

# 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.P.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 objectives 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 sharing 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, that 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 Canadian Physiotherapy Association (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 within Canada and ensure they meet IFOMPT criteria;
- h) To submit, at regular intervals, a summary of Canadian manual physiotherapy programs to IFOMPT and to ensure Canada continues to meet IFOMPT standards; and
- j) To ensure and enforce membership requirements that enable Canada to continue 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. Be registered with their respective provincial college or registrar
5. Have passed the Fellowship or equivalent examination in any other I.F.O.M.P.T. member country's manipulative physiotherapy association and;
6. Have paid all current membership fees and meets the criteria of the Academy.

b) **Special Member**

Special memberships may be granted;

1. By 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 no 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 that 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.

Special Members shall not have the right to;

- a) Vote
- b) Hold office
- c) Serve as chairman of any committee unless approved by the Executive.

## **SECTION 2**

### **Application for Membership**

- a) An applicant will become a Fellow of the Academy upon written confirmation to the secretary of the criteria as indicated in Section 1a), 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 Annual General Meeting (AGM).

## **SECTION 4**

### **Termination of Membership**

- a) An individual may terminate their membership by giving written notice to the Secretary\Treasurer
- b) Upon receipt of a complaint by two members or where the Executive Committee considers the conduct or policy of a member to be 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 a written explanation from the Member, notify the Member of their rights to be heard at an Executive Meeting, and notify the Member of the date, time and place of such a meeting.

Following the appointment Executive Meeting, should the Executive Committee feel that disciplinary action should 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 AGM.

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>. If dues have not been paid by the indicated time herein, the Membership shall be ruled in default and the Member shall cease to be a member from that date forward. 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).

### **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 the rights of Canadian Physiotherapists 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.P.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; and
- 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 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.P.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 sixty (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 number of the current Executive Committee are present.

**Amendment note**

Refer to amendment #4 for changes to section 1

**SECTION 5**  
**Rules of Order**

In the absence of any provisions in these articles to the contrary, all meetings of the Academy and its standing 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 Chair 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, and 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 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 Executive
- h) reports of the Committees
- i) report of the Secretary/Treasurer
- j) election of officers
  - President
  - Vice President/ President elect
  - Secretary Treasurer
  - Executive
- k) finance to strike a subscription
- l) general business
- m) venue, timing next General Meeting
- n) ratification of new Members
- o) 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 no later than 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. At its discretion 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 eligible 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 whose 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, IFOMPT representative, and Social Media Director.
  
- 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 officer 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 completed their two-year term, they shall assume the position of president for a two-year term. In turn, the outgoing president shall assume the position of immediate past-president for a further two-year term.
3. Newly elected officers shall resume office at the close of the Annual General Meeting of the Academy.

**See amendment #7**

## **SECTION 2**

### **Vacancies in Office**

If, any member of the Executive dies, resigns, is removed or becomes disqualified prior to the expiration of the term for which they were elected, 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 to:

- a) To preside at all General Meetings and Special Meetings of the Academy;
- b) To preside at all Executive Meetings; and

- c) To be the official spokesperson for 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 continuing for 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, and succeed in the case of vacancy for the remainder of the un-expired term. Under such circumstances, the office of Vice President shall then become vacant until filled by the Executive Committee by process of appointments.

#### **SECTION 5**

##### **Right and Duties of Immediate Past President**

The Immediate 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 to:

- a) 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) Advise the Executive Committee on all financial matters;
- c) Receive reports from all Committees of the Academy and to file them with the other transactions subject to the order of the Executive;
- d) Be responsible for the correspondence and performance of all other duties that usually pertain to the office of the Secretary, 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 their term of office;
- e) Attend the meetings of the Academy, present the Minutes of the previous meeting, and record the Minutes of the present meeting;
- f) Turn over to their Successor all property in their possession belonging to the Academy and taking receipt for same.

- g) Have the financial records of the Academy examined by a certified accounting firm, which shall formulate a Balance Sheet for presentation at the next General Meeting for each fiscal year and at the end of their term of office;
- h) Be bonded, the fee for which is paid by the Academy;
- i) Update and circulate a list of Fellows and Special Members. The list shall include:
  - a) Names of the Fellows and Special Members
  - b) Addresses (postal/electronic)
  - c) Facsimile and/or telephone numbers
  - d) Year in which Membership was attained;
- j) Provide, upon request, a revised list of Fellows who have passed their respective Orthopaedic Manipulative Physiotherapy Examinations as accepted by the Academy; and
- k) Be responsible for the delegation of administrative duties as designated by the Executive.

**Amendment note Refer to amendment #2, #3, #6**

**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 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, as needed, 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 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.P.T. representative.

## **ARTICLE IX - COMMITTEES AND DELEGATES**

### **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.
- c) The Academy will be responsible for meeting pre-approved travel 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, providing written and verbal report at 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, devices, 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 paid by January 31<sup>st</sup> of each 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 Members' 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 Academy? 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 the 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.

**Amendment note**

See amendment # 1 as relevant to section 5

**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, and that two thirds of the voting members of the Academy approve. Only then, and upon approval by the Executive, are the changes are considered to be ratified and included in the constitution.

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 has been tabled, with at least two-thirds (2/3) of the Voting members voting.

**SECTION 2**

A two-thirds affirmative vote of the Voting Members is required for dissolution. (so to be clear between Section 1 and 2, 2/3 of the members have to vote and of those persons, 2/3 have to agree to the Dissolution

**SECTION 3**

Upon dissolution of the Academy and upon payment of all debts, any assets remaining would pass as a gift to the Orthopaedic Division of the Canadian Physiotherapy Association.

**AMENDMENTS**

**AMENDMENT 1**

Adopted AGM in Halifax 2015

**Restricted Assets and Contingencies Policy CAMPT**

CAMPT has the responsibility to maintain a sound fiscal position. Operational expenditures are projected in the budget that is approved annually at the CAMPT AGM.

Along with meeting its internal obligations, CAMPT is committed to assisting the development of orthopedic manipulative therapy. Such assistance may be in the form of grants to external agencies both within Canada and internationally.

CAMPT wishes to maintain fiscal responsibility and provide external agencies requesting financial assistance a clear understanding. Effective September 1, 2015:

1. CAMPT will restrict the expenditure of funds to external agencies in any fiscal year to less than 20% of the annual CAMPT membership dues collected in that year. This restriction may be increased up to 50% by an electronic mail-in plebiscite of all CAMPT members voting in favour of an exception by a simple majority of the votes.
2. CAMPT will maintain net assets equivalent to two (2) years estimated expenses to ensure there are adequate funds on hand in case of unforeseen events.
3. Any seed money loans provided by CAMPT must be repaid in full within one (1) year of their disbursement. Any loan not fully repaid within that period will have interest charged on all outstanding funds. The interest will be calculated at the prime rate of interest of the Bank of Canada plus 2%. The interest will be calculated on the full amount loaned from the date of disbursement to the date of full repayment.

## **AMENDMENT 2**

Adopted AGM in Halifax 2015

### **IFOMPT Representative**

The IFOMPT representative is an executive position within CAMPT that has its primary roles of representing and forwarding the interests of CAMPT within the IFOMPT organization. CAMPT recognizes the value of establishing longer-term relationships with the IFOMPT Executive and to other Member Organizations within IFOMPT. CAMPT recognizes the need to achieve a reasonable level of IFOMPT representation continuity while also ensuring reasonable succession.

Effective September 1, 2015:

1. The term of the IFOMPT representative shall not exceed the period of two (2) consecutive IFOMPT Congresses. These are currently convened on a four (4) year period. The IFOMPT representative will begin his/her term as the “Junior Representative” (see below) at the mid-point between the second inter-IFOMPT Congress (at the six (6) year mark of the previous IFOMPT Representative’s eight (8) year term). The IFOMPT Representative shall attend one Congress as the Junior Representative and the following Congress as the full Representative following which he/she shall cease their role and the portfolio shall pass to the Junior Representative.
2. The role of Junior IFOMPT Representative shall be created. The Junior representative shall be elected at the same time as the incoming CAMPT Executive following the standard election procedures of the other Executives. The Junior IFOMPT Representative shall participate in CAMPT meetings but not have voting rights on the Executive. The Junior Representative shall have travel and related expenses paid to one (1) IFOMPT

Congress and up to two (2) CAMPT Annual General Meetings. The Junior IFOMPT Executive shall undertake to liaise with the IFOMPT representative and support their role as required.

The Junior IFOMPT Representative shall proceed to the position of the IFOMPT Representative at the conclusion of following IFOMPT Congress or at any time when the IFOMPT Representative is unable to continue in their role.

### **AMENDMENT 3**

Adopted AGM in Halifax 2015

#### **Election of CAMPT Secretary/Treasurer**

The role of CAMPT Secretary/Treasurer is integral to the effective functioning of the organization. The Executive position of Vice-President is elected at every second CAMPT Annual General Meeting. This position then transitions to President and Immediate Past-President. CAMPT wishes to achieve a reasonable level continuity between CAMPT incoming and outgoing Executives while also ensuring reasonable succession.

Effective September 1, 2015 CAMPT will implement the following:

1. The role of Secretary shall be one six (6) year term. The position shall be elected at the same time as the incoming CAMPT Executive following the standard election procedures of the other Executives.
2. Following the election of the incoming Secretary, the immediate past Secretary shall forfeit all Executive voting rights while remaining in office for a minimum of three (3) months and up to a maximum of six (6) months to effect a seamless transition to the incoming Secretary.
3. The immediate past Secretary shall surrender all signing authority on all CAMPT bank accounts and provide originals of all banking documents within six (6) months of the election of the incoming Secretary.
4. The immediate past Secretary shall provide the incoming Secretary with an electronic version of all relevant correspondence related to the functions of the position of Secretary within six (6) months of the election of the incoming Secretary.

### **AMENDMENT 4**

Adopted AGM Halifax 2015

#### **Voting by electronic ballot**

Voting of executive officers may be accepted by electronic ballot in the form of an email, facsimile or comparable electronic communication system.

Effective September 1, 2015:

1. The electronic ballot shall be announced to the membership not less than thirty (30) days prior to the day of the election.
2. Only CAMPT Fellows in good standing shall be permitted to cast such votes.
3. The Secretary shall receive and tally these votes and confirm the CAMPT registration of each ballot received.

4. The Secretary shall retain the electronic votes in a confidential manner and add these to the physical votes cast at the election meeting.
5. The President shall confirm the tally of electronic and physical votes and announce the election results to the meeting participants and the membership at large.

#### **AMENDMENT 5**

Adopted through online vote December 1, 2015

#### **Secretary to become final presenter at AGM**

Effective December 1, 2015:

1. The order of business presented at the annual CAMPT AGM will be as follows:
  - 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 Executive
  - h) reports of the Committees
  - j) report of the Treasurer
  - j) report of the Secretary
  - k) election of officers
    - i. President
    - ii. Vice President/ President elect
    - iii. Secretary Treasurer
    - iv. Executive
  - l) finance to strike a subscription
  - m) general business
  - n) venue, timing next General Meeting
  - o) ratification of new Members
  - p) adjournment

#### **AMENDMENT 6**

#### **Election of CAMPT Social Media Director**

The role of CAMPT Social Media Director is to promote and drive awareness of CAMPT as an organization and promote CAMPT events, opportunities, and initiatives to the general public and our Fellows.

1. The role of the Social Media Director shall be one two (2) year term, with the option to serve a second term.
2. The position shall be elected at the same time as the incoming CAMPT Executive following the standard election procedures of the other Executives.
3. The role of the Social Media Director will include:
  - Evolving CAMPT's brand awareness and online reputation
  - Managing content for various social media accounts (Facebook, Twitter,

LinkedIn, YouTube)

- Responding to social media inquiries
  - Creating and publishing relevant, original and high quality content pertinent to the field of manipulative physical therapy
  - Publishing and posting regularly on all social media accounts
  - Maintaining national and international networking with other IFOMPT associations
  - Maintaining and promoting the CAMPT blog
  - Managing inquiries for advertisement.
4. Following the election of the incoming Social Media Director, the immediate past Social Media Director shall forfeit all Executive voting rights to the incoming Social Media Director.

## **AMENDMENT 7**

### **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, with the exception of the Social Media Director who may serve two (2) consecutive terms.

Original Constitution prepared September 1995

Grammatical and spelling edit November, 2002

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Amendment 5 Adopted via electronic vote, December 2015

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