



Canadian
Physiotherapy
Association

Association
canadienne de
physiothérapie

National Student Assembly
Assemblée nationale des étudiants

CONSTITUTION FOR THE NATIONAL STUDENT ASSEMBLY

Draft
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CANADIAN PHYSIOTHERAPY ASSOCIATION

CONSTITUTION OF THE NATAIONAL STUDENT ASSEMBLY

ARTICLE I NAME

The name of this group shall be the “Canadian Physiotherapy Association National Student Assembly” (CPA-NSA), hereinafter referred to as the “Assembly”.

Each Canadian physiotherapy university program shall be considered to be a “Branch” of the Assembly and will be named according to their specific university.

ARTICLE II PURPOSE OF THE ASSEMBLY

The purpose of the Assembly shall be to unite the entry-level physiotherapy student members of the Canadian Physiotherapy Association (CPA) in order to:

1. enhance communication amongst physiotherapy students nationally;
2. represent students with a unified voice nationally;
3. provide forum for discussion of issues by students;
4. develop programs and initiatives that meet the needs of student members;
5. foster student involvement and leadership opportunities within the CPA and the profession;
6. promote the Assembly, the Association and the physiotherapy profession.

ARTICLE III MEMBERSHIP

1. The membership shall consist of CPA members who are enrolled in accredited entry-level educational programs in physiotherapy/physical therapy in Canada.
2. Voting privileges of all members shall comply with CPA Bylaws.

ARTICLE IV FEES

1. Student members of CPA shall pay fees as in accordance with CPA Bylaws and Rules and Regulations.
2. There shall be no additional fee collected by the Assembly except where approved by the CPA-NSA Administrative Council and the CPA Board of Directors.

ARTICLE V THE NSA ADMINISTRATIVE COUNCIL

1. UNIVERSITY REPRESENTATIVES

Each School shall elect a maximum of four University Representatives per school and should include at least one senior and one junior representative in accordance with the procedures outlined in Article V, Section 3. The University Representatives shall form the Administrative Council of the CPA-NSA, and shall be responsible for:

- (a) representing student concerns from their university to the Administrative Council;
- (b) providing communication from the CPA-NSA to the physiotherapy student bodies at their respective universities;
- (c) fostering support for and involvement in opportunities provided by the CPA-NSA;
- (d) participating in activities and projects initiated by the Administrative Council;
- (e) submitting reports as necessary to the Administrative Council/
- (f) ensuring communications are sent to the Administrative Council by the required deadlines;
- (g) conducting CPA-NSA elections as outlined in Article V, Section 3.;
- (h) participating in membership recruitment at their respective universities;
- (i) abiding by the CPA Bylaws and Rules and Regulations, and the NSA Constitution in their activities as University Representatives.

2. PURPOSE OF THE ADMINISTRATIVE COUNCIL

- (1) Represent the Assembly and act as their unified voice.
- (2) To be an organizational power of the Assembly.
- (3) Communicate and provide information between the Administrative Council and the members of the Assembly.
- (4) To ensure the concerns of the Assembly members are heard and addressed.
- (5) To maintain contacts with the Division Chairs' Committee and Branch Presidents' Forum of the Canadian Physiotherapy Association and collaborate with these Component groups on issues related to student or new-grad engagement and professional development.

3. AUTHORITY AND MANDATE

The Administrative Council may, at its discretion, exercise all the rights and powers of the NSA with the exception of those which are by law or by this Constitution required to be exercised by the members in a General Meeting.

4. OFFICERS

- (1) The Officers of the Assembly shall be the President, and the President Elect or Past President.
- (2) The President Elect shall be selected from the pool of the University Representatives, and shall be elected to their position by the members of the Assembly.
- (3) Terms of office:
 - a) The President Elect shall serve from the completion of the election process until assuming the office of President at the close of the Assembly's Annual General Meeting (AGM).
 - b) The term of office of the President shall be one year.
 - c) The term of office of the Past President shall end at the beginning of the term of office of the President Elect.

5. NOMINATIONS AND ELECTIONS

A) Elections Committee

- (1) The Elections Committee and a Chair shall be appointed by the Administrative Council of the National Student Assembly
- (2) The Elections Committee shall consist of at least three members of the Administrative Council, from not fewer than two provinces.

B) Nominations

- (1) The Elections Committee shall be responsible for soliciting nomination of individuals for President Elect and representatives from each school according to the process established by the Assembly, and for preparing a slate for their election.
- (2) The Elections Committee Chair shall submit a list of nominees and their biographies to all NSA members for the position of President Elect at least 30 days prior to the day at which the elections will commence, and
- (3) The closing date for receipt of nominations shall be established by the Assembly.

C) Elections

- (1) Each school shall conduct an election for their school's representative to the Council according to the process established by the Assembly. Voting shall be by e-ballot, mail ballot or at ballot stations set up in accessible area(s) of the University.
- (2) Election of the President Elect shall be by electronic mail or mail ballot at the discretion of the Administrative Council.
- (3) Ballots for the election of the President Elect shall be distributed to all eligible members no less than four (4) weeks prior to the election commencement date. Ballots postmarked or submitted on or before the last day shall be counted. Ballots postmarked or submitted after the last day of the election shall be ineligible. All ballots shall be confidential. Faxed or photocopies of ballots shall not be accepted.
- (4) Where the number of the nominations equals the number of available positions, election for that position shall be by acclamation.
- (5) The nominees receiving the most votes of the Members for the schools' representatives' positions shall be declared elected at the Annual General Meeting of the National Student Assembly, held in conjunction with the CPA Annual Congress.
- (6) The nominee receiving the most votes of the Members for the President Elect position shall be declared elected at the close of the election process.
- (7) When an election is completed, the Members of the Association shall be informed of the results.

6. VACANCIES

- (1) An officer should remain in office until his or her successor is appointed/elected.
- (2) If an office becomes vacant, the Administrative Council may fill the vacancy by appointing a member of the Assembly to complete the term of office.

7. REMOVAL

If a petition is presented as described in Article XII for the removal of an officer, University Representative or a member of a committee, she/he may be removed in the same manner as is provided for her/his election/appointment or based on failure to comply with the CPA-NSA Bylaws.

8. DUTIES

(1) President

The President shall be responsible for:

- (a) the general supervision of the affairs of the Assembly ensuring that they are in accordance with CPA Bylaws and Rules and Regulations, and this Constitution;

- (b) providing leadership and setting priorities for the Assembly during her/his term of office;
- (c) calling all meetings of the Assembly;
- (d) chairing the Assembly AGM and Administrative Council meetings;
- (e) representing the Assembly to the Board of Directors of CPA and to report relevant information from the Board to the Assembly;
- (f) representing the Assembly as needed with external organizations and stakeholders;
- (g) supporting the activities of the Administrative Council.

(2) President Elect or Past President

The President Elect or Past President shall be responsible for:

- (a) assisting the president in carrying out her/his responsibilities;
- (b) chairing the Assembly AGM and Administrative Council meeting if the President is not in attendance. If unable to be in attendance, a Chair shall be appointed the Administrative Council;
- (c) acting as President should the President be unable to continue her/his term of office.
- (d) supporting the activities of and communicating with the University Representatives of the Administrative Council.

9. EXECUTIVE MEMBERS AND COMMITTEES

(1) Executive of the Administrative Council

- a) The executive members of the Administrative Council shall be the Chair, the Chair Elect or Past Chair and other such members appointed by the Chair to fill the needed positions such as Secretary, Fundraiser Representative, External Relations Representative, etc.
- b) The Officers of the Assembly shall determine the additional positions necessary to assist in management of the Assembly and outline the duties and responsibilities.

(2) Committees

- a) Composition
 - i. The Chair shall be appointed by the Administrative Council;
 - ii. Committee members shall be appointed by the Administrative Council in consultation with the Committee Chair.

b) Authority and Mandate

The authority and mandate of all committees shall be established by the Administrative Council.

ARTICLE VI MEETINGS

1. ADMINISTRATIVE COUNCIL MEETINGS

- (1) The Administrative Council shall hold a minimum of three meetings per year, which may be conducted in person or by teleconference or videoconference.
- (2) The meetings shall be called by the President, or at the written request of three members of the Administrative Council to the President.
- (3) A representation of at least ten (10) physiotherapy schools shall constitute a quorum.
- (4) The CPA Board Liaison and the CPA CEO, or delegate, shall be entitled to attend and participate in all meetings of the NSA, but shall have not vote.

2. GENERAL MEETINGS

(1) Annual General Meeting (AGM)

- a. The AGM shall be calle3d by the President;
- b. The AGM shall normally be held during the annual Congress of CPA or at a time agreed to by the Administrative Council, but not later than six months from the end of the fiscal year; and,
- c. Notice of the AGM shall be given to members at least 30 days prior to the date of the Meeting.

(2) Special General Meetings (SGM)

- a. An SGM may be called at any time by the President in consultation with the Administrative Council or at the written request of eight voting members with representation from at least four university physiotherapy programs with representation from more than one province.
- b. Notice of an SGM shall state the business for which the meeting is called. No subject shall be considered to be properly before the meeting unless specifically mentioned in this notice; and,
- c. Notice of an SGM shall be given at least two weeks prior to the date of the meeting.

(3) Essential for Annual and Special General Meetings

a. Notice

- i. Notice of Meetings shall be given via e-blasts/e-mails; and,
- ii. The send date for the e-blast/e-mail shall constitute the date of the notice.

b. Quorum

The quorum for General Meetings shall be 1% of the total membership or ten members, whichever is greater, shall include at least one of the Assembly's officers and shall have representation from at least four university physiotherapy programs with representation from more than one province.

c. Voting

- i. In all cases not otherwise specified by the Constitution, a majority vote of those present, eligible to vote and voting shall decide all questions put to the vote. Proxies are included in the count for the final decision; and
- ii. Voting may be by a show of hands unless a ballot is requested by a majority vote.

d. Mail or electronic ballots

A mail or electronic ballot may be used at the discretion of the Administrative Council.

e. Proxies

- i. Enclosed with the notice of any Members Meeting of the Assembly shall be one (1) proxy certificate.
- ii. Each member entitled to vote may, by means of the proxy certificate, nominate a member or his nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.
- iii. The proxy certificate shall contain the date(s) of the meeting, the name of the nominee, the signature of the nominator, and any instructions or restrictions the nominator may place on the nominee with regards to voting.
- iv. The proxy ceases to be valid at the completion of the meeting.
- v. The proxy may be revoked by the nominator up to the end of the meeting by delivering in writing, to the Chair of the meeting, the notice of the revocation duly signed by the nominator.
- vi. Members shall not send blank proxy certificates to other members.
- vii. A member may carry up to a maximum of five (5) proxy certificates to a meeting.

ARTICLE VII FINANCE

1. FISCAL YEAR

The fiscal year shall be from January 1 to December 31.

2. BANKING AND INVESTMENT

- (1) All monies received by the Assembly are to be deposited in the name of the Assembly in a deposit taking institution where deposits are insured by the Canada Deposit Insurance Corporation; and
- (2) The Administrative Council may invest monies in instruments of deposit taking institutions providing the total of the investments in each institution does not exceed the amount protected by the insurance of that institution.

3. BUDGETARY CONTROL

- (1) Regular banking transactions, including verification and payment of accounts and bills as approved the budget, shall be conducted by the Assembly's CPA staff liaison.
- (2) The signing officers of the CPA shall act as the signing officers of the NSA in accordance the CPA policies;
- (3) The Administrative Council shall monitor the finance of the Assembly through its examination of bank reconciliations provided by the CPA staff liaison, each month.
- (4) Current financial information shall be provided by the CPA staff liaison to the members of the Administrative Council at each of their regular meetings, and upon the request of any member of the Administrative Council.

4. AUDIT

- (1) NSA finance shall be audited by the CPA appointed auditor in conjunction with the CPA audit; and,
- (2) The audited annual balance sheet and related statement of receipts and disbursements shall be presented at the AGM.

5. MEMORANDUM OF AGREEMENT

- (1) The Assembly may enter into a memorandum of agreement with CPA and/or any CPA component, upon approval of the Assembly, with respect to financing and other affairs.
- (2) None of the officers of the Assembly, nor any of the members thereof, shall be personally liable in respect to an agreement.

- (3) The resources and assets of the Assembly shall be available to the fullest extent to satisfy any provision contained in a memorandum of agreement.

6. BORROWING AND LENDING

- (1) Borrowing or lending in the name of the Assembly shall only be permitted between the Assembly and CPA unless otherwise agreed upon by the Assembly and CPA.
- (2) No loans may be negotiated without the approval of the Assembly's Officers and CPA

ARTICLE VIII REGULATION

- (1) The Assembly shall be under the authority of CPA except for the submission or resolutions to the CPA Board of Directors;
- (2) The Assembly shall be subject to the Bylaws, Rules and Regulations and policies of CPA; and,
- (3) The Constitution of the Assembly shall require approval by the members of the Assembly and by the appropriate Committee of CPA before being in effect.

ARTICLE IX THE CONSTITUTION

1. AMENDMENTS

- (1) Amendments to the Constitution may be proposed by:
 - a. The Administrative Council;
 - b. Eight (8) members of the Assembly, where;
 - i. Such amendments shall be submitted to the Administrative Council at least four months prior to the General Meeting at which they will be considered.
- (2) The Administrative Council shall submit the proposed amendment to the appropriate committee of CPA for review.
- (3) When directed by CPA, written notice of the proposed amendments shall be sent to all members at least 30 days prior to:
 - a. The General Meeting at which they will be considered, or,
 - b. The date set for an e-mail ballot authorized by the Administrative Council.
- (4) Amendments shall require approval by two-thirds of those present, eligible to vote, and voting. Where an e-mail ballot is used, amendments shall require approval by

two-thirds of those present, eligible to vote, and voting. At least one vote must be received from no fewer than ten Universities.

- (5) Following membership approval, the proposed amendments shall not be in force until submitted to, and approved by, the appropriate committee of CPA.

2. NOTIFICATION OF AMENDMENTS

Members shall be notified of all the amendments adopted.

ARTICLE X PETITIONS

- (1) All Assembly members wishing to express opinions, present petitions or make motions to the Administrative Council pertaining to this Constitution must do so by submission in writing to the President. He/she must arrange to discuss the petition with the President or have his/her elected representative do so. In order that a motion be carried, a two-thirds majority of voting members will be required with at least one person from each University represented.
- (2) The Assembly and Council cannot be held responsible for petitions of individual students or groups of students if said petitions are not submitted to the Assembly and Council, and supported by them, as outlined in Section 1 of this Article.
- (3) It is the responsibility of the Administrative Council to act upon all such petitions during the Assembly year in which such petition is presented. Should a petition be presented and not acted upon, the following year's Administrative Council must act upon it and present its resolution prior to the third meeting of that year.