



Canadian
Physiotherapy
Association

Association
canadienne de
physiothérapie

CONSTITUTION

FOR THE

**NATIONAL PHYSIOTHERAPIST ASSISTANT
ASSEMBLY**

OF THE

CANADIAN PHYSIOTHERAPY ASSOCIATION

INTERPRETATION

The Constitutions shall be read with all grammatical changes as are necessary to apply to all members.

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NATIONAL PHYSIOTHERAPIST ASSISTANT ASSEMBLY

CANADIAN PHYSIOTHERAPY ASSOCIATION

CONSTITUTION

ARTICLE I NAME

The name of this Assembly shall be the "National Physiotherapist Assistant Assembly of the Canadian Physiotherapy Association, hereinafter referred to as the "NPAA".

ARTICLE II OBJECT

The purpose of the NPAA shall be to unite the Physiotherapist Assistant (PTA) members of the Canadian Physiotherapy Association (CPA) in order to:

1. enhance communication amongst PTAs nationally;
2. represent PTAs with a unified voice nationally;
3. provide opportunities for networking and information sharing between PTAs
4. provide a forum for discussion of issues by PTAs;
5. develop programs and initiatives that meet the needs of PTA members;
6. foster PTA involvement within the CPA and the profession;
7. promote the NPAA, the Association and the PTA profession; and,
8. support the CPA in the achievement of its mission.

ARTICLE III MEMBERSHIP

1. The voting membership shall consist of Physiotherapist Assistant and Student Physiotherapist Assistant members of the CPA who meet the requirements for membership in the National Physiotherapist Assistant Assembly as defined by the CPA Bylaws and Rules & Regulations.
2. Voting and office-holding privileges of all members shall comply with CPA Bylaws.
3. If membership falls below ten, the NPAA shall automatically be dissolved.

ARTICLE IV FEES

1. NPAA members of CPA shall pay fees in accordance with the CPA Bylaws and as approved by the CPA Board of Directors.
2. This fee, which is due at the same time as the CPA fee, is collected by CPA.
3. There shall be no additional fee collected by the NPAA except where approved by both the NPAA Administrative Council and the CPA Board of Directors.

ARTICLE V NPAA ADMINISTRATIVE COUNCIL

1. COMPOSITION

- a. The Administrative Council shall consist of the Officers, Regional Representatives and Student Representatives of the NPAA. From amongst the Regional Representatives the Secretary, Communications Officer, Treasurer and Newsletter Editor shall be appointed annually by the President.
- b. There shall be 3 Student Physiotherapist Assistant Representatives on the Administrative Council of the NPAA, who shall be Representatives elected from three geographical regions, defined as:
 - i. Atlantic Canada,
 - ii. Ontario, and
 - iii. Western Canada

2. AUTHORITY AND MANDATE

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

3. OFFICERS

The officers of the Assembly shall be President and President Elect or Past President in alternate years.

4. REGIONAL REPRESENTATIVES

- a. Each region shall elect a PTA Representative in accordance with the procedures outlined in, Article V, 9.
- b. Regional Representatives shall be elected from the following regions:
 - i. British Columbia & Yukon,
 - ii. Alberta & North West Territories,
 - iii. Saskatchewan, Manitoba & Nunavut,
 - iv. Ontario (3 representatives), and
 - v. Atlantic Provinces

5. TERMS OF OFFICE

a. President

The term of office for President shall be two years.

b. President Elect

The President Elect shall be elected by the members every second year and serve until assuming the office of President.

c. Past President

The term of office for Past President shall be for one year.

d. Regional Representatives

- i. The term of office for Regional Representatives shall be two years, with a maximum of two consecutive terms.

- ii. To ensure staggered terms through the Assembly's elections process, years for election shall be as follows:
 - a. British Columbia & Yukon - Years ending in odd numbers
 - b. Alberta & NWT - Years ending in even numbers
 - c. Sask, MB & Nunavut - Years ending in Odd numbers
 - d. Ontario - One representative elected in years ending in odd numbers and 2 representatives elected in years ending in even numbers
 - e. Atlantic - Years ending in even numbers

- iii. Subsequent elections will be for two year terms. Terms for regional representatives will commence with the Annual General meeting of the Assembly.

6. RESPONSIBILITIES

- a. Representing PTA concerns generally or from their specific region to the Administrative Council;
- b. Providing communication from the Council to the PTA and student members in their regions;
- c. Fostering support for and involvement in opportunities provided by the NPAA;
- d. Participating in activities and projects initiated by the Administrative Council;
- e. Submitting report to the Administrative Council two weeks prior to each meeting of the Council;
- f. Ensuring communications are sent to the Secretary by the required deadlines;
- g. Conducting elections as outlined in Article V;
- h. Co-ordinating membership recruitment within their regions; and,
- i. Abiding by the CPA Bylaws and Rules & Regulations, and the NPAA Constitution in their activities as Representatives.

7. DUTIES

a. President

The President shall be responsible for:

- i. supervising the affairs of the NPAA, ensuring that they are in accordance with CPA Bylaws, Rules and Regulations, Governing Policies and this Constitution;
- ii. providing leadership in setting priorities & direction for the NPAA during his/her term of office;
- iii. calling all meetings of the NPAA;
- iv. chairing the NPAA AGM and Administrative Council meetings;
- v. reporting to the CPA Board of Directors through the CPA Board Liaison;
- vi. representing the NPAA as needed with external organizations and stakeholders;
- vii. supporting the activities of the Administrative Council;
- viii. reporting to the NPAA AGM;

- ix. appointing,¹ at all Annual and Special General Meetings (SGM), a Minutes Approving Committee¹ of three members, which shall approve the minutes of the meeting, with any necessary corrections, and return them to the Secretary within one month of receipt of same; and,
- x. ensuring that a member shall represent the NPAA at all relevant CPA meetings and/or functions as deemed necessary by the Administrative Council.

b. President Elect or Past President

The President Elect or Past President shall be responsible for:

- i. assisting the President in carrying out his or her responsibilities;
- ii. serving in the absence of the President;
- iii. assuming responsibility for annually reviewing the policies and procedures of the NPAA;
- iv. chairing the NPAA AGM and Administrative Council meetings if the President is not in attendance;
- v. assuming the position of President should the President be unable to continue his/her term of office. The Administrative Council shall then appoint one of the representatives to sit as an officer until the next election of a President Elect; and,
- vi. supporting the activities of and communicating with the Regional Representatives of the Administrative Council.

8. RESOURCE PERSONS

- a. Resource persons may be appointed to the Administrative Council and to other committees of the Council.
- b. Resource persons shall be appointed by the Administrative Council.
- c. If the appointment is to other than the Administrative Council, the appointment is made in consultation with the Council President.
- d. Resource persons, if they are physiotherapists or physiotherapist assistants, shall be members of CPA.
- e. Resource persons shall:
 - i. when assigned to the Administrative Council, carry out the duties determined by the Administrative Council;
 - ii. when assigned to other committees, carry out the duties determined by the Administrative Council in consultation with the committee concerned;
 - iii. report back to the Administrative Council as requested; and,
 - iv. resource persons are not members of the committee to which they have been appointed, therefore they are not counted in determining a quorum and have no vote.

¹ Usually members attending a meeting approve the minutes of the previous meeting. It follows, then, that one would expect members at an Annual General Meeting (AGM) to approve the minutes of the previous AGM. However, how can members remember what took place the year before? Is there assurance that the members at the second AGM will have been at the previous AGM? To offset these circumstances and to simplify the process, it is customary to appoint, at an AGM, a Minutes Approving Committee. This is the Committee that reviews, corrects, and approves the minutes. To facilitate their task, a time limit is set so their memories are not taxed too greatly! At the next AGM, the Chair of the Meeting simply reports that the minutes have been approved.

9. NOMINATIONS AND ELECTIONS

e. President Elect

Election of the President Elect shall take place at least one year prior to the commencement of his/her term of office as President.

f. Regional Representatives

Elections for Regional Representatives shall take place as per Article V, 5.ii.

g. Eligibility

- i. Candidates for President Elect and Regional Representatives must be individuals at least 18 years of age with power under law to contract;
- ii. Candidates must be either:
 - a) Qualified Physiotherapist Assistant Members of CPA; or
 - b) Life Members or Honourary Members who are PTAs.

e. Elections Committee

- i. The Elections Committee and a Chair shall be appointed by the Administrative Council of the NPAA; and,
- ii. The Elections Committee shall consist of at least three members of the Administrative Council, from not fewer than two regions.

f. Nominations

- i. The Elections Committee shall be responsible for soliciting nominations of individuals for President Elect and representatives from each region in accordance with the process established by the NPAA, and for preparing a slate for their election.
- ii. The Elections Committee Chair shall submit a list of nominees and their biographies to all NPAA members for the position of President Elect at least 30 days prior to the day at which the elections will commence; and,
- iii. The closing date for receipt of nominations shall be established by the NPAA.

g. Elections

- i. Elections of the President Elects and Regional Representatives shall be by electronic or mail ballot at the discretion of the Administrative Council;
- ii. When election is by mail or electronic ballot, ballots shall be distributed to all eligible members no less than four (4) weeks prior to the election commencement date. Ballots postmarked on or before the last day of the election shall be counted. Ballots postmarked after the last day of the election shall be ineligible. All ballots shall be confidential. Faxed or photocopies of mail ballots shall not be accepted;
- iii. Where the number of nominations equals the number of positions available in a region, election for that region's representative shall be by acclamation;
- iv. The nominees receiving the most votes of the members shall be declared elected at the Annual General Meeting of the NPAA, held in conjunction with the CPA annual Congress; and,
- v. When an election is completed, the members of the NPAA shall be informed of the results.

h. Vacancies

- i. An officer or regional representative should remain in office until his/her successor is elected; and,
- ii. 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.

i. Removal

- i. Any officer, resource person, or member of a committee may be removed in the same manner as is provided herein for his election/appointment; or
- ii. The position shall be vacated upon the occurrence of any of the following events:
 - i) if the person becomes bankrupt or suspends payment of personal debts generally or compounds with creditors or makes an authorized assignment or is declared insolvent; or,
 - ii) if the person is found to be mentally incompetent or becomes of unsound mind; or,
 - iii) if, by notice in writing to the Executive Committee the person resigns, which resignation shall be effective at the time it is received by the Committee or at the time specified in the notice, whichever is later;
 - iv) if the person acts in contravention of the mission or by-laws of the CPA; or,
 - v) if the person dies.

ARTICLE VI MEETINGS

1. ADMINISTRATIVE COUNCIL MEETINGS

- a. The Administrative Council shall hold a minimum of three meetings per year², which may be conducted in person or by teleconference or videoconference.
- b. The meetings shall be called by the President, or at the written request of three members of the Administrative Council to the Council President.
- c. A majority of the officers and regional representatives shall constitute a quorum.
- d. The CPA Board Liaison and the CPA CEO, or delegate, shall be entitled to attend and participate in all meetings of the NPAA, but shall have no vote.

2. GENERAL MEETINGS

a. Annual General Meeting (AGM)

- i. The AGM shall be called by the President;
- ii. 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,
- iii. Notice of the AGM shall be given to members at least 30 days prior to the date of the meeting.

b. Special General Meetings (SGM)

- i. An SGM may be called at any time by the President in consultation with the Administrative Council, or at the written request of ten voting members of the NPAA;
- ii. 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,

² This is the minimum number of meetings considered to be feasible for all the business to be dealt with by the Administrative Council.

- iii. Notice of an SGM shall be given at least two weeks prior to the date of the meeting.

c. Essentials for Annual and Special General Meetings

- i. Notice
 - a) Notice of Meetings shall be given via e-blasts/e-mails; and,
 - b) If notice is given by e-mail or e-blast, the date shall constitute the date of the notice.
- ii. Quorum
 - a) The quorum for general meetings shall be 1% of the total membership or ten members, whichever is greater, and shall include one of the Council's officers; and,
 - b) The officers present may not constitute a majority of the quorum.
- iii. Voting
 - a) At Meetings
 - a. 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
 - b. Voting may be by a show of hands unless a ballot is requested by a majority vote.
- iv. Mail or Electronic Ballots
 - An e-mail ballot may be used at the discretion of the Executive Committee.
- v. **Proxies**
 - a) Enclosed with the notice of any Members Meeting of the Assembly shall be one (1) proxy certificate.
 - b) Each member entitled to vote may, by means of the proxy certificate, nominate a member as his nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.
 - c) 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 regard to voting.
 - d) The proxy ceases to be valid at the completion of the meeting.
 - e) 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.
 - f) Members shall not send blank proxy certificates to other members.
 - g) A member may carry up to a maximum of 5 proxy certificates to a meeting.

ARTICLE VII FINANCE

1. FISCAL YEAR

The fiscal year shall be from January 1 to December 31³.

³ The period for the fiscal year (the calendar year) is the same period for CPA and for its components. This facilitates comparisons of audits, budgets, and other financial matters.

2. BANKING AND INVESTMENT

- a. All monies received by the Assembly are to be deposited in the name of the Assembly in any deposit taking institutions where deposits are insured by the Canada Deposit Insurance Corporation; and,
- b. 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

- a. The Administrative Council shall monitor the finances of the Assembly through its examination of bank reconciliations and financial statements provided by the CPA staff liaison; each month.
- b. The signing officers of the CPA shall act as the signing officers of the NPAA in accordance with CPAA policies;
- c. The financial statements shall be discussed at Administrative Council meetings;
- d. 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

- a. NPAA finances shall be audited by the CPA appointed auditor in conjunction with the CPA audit; and,
- b. The audited annual balance sheet and related statement of receipts and disbursements shall be presented at the AGM.

5. ALLOTMENT OF MONIES

- a. Monies shall be allotted according to an annual budget for the NPAA, approved by the Administrative Council each fiscal year.
- b. The NPAA shall allot monies to cover the costs of early registration for CPA's Annual National Congress and the cost of transportation to the city in which the Congress is being held for the President and/or President Elect dependent on monies available and to be decided on by the Administrative Council.
- c. If the President and/or President Elect are not able to attend CPA's Congress, the monies shall be made available to the other officer as voted by the Administrative Council.
- d. A proposal for funds may be made by any eight (8) members of the NPAA. Such a proposal must be made in writing to the Administrative Council. Allotment of monies obtained in the proposal will be made pending approval of the Administrative Council.

6. BORROWING AND LENDING

- a. Borrowing or lending in the name of the NPAA shall only be permitted between the NPAA and CPA unless otherwise agreed upon by the NPAA and CPA.
- b. No loans may be negotiated without the approval of the NPAA's Officers and CPA.

ARTICLE VIII REGULATION

1. The NPAA shall be under the authority of CPA except for the submission of resolutions to the CPA Board of Directors;
2. The NPAA shall be subject to the By-laws, Rules & Regulations and Policies of CPA; and

3. The Constitution of the NPAA shall require approval by the members of the NPAA and by the appropriate committee of CPA before being in effect.

ARTICLE IX THE CONSTITUTION

1. AMENDMENTS

- a. Amendments to the Constitution may be proposed by:
 - i. the Administrative Council;
 - ii. ten members of the NPAA;
- b. Such amendments shall be submitted to the Administrative Council at least four months⁴ prior to the General Meeting at which they will be considered.
- c. The Administrative Council shall submit the proposed amendments to the appropriate committee of CPA for review.
- d. When directed by CPA, written notice of the proposed amendments shall be sent to all members at least 30 days prior to:
 - i. the General Meeting at which they will be considered, or,
 - ii. the date set for an e-mail ballot authorized by the Administrative Council.
- e. Amendments shall require approval by two-thirds of those present, eligible to vote, and voting;
- f. Where an e-mail ballot is used, amendments shall require approval by two-thirds of those eligible to vote and voting; and,
- g. Following membership approval, the proposed amendments shall not be in force until submitted to, and approved by, the appropriate committee of CPA.

2. AUTOMATIC REVIEW

The Constitution of the National Physiotherapist Assistant Assembly shall be reviewed three years following its initial approval by the NPAA membership. The purpose of the review shall be to determine if the Constitution is meeting the governance requirements of the NPAA in terms of efficiency and effectiveness.

3. NOTIFICATION OF AMENDMENTS

Members shall be notified of all the amendments adopted.

REV: 02/14
 07/11
 05/05
 04/13
 06/14

⁴ This four-month period should provide enough time for all the necessary communication between the Assembly and the appropriate CPA Committees.