. The term will begin at the conclusion of the IOTA Steering Committee meeting held during Annual OTA Meeting.

(2.6) Application for Membership by an organization shall be submitted in writing to the IOTA Steering Committee for consideration. For membership, the organization is required to: 1) possess a mission consistent with that of the IOTA (described in Article 1.1); 2) be representative of the nation or region (as described in Article 2.2); 3) be a legal entity (such as an incorporated

organization); 4) consist of membership that also includes individuals who participate internationally through meeting attendance and/or publication in international journals; 5) promote clinical care, education, and research that are of appropriate international quality (as indicated by the quality of domestic meetings, publications, etc.); 6) be financially viable; and 7) have a stable membership. Each IOTA Member organization must contribute a \$1000/year for the first five years as an initiation fee for their membership to the IOTA, after which time the IOTA Steering Committee will determine the appropriate membership dues. Each potential applicant member organization will be asked to make a presentation to the IOTA Steering Committee prior to the vote on admission, with supporting documents being provided prior to the meeting with sufficient time for review. Admission of an applicant Member is at the discretion of the IOTA steering committee.

(2.7) Additional membership categories will include Candidate and Associate Members. Candidate members are newly forming organizations that do not satisfy all of the requirements for Membership, but are likely to qualify within 3 years of their application, which is the term-limit for their membership. Associate Members are other organizations that do not have regional or national society representation, but are deemed to be able to contribute significantly to the IOTA and satisfy the other qualifications for membership (per Article 2.7). Attempts will be made to identify representation from a single country or region, but exceptions may be made at the discretion of the Steering Committee to accept more than one Member organization for a region or country. Candidate and Associate Scientific Members will be invited to IOTA meetings, but will not possess a vote at the Steering Committee meetings. Candidate Members will not pay any initiation fee or ongoing dues, and Associate Members must contribute \$500/year for the first five years.

(2.8) The OTA will be responsible initially for housing, distributing, and the record-keeping for the IOTA funds.

(2.9) Each Member organization is required to send an identified official representative (such as a board, council, or executive committee member) to each in-person meeting and for any scheduled IOTA conferences. If a Member is unable to send a representative for more than two meetings in a row, then this will trigger an evaluation of the member's IOTA status by the steering committee at the next IOTA meeting. If unable to send a representative, the Member organization should notify the Steering Committee Chair in writing with a reason for the absence in advance of the meeting.

(2.10) Members must continue to satisfy the criteria for initial admission (as outlined in Article 2.6) in order to maintain membership. Each Member organization will have their membership qualifications reviewed by the IOTA Steering Committee every five years. Because active meeting participation and other contributions are critical, maintenance of membership is at the discretion of the existing Members of the IOTA.

(2.11) The IOTA is not responsible for covering attendance costs to any of the in-person Steering Committee meetings for any of its participants. Any and all expenses incurred by each Member representative in the execution of his or her duty as Member representative shall be arranged by his or her respective Member organization for the duration of the Member representative's tenure. Each Member hosting an IOTA in-person Steering Committee meeting may ask the other Members (through IOTA) to share in the costs of holding that meeting (i.e. those meetings held at the triennial meeting and OTA Annual Meetings).

### **Article III: Triennial Meeting**

(3.1) Each triennial meeting venue will be selected by vote of the IOTA Members based on written and oral proposal presentations. Criteria will include proposal organization, venue (with an effort towards geographical diversity), educational value, and likelihood for financial success. All efforts will be made to have meetings approved at least 3 years in advance of the meeting.

(3.2) The triennial meeting will be the organizational and financial responsibility of the host member. The OTA and other IOTA member organizations will be available to provide meeting advice and can provide support as available. All IOTA Members shall refrain from hosting a competing meeting that will significantly diminish attendance to an IOTA Member meeting. IOTA Members should actively support, endorse, and promote IOTA meetings to their membership and advertise the IOTA meeting at their own meetings at no charge to the IOTA. The IOTA meeting shall, in-turn, offer space to promote meetings for the IOTA Member organizations.

(3.3) Member representatives, through their Member organizations, shall cover their own costs for attendance at the triennial IOTA meetings and OTA Annual Meetings. Each Member organization may provide up to two attendees to the ICORS Steering Committee Meetings, but only the official representative for the Member organizations may vote.

(3.4) In accepting an offer by the IOTA to host the triennial meeting, that Member agrees to report on the progress of the triennial meeting at each IOTA Steering Committee meeting.

### **Article IV: Voting**

(4.1) For all matters that are put to a vote at an IOTA Steering Committee meeting, each Member representative shall have one vote. The outcome of votes will be determined by a simple majority of votes registered from those Member representatives present.

### **Article V: Amendments and Seal**

(5.1) These Guidelines may be amended and new Guidelines may be made by a majority vote of the IOTA Member representatives at a Steering Committee meeting, as long as a quorum of all Member representatives is present (2/3 or greater).

(5.2) The foregoing Guidelines of the International Orthopaedic Trauma Associations were adopted by consent of its Founding Members, effective as of \_\_\_\_\_, 2017, at the Orthopaedic Trauma Association Meeting in Vancouver, Canada.