



## **Council of the Prince Edward Island College of Physiotherapists**

### **BYLAWS**

#### **I. COUNCIL**

1. Council structure:
  - 1.1 Nominees for the council shall be chosen by college members in good standing at a general meeting, normally at the annual general meeting.
  - 1.2 The council consist of five voting members (four officers and one lay rep), and should include physiotherapists from a variety of different work environments.
  - 1.3 A Nominating Committee shall be appointed by the current council to ensure there are sufficient candidates for selection. Candidates may also be proposed from the floor.
  - 1.4 The chairperson of the council is responsible to submit the list of nominations as selected at the meeting for the Minister's approval.
  - 1.5 All elected council positions are for a two year term, with no more than two officers vacating at the same time.
  - 1.6 The council shall appoint a registrar normally for a one-year term, renewable upon mutual agreement. This is a non-voting and non-council member position.
2. If a member of the council ceases to hold office, the council may arrange, in accordance with the provisions of section 1.1, for the Minister's appointment of a replacement to serve for the unexpired portion of the term.

#### **II. OFFICERS**

1. Following the annual general meeting, the council shall elect from among its own members a chairperson, vice-chairperson, secretary and treasurer who are all physiotherapists.
2. 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 the college.
3. The vice-chairperson shall perform the duties of the chairperson in the absence and/or disability of the chairperson.

4. The secretary shall record minutes of all meetings of the council and the college, carry out required correspondence, and perform such other associated duties of the council as requested.
5. The council recommends the past chairperson and registrar participate in council meetings and activities in an ex-officio capacity for a minimum of one year following their term. For clarity, the past chair and past registrar do not have voting rights.
6. Each member of the council shall keep an up-to-date list of duties. Consult Appendix A of the Bylaws.
7. The council may appoint such committee/agents as required and delegate such duties as the council considers advisable for carrying out its responsibilities.

### **III. MEETINGS**

1. Annual General Meeting:
  - 1.1 The annual general meeting of the college shall be held annually no later than May 31 of each year, at a time/location determined by the council.
  - 1.2 The PEI College of Physiotherapists and PEI Branch of the Canadian Physiotherapy Association amalgamated their respective AGM meetings beginning in 2010 at a time agreeable to both groups.
  - 1.3 Notice of the annual general meeting, including time, place and nature of the business, shall be provided to members at least 14 days in advance.
  - 1.4 The officers shall produce an outline of the general membership and report on 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 deems necessary, or at the request of at least 20% of the general membership of the college.
3. The council shall hold a minimum of four regular meetings annually. Additional meetings can be convened at the discretion of the chairperson.
4. In any council or college vote or meeting (whether annual, regular or special), the following rules apply:
  - 4.1 Notice of the meeting or questions shall be given, specifying briefly and generally the nature of the business intended to be discussed.
  - 4.2 Quorum shall be 30% of full voting membership.
  - 4.3 Each voting member (officers and lay representative) shall be entitled to one vote. A question shall be decided by simple majority of those casting a vote. A tie shall be taken as indicating that the motion has not carried.
  - 4.4 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.

4.5 Agenda items (Questions) shall normally be decided by the college by vote, 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.

#### **IV. FINANCIAL AND BUSINESS MATTERS**

1. The council's fiscal year is from January 1<sup>st</sup> to December 31<sup>st</sup>.
2. The treasurer shall prepare an annual budget for the ensuing fiscal year which is to be presented to the college for the college's approval, and shall keep council members generally informed of the status of the budget/finances. Financial statements for the preceding fiscal year will be available to members prior to a vote for approval of the budget.
3. The registrar, treasurer, and the chairperson 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, having obtained prior authorization, shall be reimbursed for related expenses for travel to attend meetings or other occasions for the conduct of council business or to represent the council in instances as determined by council.
5. The council shall each year appoint an objective external agent to audit the books and prepare a financial statement for the fiscal year to be presented to the college.
  - 5.1 Any person carrying out tasks/responsibilities as assigned by the college will be entitled to an hourly equivalent of a permanent physiotherapist II, Step 6 as per the Prince Edward Island International Union of Operating Engineers collective agreement.
  - 5.2 Any person carrying out tasks/responsibilities as assigned by the college will be entitled to meal replacement costs and mileage as per provincial government rate.
  - 5.3 Additional expenses for any person carrying out tasks/responsibilities as assigned by the college will be approved by council upon submission of receipts and as per provincial government rates.
6. The college must provide a common seal for the college which must be affixed to documents as directed by the council.
7. The council will recommend to the Canadian Alliance of Physiotherapy Regulators (CAPR) the representative for the PEI College of Physiotherapists.

**V. REGULATIONS, BYLAWS AND STANDARDS OF PRACTICE**

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 adoption.
3. The PEI College of Physiotherapists must comply to the Core Standards of Practice.
4. The PEI College of Physiotherapists must comply to the Code of Ethical Conduct.

## Appendix A

### **DUTIES OF THE CHAIRPERSON:**

- 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 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 contact information and share with 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/location/food) and notify members at least 14 days in advance.
- Chair the AGM.
- Draft the Chairperson's Report (council activities since previous AGM) prior to the AGM.
- Monitor and renew council insurance.

### **DUTIES OF THE SECRETARY:**

- Record and type all minutes, make copies, and email to council members at least one week prior to the next meeting.
- Forward all approved minutes to webmaster administrator to be stored on the college website.
- Send chairperson previous AGM minutes one month prior to AGM.
- Read previous AGM minutes at the AGM.
- Facilitate correspondence as required.
- Order stationary supplies.
- Purchase stamps.

## **DUTIES OF THE REGISTRAR:**

### **Registration and Membership**

- Carry out all functions relative to the registration and licensing of physiotherapists in Prince Edward Island in compliance with the Physiotherapy Act and Regulations.
  - Notify new applicants when necessary to arrange completion of the “Supervisory Agreement”. This refers to applicants who are applying for a licence but are waiting to take the clinical component of the Physiotherapy Competency Exam (PCE).
  - Request new applicants who have not completed the clinical component of the PCE to arrange for the completion of all components of the Provisional Practice Monitoring Tool.
- Maintain an up to date member list.
- Issue and maintain the Acupuncture Endorsement and Temporary Registration rosters.
- Revise membership material as necessary.
- Provide licenses to physiotherapists and permits to clinics.
- Record all licenses and permits.

### **Renewal**

- Send notice for renewal to all members one month or more prior to the expiry date of the license (November 30<sup>th</sup>). Include all the information about renewals as outlined:
  - Requirements for proof of malpractice insurance.
  - Professional currency requirements/hours worked.
  - Completion of on-line renewal/applicable fee payment.
  - Submission of any changes to rosters.

### **Complaints Responsibilities:**

- Receives written complaints.
- Follows the established procedure for handling complaints as outlined in the Physiotherapy Act.

### **Other Responsibilities:**

- Arrange dissemination of data to the Canadian Institute for Health Information (CIHI).
- Collaborate with Physiotherapy Registrars and other regulators provincially and nationally.
- Collaborate with the CAPR.
- Collaborate with provincial and federal governments.
- Collect PEICPT paper mail.
- Check PEICPT email ([contact@peicpt.com](mailto:contact@peicpt.com)) regularly.

- Answer all licensing inquiries.
- Answer all correspondence addressed to the Registrar.
- Engage PEICPT Council members for responses to emails when applicable/appropriate.
- Communicate/meet with webmasters regarding any changes to website/database.
- Attend Registrar and PEICPT meetings, including teleconferences.
- Assist with development and implementation of a quality assurance/continuing competency program for all registrants.
- Explore and suggest external funding options to support the work of the PEICPT.
- Provide advice to the PEICPT on regulatory issues related to registration, complaints and when drafting changes or amendments to the Physiotherapy Act, authorization regulations and bylaws.
- Provide the PEICPT a projected estimate of work hours for the following term.

#### **DUTIES OF THE TREASURER:**

- Attend council meetings and provide regular status report on financial matters including monitoring of investments with financial institutions.
- Invest surplus monies as per council's direction.
- Pay annual membership fee for CAPR, due January 1<sup>st</sup> of each year.
- Make bank deposits.
- Transfer funds from paypal to bank account.
- Pay invoices and council expenses.
- Maintain expense records.
- Prepare annual budget.
- Prepare financial statement annually and have financial statement audited before AGM.
- Check mailbox at least twice monthly.
- Pay the honorariums to the council members (chairperson, vice-chairperson, treasurer, secretary and lay rep).
- Pay registrar as per negotiated contract.
- Contact Webmaster administrator for any receipt changes.

### **AD HOC/EX-OFFICIO PARTICIPATION :**

- The duties for the past registrar and past chairperson will be to assist council with the transition of new council members and to provide continuity by taking part in meetings and activities.

### **LAY REPRESENTATIVE DUTIES:**

- The duties for the Lay Representative will be to assist in discussion as deemed necessary by the Council.
- The Lay Representative is a non-physiotherapist member of the council and shall be appointed by council as an active member of the Investigative Committee as outlined in the *Physiotherapy Act*.

### **CAPR REPRESENTATIVE**

- Create provincial report for Biannual CAPR meetings.
- Attendance at Bi-annual CAPR meetings.
- Attendance at other applicable meetings when pre-approved by Council.

*Amended 14<sup>th</sup> September, 2017*