

# Canadian Academy of Manipulative Physiotherapy

## CONSTITUTION

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# **Canadian Academy of Manipulative Physiotherapy**

## **CONSTITUTION**

### **ARTICLE 1 - NAME**

#### **SECTION 1)**

The name of this organization shall be the 'Canadian Academy of Manipulative Physiotherapy' (C.A.M.P.T.), here and hereafter referred to as the Academy.

#### **SECTION 2)**

The Academy is the direct offspring of the Canadian Orthopaedic Manipulative Physiotherapy group (COMP) established by Part B physiotherapists in 1983 at the first Annual Conference in Victoria, B.C. The original intention of COMP was to provide an informal forum for the exchange of clinical experiences and knowledge between individuals who had demonstrated the greatest degree of clinical competency through examination available at that time.

COMP continued this informal existence becoming the Orthopaedic Division's resource in matters pertaining to manipulative physiotherapy and the representative body to I.F.O.M.T. In September, 1995, in Colorado Springs, COMP voted to become a formal Academy with a constitution and a more focused approach to clinical manual physiotherapy.

### **ARTICLE II - OBJECTS**

#### **SECTION 1)**

The objects of the Academy are:

- a) To encourage improved standards of manipulative and other manual physiotherapy skills.
- b) To encourage scientific research and promote opportunities for the spread of knowledge of new developments in the field of manipulative and other manual physiotherapy skills
- c) To organize, at regular intervals, courses/ seminars on topics related to the practice of advanced orthopaedic manual physiotherapy, which are both academically and clinically relevant to our members.
- d) To act as a resource for educational institutions (Orthopaedic Division, university programs and to the CPA as indicated.)
- e) To represent Canada and Canadian Manipulative Physiotherapists in the International community of manual and manipulative physiotherapy.
- f) To represent Canadian Manipulative Physiotherapists in the International Federation of Orthopaedic Manipulative Physiotherapists (I.F.O.M.P.T.).
- g) To approve and monitor post-graduate education programs in Canada, to ensure they meet IFOMPT criteria.
- h) to submit, at regular intervals, a summary of Canadian manual physiotherapy programs to IFOMPT to ensure that Canada continues to meet IFOMPT standards and membership requirements that enable Canada to be a recognized IFOMPT organization

### **ARTICLE III - MEMBERSHIP**

## **SECTION 1)**

The Academy's membership shall consist only of Physiotherapists who have successfully completed a CAMPT /IFOMPT accredited program in manual physiotherapy.

### **Classes of Membership**

- a) **Fellow** To be eligible as a Fellow, a physiotherapist must:
1. Be a Member of Canadian Physiotherapy Association and the Orthopaedic Division of the Canadian Physiotherapy Association (Canadian residents only) or;
  2. Have a membership in the professional association of their country of residence (non-resident Fellows only) and;
  3. *Have completed a CAMPT approved education program and its associated examination*
  4. Registered with their respective provincial college or registrar
  5. Have passed the Fellowship or equivalent examination in any other I.F.O.M.T. member country's manipulative physiotherapy association and;
  6. Have paid all current membership fees and meets the criteria of the Academy.
- b) **Resident** To be eligible as a Resident of the Academy, a physiotherapist must:
1. Be a member of the Canadian Physiotherapy Association and the Orthopaedic Division of the Canadian Physiotherapy Association and;
  2. Have an intermediate certificate of manual and manipulative physiotherapy, or;

3. To *maintain* membership as a resident, the member must provide evidence of their eligibility to challenge the Orthopaedic Division Advanced Exam (have taken a level 5 course within 5 years of passing the intermediate exam).

c) **Special Member**

Special memberships may be granted by:

1. The Executive Committee upon a person who has rendered valuable service to Orthopaedic Manipulative Physiotherapy or;
2. Through a nomination by any Member who submits an individual's name to the Executive Committee for consideration at a General Meeting. This will necessitate a vote by Members requiring the approval of the majority of the Members.

The following categories of Special Memberships are available:

1. **Life Membership**

May be granted to individuals who have provided outstanding long-term service of not less than ten years to Orthopaedic Manual and Manipulative Physiotherapy.

2. **Honorary Membership**

May be granted to individuals not eligible to be members of the academy who have enhanced or have rendered valuable service to Orthopaedic Manual and Manipulative Physiotherapy through unique or long term service or have merited special recognition for their work in a parallel field.

3. **Patron**

May be granted to those individuals and organizations who have made a significant financial contribution to the

Academy.

4. **Advisor**

May be granted to those individuals outside the Academy whose expert or professional services have made a significant contribution to the Academy.

5. **Consultant**

May be granted to an individual within the Academy who may be solicited to assist with a special task or project because of their knowledge, expertise and experience.

Residents and Special Members shall not have the right

- a) to vote
- b) to hold office
- c) to serve as chairman of any committee unless approved by the Executive.

**SECTION 2) Application for Membership**

- a) To become a Resident of the Academy, an individual must submit to the Secretary written confirmation of the criteria as indicated in Section 1, b) in addition to paying all application and membership fees.
- b) A Resident of the Academy will become a Fellow of the Academy upon written confirmation to the secretary of the criteria as indicated in Section 1, a) in addition to paying all application and membership fees.

**SECTION 3) Granting of Membership**

The Secretary/Treasurer shall assess all applications for membership and report to the membership at the AGM.

#### **SECTION 4) Termination of Membership**

- a) An individual may terminate their membership by giving written notice to the Secretary\Treasurer
  
- b) The Executive Committee, upon receipt of a complaint by two members or where the Executive Committee considers the conduct or policy of a member is detrimental to the best interests of the Academy or will bring the Academy into disrepute, then the Executive Committee shall:
  - 1) Give the Member notice of its intention to consider the complaint.
  
  - 2) Such notice shall, request from the Member an explanation, notify the Member of their rights to be heard at an Executive Meeting, notify the Member of the date, time and place of such a meeting.

Should the Executive Committee, following this meeting, feel that disciplinary action take place, they will have complete authority to determine the extent of such discipline and inform the Members of the Academy of such findings at the next General Meeting.

- c) A membership may be terminated if the member has been charged and found guilty of professional misconduct by their respective provincial regulatory college or professional association

#### **SECTION 5) Default in Payment of Fees**

All dues are payable by January 31<sup>st</sup>, and if the dues have not been paid by that time, the Member shall cease to be a member from that date. If all dues in arrears are paid by March 31<sup>st</sup> then the member shall, if eligible, be restored to membership without re-application but will be assessed a late registration penalty to be determined by the Executive.

Failure to remit membership dues will result in the loss of the right to declare association with CAMPT and loss of the privilege to use the title Fellow of the Canadian Academy of Manipulative Physiotherapy (FCAMPT) or Resident of the Canadian Academy of Manipulative Physiotherapy (RCAMPT).

## **ARTICLE IV - RIGHTS AND DUTIES OF MEMBERS**

**SECTION 1)** It shall be the rights and duties of Members

- a) To maintain a high level of competency in orthopaedics and in manual and manipulative physiotherapy in particular.
- b) To demonstrate clinical leadership in manual and manipulative physiotherapy.
- c) To demonstrate political leadership in the promotion and maintenance of Canadian Physiotherapist's right to perform manipulative procedures.
- d) To demonstrate leadership in the education of Canadian Physiotherapists in manipulative physiotherapy.
- e) To be involved in the acquisition and dissemination of new knowledge in manipulative physiotherapy and its adjunctive fields.
- f) To be involved in the Academy by sitting on committees, presenting scientific and clinical papers, representing the Academy to the Orthopaedic Division, CPA, I.F.O.M.T., or other bodies deemed appropriate by the Academy.
- g) To participate in discussions at the annual conference or other general meetings of the Academy.
- h) To have complete voting rights within the Academy (Fellows only).
- i) To hold any elected or appointed position (Canadian residents only).
- j) To receive all newsletters and other Academy material.

- k) To practice manipulative physiotherapy on an equal basis with any other Fellow in Canada providing all licensure and legal consideration have been completed and permit such practice.

## **ARTICLE V - REGISTER**

**SECTION 1)** The Secretary shall maintain a register of all the Fellows, Residents and Special Members in the Academy.

## **ARTICLE VI - MEETINGS**

### **SECTION 1) Annual Meetings**

- a) The annual meeting shall consist of a business meeting. This meeting shall take place at a time and place of the Executive's choosing.
- b) Education or professional program(s) may be presented in conjunction with the annual meeting of the Academy.
- c) The Academy may request to be the official host of an I.F.O.M.T. congress, including pre-congress and post-congress clinical or scientific sessions.

### **SECTION 2) Special Meetings**

The president may call a Special Meeting as decided by the Executive.

### **SECTION 3) Notice of Meetings**

Notice of the time and place of meetings shall be publicized to the Academy members no less than 60 days prior to the date of the meeting.

### **SECTION 4) Quorum**

The members present at a General or Special meeting shall constitute a quorum provided that a majority of the Executive are present.

## **SECTION 5) Rules of Order**

In the absence of any provisions in these articles to the contrary, all meetings of the Academy and of the several committees shall be governed by the parliamentary rules and usages as determined by the Executive.

## **SECTION 6) Voting**

- a) The President shall have a deliberative vote when acting as Chairman of General Meetings and Special Meetings.
- b) The Secretary-Treasurer shall have a casting vote at a General or Special Meeting of the Federation, but shall have a deliberative vote at meetings of the Executive.
- c) Each attending member of the Executive Committee who is not an officer shall have one casting vote at the meetings of the Executive.
- d) Each Member shall have one casting vote at a General or Special Meeting.

## **SECTION 7) Order of Business**

All meetings of the Academy, whether regular or special, shall proceed in the order of business set by the President and Secretary/Treasurer, which shall be circulated to all members two (2) months prior to the meeting. In any meeting, however, a specified motion may be made to change the announced order of business or new business, and if the said motion is adopted by a majority vote of the membership present, the meeting shall proceed in accordance with the terms of the motion. Similar provisions shall prevail with respect to the conduct of standing or special committee meetings, except that such changes may be set by the Chairman of that Committee, if approved by a majority of the members of that Committee.

As a rule the order of business shall normally be:

- a) opening
- b) apologies

- c) welcome to visitors/guests
- d) validation of the voting members of the Academy
- e) reading of the minutes of the last meeting
- f) business arising from the minutes
- g) report of the Secretary
- h) report of the Treasurer
- i) report of the Executive
- j) reports of the Committees
- k) election of officers
  - President
  - Vice President/ President elect
  - Secretary Treasurer
  - Executive
- l) finance to strike a subscription
- m) general business
- n) venue, timing next General Meeting
- o) ratification of new Members
- p) adjournment

## **SECTION 8 Elections**

Elections shall take place at the General Meeting of the Academy. Notice of nomination for all positions shall be in the hands of the Secretary, two months before the election to enable circulation of the names to the membership. The nominations shall be proposed, seconded and accepted from Members.

Further nominations may be made at the General Meeting provided that any such nominee who is not present has given written acceptance of the nomination.

Election of nominees shall be by secret ballot at the General Meeting. Each Member shall have one vote. The President shall be elected by a majority vote. If there is no majority on the first ballot, the name of the nominee receiving the lowest number of votes shall be removed from the ballot and the vote shall be retaken. This process shall be repeated until there is a decision.

The election process shall be repeated for all eligible Executive Committee positions.

## **SECTION 9) Observers and Guests**

Observers and guests may be present at any General Meeting. The Executive Committee shall have the power to invite at its discretion individuals with special knowledge or observers nominated by other organizations. Observers may address the meeting at the invitation of the Presiding Officer, but shall not be able to vote. Such observers may be excluded from all or any part of the meeting.

## **ARTICLE VII - LANGUAGE**

The official language of the Academy shall be English which shall be used for Executive Committee meetings, the General Meeting and all official documents.

Adequate time will be designated at all meetings of the Academy for discussion and clarification of all matters for those members whom English is not their first language.

## **ARTICLE VIII - OFFICERS AND EXECUTIVE COMMITTEE**

### **SECTION 1) Officers**

- a) Names- The elected officers shall be the President, Vice-President/ President elect, Immediate Past President, Secretary/ Treasurer and IFOMPT representative
  
- b) Qualifications- All Fellows in good standing shall be eligible to hold office, subject to the restrictions in this Constitution and regarding years on the Executive Committee and consecutive years in the same office.
  
- c) Nominations- Only those Fellows giving written consent to serve if elected may be nominated. Nominations may also be made from the floor provided the nominee is present and consents. All elections shall be by secret ballot and shall be counted by one member of the Executive and

two of the members.

d) Terms of Office

- 1 Officers shall be elected for a term of two (2) years or until their successors are elected.
- 2 No member shall be elected to serve more than one (1) full consecutive term in the same office. The Secretary-Treasurer and IFOMPT representative may however, serve multiple terms.
- 3 After the vice-president (president-elect) has finished their two year term, they shall assume the position of president for a two year term. The outgoing president shall assume the position of past-president for a further two year term.
4. Newly elected officers shall resume office at the close of the Annual General Meeting of the Academy.

**SECTION 2) Vacancies in Office**

If, before the expiration of the term for which elected, any member of the Executive dies, resigns, is removed or becomes disqualified, the remaining members of the Executive shall appoint an eligible replacement.

**SECTION 3) Rights and Duties of the President**

It shall be the duty of the President, or a Presiding Officer appointed by the Executive Committee:

- a) To preside at all General Meetings and Special Meetings of the Academy
- b) To preside at all Executive Meetings
- c) To be the official spokesman and representative of the Academy.

#### **SECTION 4 Right and Duties of the Vice President**

The Vice President of the Academy is considered the President Elect if the President is not taking a second term, or has completed a second term. The Vice President may assist the President in the discharge of Presidential duties and shall officiate for the President during the President's absence or succeed in the case of vacancy, for the remainder of the un-expired term. The office of Vice President shall become vacant until filled by the Executive Committee, by appointments.

#### **SECTION 5) Right and Duties of Immediate Past President**

The Past President, until succeeded by the next past president, may be utilized by the executive to assist with a special problem, task or project because of their knowledge, expertise and experience.

#### **SECTION 6) Right and Duties of the Secretary-Treasurer**

It shall be the duty of the Secretary-Treasurer:

- a) To be responsible for all funds, the financial accounts of the Academy and to have signing authority on behalf of the Academy unless otherwise directed by the Executive.
- b) To advise the Executive Committee on all financial matters.
- c) To receive reports from all Committees of the Academy and to file them with the other transactions subject to the order of the Executive.
- d) To be responsible for the correspondence and performance of all other duties that usually pertain to the office of the Secretary and to complete all business in this department arising during the term of office and to hand over the documents to the successor at the expiration of the term of office.
- e) To attend the meetings of the Academy and present the Minutes of the previous meeting and record the Minutes of the present meeting.

- f) To turn over to his Successor all property in his possession belonging to the Academy and taking receipt for same.
- g) To have the financial records of the Academy examined by a certified accounting firm who shall formulate a Balance Sheet for presentation at the next General Meeting for each fiscal year and at the end of his term of office.
- h) The Secretary-Treasurer may be bonded, the fee for which is paid by the Academy
- i) To update and circulate a list of Fellows, Residents and Special Members. The list shall include:
  - a) Names of the Fellows, Special Members and Residents
  - b) Addresses (postal/electronic)
  - c) Facsimile and/or telephone numbers
  - d) Year in which Membership was attained
- j) To provide, upon request, a revised list of Fellows who have passed their respective Orthopaedic Manipulative Physiotherapy Examinations as accepted by the Academy.
- k) To be responsible for the delegation of administrative duties as designated by the Executive.

### **SECTION 7 Conflict of Interest**

Each and any member of the Executive Committee, and any members(s) of committees appointed by the Executive Committee, shall declare any potential conflict of interest in matters brought before them that require a vote or recommendations to be brought to the membership.

### **SECTION 8) Composition, Rights and Duties of the Executive Committee**

- a) **Composition-** The Executive Committee shall consist of the President,

Vice-President, Treasurer/Secretary, and Immediate Past President.

b) **Rights and Duties**

- 1) The Executive shall conduct the affairs of the Academy.
- 2) The Executive shall meet at least once every year and at other times as required.
- 3) A Quorum shall be a majority, consisting of at least three Members.
- 4) The Executive may conduct its business by mail, telephone, facsimile, or any other means of current technology.
- 5) The Executive shall examine and report upon any changes connected with the Constitution.
- 6) The Executive may approve the appointment of persons to such positions as 'patron', 'consultant', 'advisor', 'life member', 'honorary member', and to make the award or presentation when so merited.
- 7) The Executive Committee may appoint whatever other committees and chairpersons of those committees that it feels will best serve the interest of the Academy.
- 8) The Executive shall appoint members to serve on any such temporary special committees as it deems necessary, the duties and functions of which will not overlap the duties and functions of any Standing Committee.
- 9) The Executive shall be responsible for communication between the Academy and outside agencies such as the Canadian Physiotherapy Association and the Orthopaedic Division, and regulatory bodies.
- 10) The Executive shall approve a delegate as may be elected by the members to be the I.F.O.M.T. representative.

## **ARTICLE IX - COMMITTEES AND DELGATES**

### **SECTION 1) Committees**

- a) The executive shall decide on the need for all committees and shall make the appointments to them.
- b) **Appointments and Tenure-** The chairs of committee shall serve for a term of two (2) years or until their successors are appointed. Committee members and chairpersons shall be appointed by the Academy Executive and all members of all committees shall be required to be Members in good standing.
- c) **Vacancies-** Vacancies on a committee due to death, resignation, or the failure to perform assigned duties, may be filled by a majority vote of the Executive committee.

### **SECTION 2) Academy Delegate \ Representative**

- a) The Executive shall approve a Delegate/Representative if elected by the members to represent the Academy at national and international affairs concerning the business of the Academy.
- b) A majority vote of the Members would be required to determine who the Delegate/Representative should be and the Academy will be responsible for meeting the expenses of the Delegate/Representative.
- c) The Delegate/Representative shall be responsible for attending the annual general meeting of the Orthopaedic Division and the business meeting of the IFOMPT and reporting this information by written and verbal report to the annual meeting of the Academy.

## **ARTICLE X - FINANCE**

### **SECTION 1) Funds**

- a) Funds for conducting the affairs of the Academy shall be raised by entrance fees, annual dues on a per capita basis of each Member or any other manner approved by the Executive.
- b) The Academy shall accept, hold, invest, reinvest and administer subscriptions, gifts, legacies, bequests, devises, funds, grants and property of any sort or value without limitations as to amount or value.

### **SECTION 2) Dues**

- a) The annual dues shall be due by January 31st of the fiscal year, in such sum as set by the Executive and approved by the Voting Members at each General Meeting. There are no dues for Special Members.
- b) Before the expiration of membership, Academy dues for the ensuing twelve (12) months shall be received by the Academy. An Academy member whose dues have not been received at such time shall be considered not in good standing in the Academy and his/her membership shall be revoked on that date by the Academy.
- c) Physiotherapists wishing to join the Academy or former members wishing to be reinstated to their former status, shall pay current Academy dues to the Academy which, upon receipt of payment, will entitle them to immediate membership as long as all other obligations have been met.

### **SECTION 3) Special Assessments**

Special assessment are made upon recommendation of the Executive and with a majority of member's votes cast by mail and conducted by the Secretary, or as part of business at a Special or General Meeting.

If by mail ballot, special assessments must be approved by a vote of majority of the return ballots. Notice of such proposed assessment shall have been mailed to each member of the Academy thirty (30) days prior to the date for action on the proposed assessment, the amount proposed, and the due date.

#### **SECTION 4) Fiscal Period**

The fiscal period of the Federation shall be from January 1st to December 31st.

#### **SECTION 5) Limitation of Expenditures**

No office or committee shall expend any money not provided for in budget proposed by the Secretary/Treasurer and adopted by the Executive Committee, nor spend any money in excess of the budget allotment except by order of the Executive Committee or the Academy.

### **ARTICLE XI - AMENDMENTS TO THE CONSTITUTION**

#### **SECTION 1) Constitution**

These Articles may be amended in whole or in part by mail / email ballot vote or at any General Meeting of the Academy provided a two-thirds vote is received in favour of such amendments, that 30 days be given for dissent in writing, that two thirds of the voting members of the Academy approve, then the changes are considered to be ratified and included in the constitution upon approval by the Executive.

Any Member may propose amendments to these articles and shall send such proposals to the Secretary Treasurer at least three (3) months prior to the meeting or deadline at which the proposed changes will be voted upon.

Notice of the proposed amendments to these Articles shall be sent by the Secretary-Treasurer by mail to each Member at least one (1) month prior to the meeting at which the proposed changes will be voted upon, and 30 days prior to mail ballot return deadline if the vote is by mail ballot.

### **ARTICLE XII - DISSOLUTION**

**SECTION 1)** A motion proposing the dissolution of the Academy shall be considered only at a special notice for that purpose. At least 2/3 of the Voting members must vote.

**SECTION 2)** A 2/3 affirmative vote of the Voting Members is required for dissolution.

**SECTION 3)** On dissolution of the Academy and upon the payment of all debts any assets remaining would pass as a gift to the Orthopaedic Division of the Canadian Physiotherapy Association.

Original Constitution prepared September 1995

Grammatical and spelling edit November, 2002

Modified January 2009

Changes accepted at the AGM in Calgary, May 2009