

**COUNCIL of the Prince Edward Island
COLLEGE OF PHYSIOTHERAPISTS**

BYLAWS

I. COUNCIL

1.
 - (a) Nominees for the Council shall be chosen by College members in good standing at a general meeting, normally the annual general meeting.
 - (b) The Council includes five members which should include Physiotherapists from a variety of work environments.
 - (c) A nominating committee shall be appointed by the current council to ensure there are candidates for selection. Candidates may also be proposed from the floor.
 - (d) If the meeting so decides, more than one name may be submitted to the Minister in nomination for a Council position.
 - (e) The chairperson of the council is responsible to submit to the Minister the nominations selected by the meeting for the Minister's approval.
2. If a member of the Council ceases to hold office, the Council may arrange, in accordance with the provisions of section I.1, for the Minister's appointment of a replacement to serve for the unexpired portion of the term.

II. OFFICERS

1. At its first meeting following the annual general meeting and the yearly appointments to the Council, or as may be necessary, the Council shall elect from among its own members a Chairperson, who is a physiotherapist, and a Secretary.
2. The council recommends that the past Chairperson and Registrar remain on the council as an adhoc member for a minimum of 1 year following his\hers term ('94).
3. The Chairperson shall exercise general supervision of all the affairs of the Council, and where practicable shall preside at all meetings of the Council and of the College.
4. The Vice-Chairperson shall perform the duties of the chairperson in the absence or disability of the Chairperson.
5. The Secretary shall record minutes of all meetings of the Council and the College, carry out required correspondence, and perform such other associated duties as the Council may direct.

6. The Council shall appoint a Registrar from the general membership of the College, normally for a one-year term, renewable upon mutual agreement. This is a non-voting position.
7. Each member of the Council shall keep an up to date list of duties. Consult Appendix A of the Bylaws.
8. The Council may from time to time appoint such committees or agents as are required, delegating to each such duties and matters as the Council considers advisable for carrying out its responsibilities, such as Ad Hoc and Lay representatives.

III. MEETINGS

1.
 - (a) The annual general meeting of the College shall be held on or before 3rd week of January each year, at such time and place as determined by the Council.
 - (b) Notice of the annual general meeting, including time, place and nature of the business, shall be given to each member at least 14 days in advance of the meeting.
 - (c) At the College's general meeting, the chairperson shall produce for the information of the general membership an outline report of the Council's activities since the previous annual general meeting.
2. A special meeting of the College shall be called by the Chairperson as she\he determines necessary or at the request of 20% of the general membership of the College.
3. The Council shall hold a minimum of four meetings annually, and more as required, at the call of the Chairperson.
4. In any Council or College vote or meeting (whether annual, routine or special), the following rules apply:
 - (a) Notice of the meeting or question shall be given, specifying briefly and generally the nature of the business intended to be transacted.
 - (b) Quorum shall be 30% of full membership.
 - (c) Each member, including the Chairperson, shall be entitled to one vote. A question shall be decided by simple majority of those casting a vote. A tie vote shall be taken as indicating that the motion has not carried.
 - (d) Agenda Items (Questions) shall normally be decided by the College by a vote at a meeting but may, if Council considers it necessary or appropriate, be decided by vote

conducted by mail among members. In unusual circumstances, the Council may authorize supplementary use of participation by telephone.

- (e) Questions shall normally be decided by the Council by vote at a meeting but may, if the Council considers it necessary or appropriate, be decided by vote conducted by phone or electronic communication.
- 5. The PEI College of Physiotherapists and PEI branch of the Canadian Physiotherapy Association will begin amalgamating their respective AGM meetings beginning in 2010.

IV. FINANCIAL AND BUSINESS MATTERS

- 1. The Council's fiscal year is from January 1 to December 31.
- 2. The Registrar shall annually prepare a budget for the ensuing fiscal year for the Council's approval, and shall keep Council members generally informed of the status of the budget.
- 3. The Registrar, Treasurer, Secretary and the Chairman shall have signing authority for all cheques, formal agreements and other such documents executed in the Council's behalf. Any two of those three signatures shall be required.
- 4. Council members, officers or other designated agents of Council may, having obtained prior authorization, be reimbursed for *expenses* incurred in travelling to and attending meetings or other occasions for the conduct of Council business or to represent the Council, in such amounts as the Council may determine from time to time.
- 5. The Council shall each year appoint an objective external agent to audit the book and prepare a financial statement for the fiscal year to be presented to the council
 - (a) Any person carrying out tasks/responsibilities as assigned by the College will be entitled to wage replacement at the hourly equivalent of a Physiotherapist II, Step 6 as per IUOE collective agreement.
 - (b) Any person carrying out tasks/responsibilities as assigned by the College will be entitled to meal replacement costs and mileage as per IUOE collective agreement.
 - (c) Additional expenses for any person carrying out tasks/responsibilities as assigned by the College will be approved by council upon submission of receipts.

V. BYLAWS AND REGULATIONS

1. Regulations drafted by the Council shall be distributed to the general membership of the College for consultation before finalization and submission to the Lieutenant Governor in Council for approval.
2. Bylaws made by the Council shall be distributed to the general membership of the College for information within sixty days following their adoption.

Appendix A

DUTIES OF THE CHAIRPERSON/ALLIANCE REPRESENTATIVE:

To exercise general supervision of all the affairs of the Council, and where practicable, shall reside at all meetings of the Council and of the College.

Organize all meetings of the Council (date\time\place) in conjunction with Council members.

Prepare an agenda for all meetings and circulate it to all Council members at least one week prior to the meeting.

Chair all Council meetings.

Lead Council in selecting a Registrar.

Keep an up to date list of Council member's addresses and contact numbers as well as work numbers and share this with all Council members.

Respond to email not pertaining to licensing/registration or National Registrar's Committee.

Respond to written complaints\concerns in conjunction with the Council.

Organize the AGM (arrange date\time\place\food) and notify all members at least 14 days in advance.

Chair the AGM

Prior to the AGM, write the Chair's Report (Council activities since previous AGM)

Create provincial report for Biannual Alliance meetings.

Attendance at biAnnual Alliance Meetings.

DUTIES OF THE SECRETARY:

Ensure that Council members have an up to date binder.

Collect mail from mailbox at Lawton's Drugstore on Brackley Point Road.

Order letterhead and envelopes (Kwik Kopy)

Buy stamps

Forward all minutes to be stored College website.

Record all minutes, type them, make copies, and email them to Council members at least one week prior to the next meeting.

Read minutes at the beginning of each Council meeting and the AGM.

Carry out required correspondence.

DUTIES OF THE REGISTRAR:

Enter all corrections of membership information into computer when forms are returned. Notify webmaster (Beti) of any changes to be made on the website.

Attend all meetings for the registrars, including teleconferences.

Answer all licensing inquiries.

Answer all Alliance and any other mail that is addressed to the Registrar. Check emails on a regular basis, including those addressed to the college in general.

License new members when they meet the licensing requirements.

Ensure that new members fill out the initial application form.

Enter the information on the Timeless data base.

Send new members a blue membership card with their licence number, their printed certificate and their Personal Portfolio Binder.

Print new licenses at Action Press. As new members are registered, enter their name and license number and date of registration in the green record book.

Send notice for renewal to all members one month or more prior to the expiratory date of the licence. Include all the information about renewals which includes:

requirements of proof of mal-practice insurance

requirements of currency (Professional development forms)

completion of on-line renewal

signing the renewal form

sending the correct fees

submitting any changes to acupuncture roster

After receiving all the information required for renewal, send the receipt of payment, along with the signed blue card, and the updated gold sticker for the certificate.

Send the "Supervisor Agreement" to applicants who are applying for a licence but are waiting to take the PCE. This applicant must include proof of registration for the next

available sitting of the PNE. They must also provide proof that they meet all other licensing requirements. This applicant must work under the supervision of a licensed Physiotherapist and is granted a temporary license. The temporary license will expire two weeks after the exam results are issued by the Alliance.

Issue Acupuncture endorsements once you have received certificates and the name of the mentor. The endorsement fee is \$25.00.

Maintain the Acupuncture Roster.

Maintain the Temporary Licence Roster.

Send the data to CIHI when requested.

DUTIES OF THE TREASURER:

Attend Council meetings

Pay annual membership fee for Alliance, due January 1 of each year.

Make bank deposits. Monitor investments with Royal Bank of Canada and Metro Credit Union.

Pay invoices and council expenses. Maintain expense records.

Prepare annual budget

Prepare financial statement annually before AGM in late January and have financial statement audited.

Invest surplus monies per council direction.

Check mailbox twice monthly.

Pay the honorariums to the council members (Chair, Treasure, Secretary and Registrar)

The finances for the PEI College of Physiotherapists will have an analytical review performed on a yearly basis.

AD HOC MEMBER DUTIES:

The duties for the Ad Hoc member will be to assist council and take part in meetings and activities.

LAY REPRESENTATIVE DUTIES:

The duties for the Lay Representative will be to assist in discussions as deemed necessary by the council.

Amended 01/30/12