



CONSTITUTION & BYE-LAWS

AMENDMENT RECORD

DATE	AMENDMENT	APPROVED BY
06/12/2015	First issue	AGM
06/01/2017	7.2 Term of Office – Insert “Except for the Director.....Constitution”	AGM 2016
06/01/2017	6.1.6. Postal votes will be accepted for nominations for Office Bearers only.	AGM 2016
21/11/2019	General rewrite to update all references from “GBPF” and “Great Britain Powerlifting Federation” to “British Powerlifting” or “BP”	AGM 2017
	4.2 Change of “Associate Member” to “Non Competitive Referee” as per British Powerlifting changes to membership types	AGM 2018
	7.2 Change to term of Chairperson from 1 year to 3 years	AGM 2018
	7.2 Removal of maximum tenure for Executive Officers	AGM 2018
	8.2. Removal of maximum tenure for Non-Executive Officers	AGM 2018
	8.3. Removal of “Diversity Representative” and “Equipment Coordinator”	AGM 2019
	8.3. Addition of “University and Diversity Representative” and “Volunteer Coordinator”	AGM 2019
	Bye-Laws 2.8 Addition of “Representation of all minority groups within Scottish Powerlifting“ to University and Diversity Representative duties	AGM 2019
	2.9 Deletion of Diversity Representative position and associated duties	AGM 2019
	2.10 Deletion of “Equipment Coordinator” and associated duties	AGM 2019
	2.10 Addition of “Volunteer Coordinator” and associated duties	AGM 2019
	2.3. Addition of Equipment Coordinator duties to Competition Secretary duties	AGM 2019

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CONSTITUTION OF SCOTTISH POWERLIFTING ASSOCIATION

Terminology

Unless specifically stated otherwise, the terms "Annual General Meeting", "Chairman" "Technical Committee" and such like shall mean the "SPA Annual General Meeting", "SPA Chairman", "SPA Technical Committee" etc. Unless specifically stated otherwise, the terms "him", "his" and "Chairman" shall refer to persons of either sex.

1 DEFINITION

1.1 Name

SCOTTISH POWERLIFTING ASSOCIATION hereinafter called "SPA" is an organisation founded in Scotland and is a member of British Powerlifting (BP), the European Powerlifting Federation (EPF) and the International Powerlifting Federation (IPF).

1.2. Objectives

- 1.2.1 To further the development of Powerlifting under the umbrella of the SPA, throughout Scotland.
- 1.2.2 To affiliate to or otherwise be recognised by British Powerlifting
- 1.2.3 Maintain a system for recognizing and approving SPA records.
- 1.2.4 Establish, define and enforce IPF and BP rules for the management of Powerlifting within Scotland.
- 1.2.5 Promote, support and encourage drug free Powerlifting within IPF and WADA guidelines.
- 1.2.6 Produce official bulletins and/or Powerlifting publications.
- 1.2.7 Promote, sanction and supervise Scottish development programmes and competitions, including Scottish championships and single lift competitions under IPF rules.
- 1.2.8 Hold annual SPA General Meetings of bona fide SPA Members.
- 1.2.9 To further the cause of Powerlifting within Scotland and strive for acceptance by the Scottish Sports Council.

2 Emblem and Flag

2.1 Emblem

The official emblem of the SPA shall be as shown in Appendix C.

2.2 Flag

The SPA flag shall be flown at all championships.

2.3 Authorisation

- 2.3.1 The SPA emblem shall not be used without the SPA's authorisation.
- 2.3.2 Only the SPA may authorise the fabrication of its emblem, badges, medals, etc.

3 GENERAL PROVISIONS

- 3.1 The SPA is recognised by the Commonwealth Powerlifting Federation (CPF) and British Powerlifting. The SPA accepts and recognizes the Statutes and aims of the International Powerlifting Federation, the Commonwealth Powerlifting Federation, the General Association of International Sports (GAISF) and those of the World Anti-Doping Agency (WADA).
- 3.2 All political and religious discussions or demonstrations are forbidden within the SPA.
- 3.3 The SPA supports all initiatives by Powerlifters for peace and understanding.
- 3.4 No distinction is made between individuals for reasons of race, colour, gender, sexual orientation, disability, religion or politics.

4 MEMBERSHIP

4.1 Individual Members

Have paid the required membership fee and been accepted into membership by the SPA Executive Committee. The standard fees shall be as determined by the AGM, which may be varied from time to time.

4.2 Non-Competitive Referees

A person, who does not compete, but is a registered and active referee may join as a Member at a reduced rate as determined by the Executive Committee.

4.3 Late year Membership

Any new member joining in November or December shall be entitled to membership for the whole of the following calendar year.

4.4 Membership Registration

All categories of member shall be registered onto the central database by the Membership Secretary.

5 SPA BODIES

The SPA is composed of the following bodies:

- Annual General Meeting
- Executive
- Committees

6 ANNUAL GENERAL MEETING

6.1 General Provisions

6.1.1 The Annual General Meeting (AGM) is the overall governing body of the SPA.

6.1.2 The AGM shall be held once a year and notification given to all those entitled to attend at least one calendar month in advance.

6.1.3 All nominations for Office Bearers should be received by the General Secretary no later than fourteen (14) days prior to the AGM.

6.1.4 All items for the agenda should be received by the General Secretary no later than fourteen (14) days prior to the AGM.

6.1.5 The General Secretary shall make the AGM papers available to the members no later than one (1) week prior to the AGM.

6.1.6 Voting at the AGM will take place with a show of hands. In addition to this SPA will accept postal votes on nominations for Office Bearers only. Postal votes will not be accepted for motions. Postal votes will include votes via email from bona fide members who have a registered email address prior to publication of the agenda items.

6.2 Powers

6.2.1 The Annual General Meeting has the power:

6.2.1.1 To amend the Constitution by a two-thirds majority of votes cast and By-Laws by a simple majority of votes cast.

6.2.1.2 To impose and enforce penalties for any violation of the Constitution or By Laws.

6.2.1.3 By a two-thirds majority vote of members present, to remove any suspension or remit any penalty previously imposed on any person or organisation, being members of the SPA.

6.2.1.4 To remove from office by means of a two thirds majority vote, any person who through neglect of duty or misconduct has brought the SPA into disrepute or in any way impaired its function or development.

6.2.1.5 To establish dues of the SPA.

6.2.1.6 To control the income, expenditure and property of the SPA. In particular, it shall examine the audited balance sheet presented by the Treasurer and approve a budget for the period up to the next Annual General Meeting.

6.2.1.7 To institute, locate, conduct and manage all Scottish Powerlifting.

6.2.1.8 To explain, define and interpret any provision of the Constitution.

6.2.1.9 To consider and accept proposed changes to the Constitution and By-Laws every year.

6.2.1.10 To elect the Executive officers of the SPA. Elect Executive officers to fill any casual vacancies, which may occur between AGMs.

6.2.1.11 To form standing, ad hoc and sub committees and to elect the chairman of the same. The standing committees of the SPA shall include Medical, Technical, Disciplinary and Appeal.

6.3 General Meetings

6.3.1 Extraordinary General Meeting

Extraordinary General Meetings of the SPA may be scheduled at the request of the Chairman or at the written request of 10 of the members of the SPA. Specific matters, except amendments to the Constitution, can be considered at a Special meeting.

6.3.2 Not less than one full calendar month notice must be given of any Special or Annual meeting of the SPA. The General Secretary will email a notice and agenda to all named delegates or their national federation and a notice advertised on the SPA website. A notice sent to the last email address known to the General Secretary complies with this requirement.

A Notice of any Special or Annual Meeting will also be posted on the official SPA website and publicised over social media for those members who do not have an active email address.

The official agenda for the SPA Annual General Meeting must be received by all members at least one calendar month before the Annual General Meeting takes place.

Items not in the agenda cannot be considered in the Annual General Meeting.

6.3.3 Annual General Meeting

At all annual general meetings of the SPA the following will be the order of business:

1. Register attendance of all voting members present
2. Minutes of the last AGM
3. Matters arising
4. Finance Report
5. Agreement of budget
6. Appointment and remuneration of accountants
7. Chairman's report
8. Committee Elections
9. Notices of motion
10. Agreement of membership fees for the next year
11. Any other business

Any change to the order of business will be at the discretion of the Chairman and will be reflected in the published AGM Agenda.

6.3.4 At all general meetings of the SPA, a quorum will consist of 8 voting members.

6.3.5 Dissolution

If the committee, by a simple majority, decide that it is necessary or advisable to dissolve SPA, a general meeting shall be called with not less than one calendar month notice given to members. Any notice should state the reasons for the proposed dissolution.

A 2/3 majority of those present at the meeting will be required for the resolution to be carried. In such circumstances the committee shall have the power to dispose of any assets or funds held by SPA, after remaining debts or liabilities are satisfied. These assets or funds may be given or transferred to Scottish Powerlifting clubs, who have similar aims to SPA.

7 EXECUTIVE OF THE SPA

7.1 Election of the Executive Officers

Elections for Executive Officers shall be conducted at the AGM.

7.2 Term of Office

The term of office for the Director For Scotland and the Chairperson shall be three (3) years. The incumbents can at any time choose to stand down from the post, however should they decide to remain they would not be up for re-election until they have served a full term. At this juncture they may choose to stand for a further term i.e. 3 years.

The term of office for the other Executive Officers of the SPA shall be for 1 year. These positions will be open to nomination and election at each Annual General Meeting. There is no maximum number of consecutive terms that can be held by an individual if they are nominated and voted in accordance with the election procedure.

In the event that no nominations are received to stand against an incumbent officer, the position will be retained by the individual in post unless specific statement is made of intent to stand down.

Individuals may be removed from role at any time during their tenure via a vote of no confidence at an Annual or Emergency General Meeting, or at short notice by majority vote of the Executive.

- 7.2.1 Officers may only hold 1 position on the committee, unless there are no nominations only then can an existing officer be nominated for an additional post.

7.3 Executive

The Executive shall comprise:

- Chairperson
- Director for Scotland
- General Secretary
- Treasurer
- and one other member from the General Committee who will become an Executive member for the year. This member will be voted in by the General Committee.

There shall be at least a quorum of three members. In the event of an impasse (stalemate), the Chairman shall have a casting vote.

7.4 Powers of the Executive

- 7.4.1 It shall be the governing body of the SPA between Annual General Meetings.
- 7.4.2 To maintain running control of the expenditure of the SPA, in accordance with the budget approved by the Annual General Meeting.
- 7.4.3 It shall prepare a budget for the forthcoming year for presentation to the Annual General Meeting.
- 7.4.4 In the event of the death, resignation or in case of inattention to duty by recommendation of the Disciplinary Committee, the various offices are to be filled as follows:
- 7.4.4.1 Chairman: The Director For Scotland will be designated by the Executive to succeed the Chair Person until the next Annual General Meeting. At this Annual General Meeting, the Chairman successor shall be elected. This would be subject to approval by British Powerlifting
 - 7.4.4.2 Director For Scotland: The Chairperson will be designated by the Executive to succeed the Director For Scotland until the next Annual General Meeting.
 - 7.4.4.3 General Secretary and Treasurer: The Executive shall appoint a successor to serve until the next Annual General Meeting.
- 7.4.5 To appoint the non-executive officers specified in 8.1 hereunder. The Executive shall also have the power to remove non-executive officers from office.

8 NON-EXECUTIVE OFFICERS

8.1 Election of the SPA Officers

Elections for Non-Executive Officers shall be conducted at the AGM.

8.2 Term of Office

The term of office for Non-Executive Officers of the SPA shall be for 1 year. These positions will be open to nomination and election at each Annual General Meeting. There is no maximum number of consecutive terms that can be held by an individual if they are nominated and voted in accordance with the election procedure.

In the event that no nominations are received to stand against an incumbent officer, the position will be retained by the individual in post unless specific statement is made of intent to stand down.

Individuals may be removed from role at any time during their tenure via a vote of no confidence at an Annual or Emergency General Meeting, or at short notice by majority vote of the Executive.

- 8.2.1 Officers may only hold 1 position on the committee, unless there are no nominations only then can an existing officer be nominated for an additional post.

8.3 Non-Executive Committee

The titles of the non-executive officers of the SPA shall include:

- Membership Secretary
- Competition Secretary
- Doping Control Officer
- Child/Vulnerable Adult Safety Officer
- Webmaster
- Records Registrar
- Media Officer
- University & Diversity Representative
- Volunteer Coordinator

8.4 Appointment and Rights

The Executive may also appoint non-executive officers as required. By invitation of the Chairman they may attend meetings of the Executive but without vote and with voice only on matters relating to their respective offices.

9 COMMITTEES, COMMISSION, PANEL

9.1 General Provisions

Each committee shall consist of a chairman elected by the Annual General Meeting and a maximum of six (6) members from who shall be appointed by the Executive in consultation with the Committee Chairman.

9.2 British Powerlifting Disciplinary Committee

9.2.1 Disciplinary Hearings

9.2.1.1.1 General

The British Powerlifting Disciplinary committee shall investigate the case of any affiliated federation, lifter or official accused of any of the following:

1. Bringing the SPA or the Sport of Powerlifting into disrepute.

2. Acting in a manner that is contrary to the best interests of the SPA.
3. Contravening any of the provisions of the Constitution or By-Laws.
4. Contravening any of the rules or regulations governing the accepted behaviour of members of the SPA.

SPA shall refer any alleged offence to the British Powerlifting General Secretary in the first instance.

9.2.1.2 Representation

The concerned lifter or official has the opportunity to let himself be represented at the British Powerlifting Disciplinary Committee by an authorised person, e.g. lawyer. The costs for the representative have to be paid by the lifter or the official himself, regardless of the outcome of the hearing.

9.2.2 Appeals Procedure

9.2.2.1 Appeal hearings

Appeals must be submitted in writing to the British Powerlifting General Secretary. The Appeal committee shall within one month of receiving all documentation relating to the appeal examines and investigate the matter and decide on an appropriate penalty.

An appeal against any decision of the Appeal Committee may be made to the Annual General Meeting. Such appeal must be lodged with the General Secretary within one month of the written decision of the Appeal Committee, and not later than six weeks before the date of the Annual General Meeting. The appeal shall be lodged with the General Secretary who shall then include the appeal on the agenda to be considered by Annual General Meeting.

The British Powerlifting Appeal Committee may, in its absolute discretion, waive or vary the time limits contained herein.

9.3 Official Defined

The term "official" wherever it may appear in this Article, shall be deemed to include all persons acting in an official capacity or appointed by the organising committee of a championship, to act in any official capacity during the whole or any part of that championship.

10 RESTRICTIONS ON TRADING

The Director For Scotland, Chairman, Executive Members, General Secretary, Treasurer, and all Committee Chairmen and their Spouses, de-facto partners, siblings, parents and children shall not be permitted to deal in or supply Powerlifting equipment.

BY-LAWS OF SCOTTISHPOWERLIFTING

Terminology

Unless specifically stated otherwise, the terms "Annual General Meeting", "Chairman" "Technical Committee" and such like shall mean the "SPA Annual General Meeting", "SPA Chairman", "SPA Technical Committee" etc. Unless specifically stated otherwise, the terms "him", "his" and "Chairman" shall refer to persons of either sex.

1 DUTIES OF THE EXECUTIVE

1.1 Chairman

- 1.1.1 Orders meetings of the SPA as provided in the Constitution and presides at all meetings of the SPA and Annual General Meeting
- 1.1.2 Has the right to exercise all the duties pertaining to his office in accordance with the Constitution.
- 1.1.3 Is an ex officio member of all committees.
- 1.1.4 Provides leadership in the long-term and day-to-day activities of the SPA,
- 1.1.5 Has delegating responsibility for completion of tasks, and making necessary contact with outside agencies to conduct SPA business

1.2 Director for Scotland

- 1.2.1 Liaise between SPA and GBPF as and when required.
- 1.2.2 Answer all queries regarding IPF Technical Rules.
- 1.2.3 Work closely with referees to help improve the quality of refereeing at SPA competitions.
- 1.2.4 Promote SP referees for national competitions as and when required.

1.3 General Secretary

- 1.3.1 To make proper arrangements for keeping the records of the SPA and the Annual General Meeting.
- 1.3.2 Issue all official notices of all SPA meetings.
- 1.3.3 Keep a complete record of competitions held under the auspices of the SPA. These records shall include the results of national championships, newsletters and magazines.
- 1.3.4 To serve as Secretary of the Annual General Meeting and at any special meetings or hearings of the SPA.
- 1.3.5 Delegate any of the aforementioned duties to an "assistant secretary" appointed by the Executive or to such assistants as may be provided by the SPA Bye-Laws.

1.4 Treasurer

- 1.4.1 Receive all monies due to the SPA and deposit it to accounts in the name of the SPA.
- 1.4.2 Sign all cheques, notes and drafts together with one other signature as provided by the SPA By-Laws.
- 1.4.3 Pay all bills approved by the duly authorised officer or by the Annual General Meeting provided it is within the authorised current budget of the SPA.
- 1.4.4 When requested, hand over for audit or other purposes, all monies, accounts, books, papers, vouchers and records pertaining to his office.
- 1.4.5 To present a balance sheet to the Annual General Meeting. SPA accounts are to be examined by a qualified accountant.
- 1.4.6 To be responsible for collecting all fees due to the SPA.
- 1.4.7 To be responsible for issuing invoices and collecting any penalties.
- 1.4.8 To maintain an up to date asset register of all assets held by SPA.

2. DUTIES OF THE NON-EXECUTIVE OFFICERS

2.1 Doping Control Officer

To be responsible for setting up drug testing at SPA competitions and report these findings to the SPA Executive Committee.

2.2 Records Registrar

Shall certify all Scottish records and maintain an up to date register of all records in all categories. Shall also maintain current ranking lists of all Scottish lifters and propose selections for all international competitions.

2.3 Competition Secretary

- Shall maintain a Calendar of Events, covering all major events for a period of not less than 12 months from the date of the Calendar.
- Sourcing and booking appropriate facilities for competition, co-ordinating equipment, officials and awards.
- Responsible for the provision, storage and maintenance of competition of equipment.
- Keep an inventory of all equipment owned by Scottish Powerlifting.

The major events in the SPA calendar are as follows:

- a) Scottish Championships for Men (Open), Women (Open), Junior 19-23 years (Men and Women), Juvenile 14-18 years (Men and Women), and Masters (Men and Women). Masters age categories are 40-49 years and 50-59 years and over 60 years for men. Over 40-49 years and over 50 years for women. Scottish bench press championships for Men (Open), Women (Open).
- b) Other events as approved. The Competition Secretary shall ensure that major events do not clash.

Shall keep an accurate record of entry fees recieved and deposited.

2.4 Membership Secretary

Shall maintain, and keep up to date, the membership data base. Keep an accurate record of all monies received and deposited. Liaise with British Powerlifting to obtain membership and issue SPA cards for all members.

2.5 Webmaster

Maintains the SPA Internet site in a professional manner with separate pages allocated where appropriate including, but not restricted to:

- Constitution and By-Laws
- Members and contact details
- Scottish Records
- Calendar of Events
- Invitations and details on forthcoming events
- Results of major events
- Drug testing results
- Authorised material from the Chairman or Executive
- Other than replies to routine enquiries he shall not post any other material without the written consent of the Chairman.

2.6 Child/Vulnerable Adult Safeguarding Officer

- Understanding key legislation and guidance in relation to children and vulnerable adults.
- Acting as the first point of contact in cases of concern.
- Handling any allegations and/or complaints as they arise.
- Receiving and acting upon any reported concerns.
- Ensuring coaches/officials are familiar with, and adhere to, the child protection policy.
- Working closely with external agencies should any issues arise.
- Keeping the child protection policy up to date and in line with current legislation.
- Safe guarding any records of concern in relation to child/vulnerable adult abuse

- 2.7 Media Officer**
- To communicate effectively with SPA Membership and the Press in order to promote Scottish Powerlifting.
 - To promote SPA events through social media, on the website and by any other means.
 - Liaise with BP to set up live streaming where possible for events.
 - Undertake any media duties within Scottish Powerlifting as they arise.
 - To send out all communications from Scottish Powerlifting.

- 2.8 University & Diversity Representative**
- To represent University & College members on the SPA committee.
 - To communicate with Universities and Colleges on all matters relating to Scottish Powerlifting.
 - To be a point of contact for student members.
 - Representation of all minority groups within Scottish Powerlifting.

- 2.9 Volunteer Coordinator**
- Organising referee availability and schedules for competition dates, via the Gsuite apps and Facebook group.
 - Organising spotter/loader/table/volunteers and schedules for competitions via the Gsuite apps and Facebook groups.
 - Keeping the volunteer point sheet up to date after competitions

3. RECORDS AND AWARDS

- 3.1 Scottish Championships Participation Certificates**
- Scottish championship participation certificates shall be awarded to each lifter according to SPA regulations.

- 3.2 Categories of Scottish Records**
- The SPA recognises Scottish records in the following categories:
Men's Open, Women's Open, Juniors Men and Women, Men and Women and Masters Men and Women; Single Lift Bench press: Open Men's, Open Women's, Master's Men and Women.

- 3.3 Recognition of Scottish Records**
- Scottish records will only be accepted from competitions registered for drug testing.

4. COMPETITION TECHNICAL RULES

- 4.1 Equipment Standards**
- Equipment standard shall be as defined by the IPF

- 4.2 Rule Interpretations**
- The SPA recognises only the rule interpretations issued by the IPF Technical Committee. In addition, Unequipped Competitions may be run, in accordance with the rules laid down by British Powerlifting

- 4.3 Disabled Athletes competing in Able Bodied Divisions, Procedures for Weigh-In**
- Bench Press Championships shall be organised without a special division of disabled lifters. Disabled lifters can compete within the non-disabled classes, if they fulfill the SPA rules as for non-disabled lifters pertaining to the actual lift. The blind, sight impaired, mobility impaired, may be assisted to and from the bench with the aid of the "coach" or/and with the aid of crutches, or sticks."

For lifters who have an amputated lower limb, a prosthetic device shall be considered the same as the natural limb. The lifter shall be weighed in without the device, with compensatory weight added according to the established fractional charts. For lifters with dysfunctional lower limbs that require leg braces or similar devices for walking, the device shall be considered as part of the natural limb and the lifter shall be weighed in wearing the device.

5. SIGNING AUTHORITY SPA CONTRACTS

The Chairperson and one other Executive member must sign all contracts performed in the name of the SPA when the majority of the EC have accepted such contract to be signed. A copy of the contracts must be given to all EC-members, if it is requested.

APPENDIX A -STANDING ORDERS

1. Order of Business

An agenda shall be prepared by the General Secretary and circulated to all members at least 30 days prior to the SPA Annual General Meeting. All items on the agenda shall take precedence over all other business. Members desirous of introducing any other business for the consideration of the meeting may only do so after the business on the agenda has been completed.

2. Minutes

The minutes of the previous meeting, having been circulated, shall be taken as read. No motion or discussion shall be permitted. The only exception to this rule will be in regard to the accuracy of the minutes. After confirming the accuracy of the minutes, the Chairman shall sign them, and the delegates at the Annual General Meeting shall be at liberty to ask questions with regard to matters arising from the minutes. Such questions shall be permitted for purposes of information only, and no debate on the policy outlined in the minutes shall take place. No correction or alteration to the minutes will be accepted unless written notification had been received and acknowledged by the General Secretary within four months of the date of circulation of the minutes to members.

3. Chairman's Ruling

The ruling of the Chairman on any question under the Standing Orders or on any point of order or explanation shall be final. If there is a difference of opinion on a point of substance, a vote shall be taken and a two-thirds majority required to the ruling.

4. Speeches

No member shall speak for more than five minutes at any one time.

5. Motions and Amendments

The first proposition on any particular subject shall be known as the original motion. All succeeding propositions in that subject shall be called amendments. Every amendment must be proposed and seconded by members actually present at the meet before they can be discussed. It is permissible for a member to make a speech first and conclude with a motion. When an amendment is moved to an original motion, no further amendment can be discussed until the first amendment is disposed of. Notice of any further amendment must be given before the first amendment is put to the vote.

6. Substantive Motions

If an amendment is carried, it displaces the original motion and itself becomes the substantive motion; whereupon any further amendment relating to any portion of the substantive motion moved, provided that it is consistent with the business and not been covered by an amendment or notion which has been previously rejected. After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question. If carried, it shall then become a resolution of the meeting.

7. Voting

Except when the chairman at his absolute discretion, authorises a vote to be by secret ballot the voting shall be by show of hands or coloured cards, if these are available. On particularly sensitive matters, such as a vote, which is concerned with members, or prospective members who are present at the meeting, such persons may be asked to leave the room before voting takes place. Only members of 18 years and over shall be permitted a vote. SPA will permit voting by post and email on items that are published prior to any general meeting. Postal votes and email votes should be received by the General Secretary no later than 12pm on the day prior to the general meeting, these votes will be counted by the general secretary and verified by the Chairperson and Director for Scotland. In the absence of 1 or both of these executive members verification may be carried out by another Executive member. Postal and email votes will be published, by name and membership number, as an appendix to the minutes of any general meeting.

8. Matters of Procedure

At meetings, all matters of procedure which are not covered under these standing orders shall be decided by the Chairman of the meeting.

9. Privileged Immunity of the Annual General Meeting

Anything said In the SPA Annual General Meeting, committees or subsequent documentation is without prejudice and may not be used in litigation.

APPENDIX B- CONSTITUTION & BYE-LAW AMENDMENTS

Proposals to amend the SPA Constitution, Bye-Laws, and/or Appendices, hereinafter referred to as rule(s), shall be set out as follows:

1. Clear identification of the exact rule(s) or portion thereof concerned
2. Action to be taken:
 - a. Deletion, or
 - b. Addition, or
 - c. Amendment, delete ... and insert (or replace with)...
3. Text involved
 - a. Exact identification of the text to be deleted. Note: Paragraphs and sections may be referred to by numbers sentences and words should be quoted in full.
 - b. The text of the addition or insertion, accompanied in the former case by the proposed rule No. or location.
4. Optional

A brief statement of the reasons(s) for the proposal: This will form part of the formal proposal but is merely for the guidance of The Annual General Meeting. It shall appear on a new line separate from the proposal proper and headed 'Reasons(s)'.

Note:

Any proposal, which would cause the rules to become contradictory, shall be ruled out of order. That is, it is the responsibility of the proposer to ensure that the amendments in his proposal are comprehensively framed and all the rules, which would be affected, have been consistently dealt with by the proposal.

Renumbering: It may be desirable to renumber a rule or rules to bring them into a more logical order. In such cases the proposal shall clearly indicate by number if available, which rules are to be renumbered and their intended new location, with new numbers(s) if available.

APPENDIX C - SPA OFFICIAL EMBLEM AND FLAG

