

**General By-laws of the
Quebec Athletic Therapists Corporation
(C. T.S. Q.)**

1. GENERAL PROVISIONS

1.1 Name

1.1.1 The official name of the Corporation is: Corporation des thérapeutes du sport du Québec incorporée.

1.1.2. The abbreviation of the corporate name is “CTSQ”.

1.1.3. The name refers exclusively to the Corporation and not to its members. The Board of Directors may however authorize it to be used.

1.2 Logo

1.2.1 The corporate logo of the Corporation is as follows:

1.2.2 The Board of Directors has the exclusive right to use the logo. It may however authorize use of the logo by a member or other third party.

1.3 Official Language

1.3.1 French is the official language of the Corporation. Official documents of the Corporation will, to the extent possible, be translated into English.

1.3.2 In cases where questions of interpretation arise, the French version will take precedence.

1.4 Head Office

1.4.1 The Head Office of the Corporation is located in the Province of Quebec, at the address determined by the Board of Directors.

1.5 Affiliation

The CTSQ is the official representative in Quebec of the Canadian Athletic Therapists Association (CATA). The CTSQ’s mandate with respect to this function will be subject to a signed agreement between both parties. See Appendix ____ of the General By-laws.

1.6 Mission of the Corporation

1.6.1 The mission of the Quebec Athletic Therapists Corporation is to represent all certified athletic therapists practicing in Quebec and to ensure that the public, and more specifically Quebec athletes, are provided with quality muscular skeletal treatments.

1.7 CTSQ Objectives

1.7.1 Defend and promote the interests of its members

1.7.2 Promote and improve the athletic therapist profession in Quebec.

1.7.3 Publicly promote the profession to organizations and to the general public.

1.7.4 Fully develop the potential of all the members of the profession by recourse, among others, to continuing education.

1.7.5 Promote better professional relationships in athletic therapy, particularly by means of the free circulation of ideas between members of the Corporation and between members of related professions.

1.7.6 Ensure that the profession is exercised in conformity with generally accepted standards and protect the public through the enforcement of the Corporation's Code of Ethics

1.8 Interpretive Provisions

Under the by-laws herein, unless otherwise indicated by the context, the following terms shall be interpreted to mean:

Corporation: The Quebec Athletic Therapists Corporation.

Board: The Corporation's Board of Directors.

EC: The Corporation's Executive Committee

Member: Member in good standing of the Corporation in accordance with Chapter 2 of the Corporation's General by-laws.

Register: List of members of the Corporation.

By-laws: The Corporation's general by-laws as adopted by the Board of Directors and ratified at the Annual General Assembly of the members.

Charter: The patent letters of the Corporation and any additional patent letters that may eventually be added.

Companies Act: the Act under which the Corporation is established and more specifically, the Quebec Companies Act, Part III as well as sections from Part I applicable to Part III. None of the by-laws of the Corporation shall be interpreted as conferring greater or lesser powers than those conferred under current or future legislation.

Board Decrees: all resolutions, rulings or other decisions of the Board of Directors in conformity with the powers that have been bestowed upon it by legislation and under the by-laws herein.

2. MEMBERS

2.1 The Corporation has *three (3)* membership categories: regular members *with voting rights, certification candidates, who are members without voting rights* and honorary members without voting rights.

2.2 Regular Member

2.2.1 Definition: A regular member is an athletic therapist who has been admitted as a member of the Corporation by way of resolution of the Internal Affairs Committee.

2.2.2 Admission Criteria:

2.2.2.1 *Submission of a completed Membership Application*

2.2.2.2 Be duly certified by CATA

2.2.2.3 Payment in full of CTSQ annual dues

2.2.3 Right to vote. Every regular member is entitled to one vote at the Annual General Assembly of the members.

2.2.4 Obligations of Regular Members

2.2.4.1 Regular certified members must abide by the Corporation's Code of Ethics and the General by-laws.

2.2.4.2 Regular certified members must be CATA members in good standing.

2.2.4.3 Regular members must complete continuing education credits within prescribed time lines.

- 2.2.4.4 A regular certified member must *maintain up to date and produce upon demand* documents that demonstrate his or her willingness to engage in regular professional development in order to maintain his or her status within the Corporation. The guidelines are set out in the CATA document entitled "Maintenance of certification."
- 2.2.4.5 All regular certified members must demonstrate that they are of good reputation and integrity from all points of view. They shall collect no other professional fees except those in relation to the exercise of their professional services.

2.3 Member who is a *certification candidate*

2.3.1 Definition: A certification candidate is a person who is enrolled in an athletic therapy studies program in a Quebec or Canadian University recognized by CATA and who intends to take the National Certification Exam.

2.3.2. Admission Criteria

- 2.3.2.1 *Submission of a completed Membership Application*
- 2.3.1.2 Successful completion of first year of study program
- 2.3.1.3 Enrolment in the CATA certification program at the end of Bachelor's degree
- 2.3.1.4 Payment of membership dues for this specific membership category

2.3.3 Duration of Eligibility

The certification candidate must successfully pass the CATA certification exam within five years after being admitted as a *member* of the Corporation.

2.3.4 Voting rights: NONE

2.3.5 Obligations of Certification Candidates

- 2.3.5.1 CATA certification candidates must complete the certification process within five years after being admitted as a member of CTSQ.
- 2.3.5.2 Certification candidates must abide by the Corporation's General by-laws.

2.3.5.3 No certification candidate may invoice professional services under his own name nor directly invoice insurance companies for care dispensed on a client by client basis, unless the certification candidate is authorized to do so under his own certifying body (if such does not entail a contract for services rendered to an athletic organization or team for coverage of an event).

2.3.5.4 The following bodies are recognized by the Corporation:

- a) Professional Orders, that are accredited under the *Office des professions du Québec*.
- b) Professional associations that have selective admission criteria and provide detailed exams for their members as defined by the Board of Directors of the Corporation. Such professionals are: osteopaths, certified massage therapists and CNA (Canadian Naturopathic Association) certified naturopaths.

2.4 Honorary Member

2.4.1 Definition: The title of honorary member is bestowed by the Board of Directors or by a Committee created for such purpose on persons who have been recognized for services rendered or contributions to the discipline or the community.

2.4.2 Duration: the title of honorary member is granted for life.

2.4.3 Voting rights: NONE

2.4.4 Dues: NONE

2.4.5 CATA designated honorary members, *emeritus* members and associate members are recognized as honorary members of the CTSQ and the membership list is updated annually.

2.5 Membership Procedures

2.5.1 The membership application must be sent by mail or e-mail to the President of the Internal Affairs Committee (IAC) of the Corporation, accompanied by a check in the amount of the annual dues for the specific category of membership sought.

2.5.2 The Internal Affairs Committee will verify the candidate's eligibility.

2.5.3 The Internal Affairs Committee accepts or rejects the application. In case of rejection, a letter with explanation is sent to the applicant along with the check in the amount of the annual dues.

2.5.4 Rejected applicants may appeal decision to the Board of Directors, which within 60 days, must hold an audience to hear the applicant's position and issue a final ruling.

2.6 Membership Register

2.6.1 The Register of regular members is updated annually.

2.6.2 The Register of regular members is sent to insurance companies and to any other bodies to which the Corporation is bound by legal or contractual reasons to communicate such information or to which the Board of Directors has deemed it useful to send such information.

2.6.3 The Register of members acts as a reference to determine voting eligibility at Annual General Assemblies.

2.7 Dues

2.7.1 Annual dues for each membership category are set by the Board of Directors and submitted for approval by the members at the Annual General Assembly.

2.7.2 Dues cover the period from January 1 to December 31. The dues for any new registration during this period must correspond to the time remaining between the date of admission of the new member and the next March 31.

2.7.3 Any regular member who renews his or her membership after December 31) shall be subject to a penalty set by the Board of Directors and submitted for approval by the members at the Annual General Assembly.

2.7.4 CTSQ membership dues are paid to CTSQ by CATA who is in charge of their collection.

2.8 Membership Card

2.8.1 The Corporation issues a membership card to every member on an annual basis.

2.8.2 Permanent membership cards are issued to honorary members.

2.8.3 Membership status is indicated on the card as well as the expiry date.

2.8.4 Under no circumstances shall membership cards be used as professional practice licenses.

2.9 Professional practice license or permit

2.9.1 Regular members in good standing are issued a professional practice license by CATA.

2.9.2 A professional practice license may be revoked for any of the following reasons:

- Member's resignation
- Suspension or expulsion of a member
- Conviction of professional negligence or fault that may undermine member's professional credibility.

2.10 Liability Insurance

2.10.1 All certified athletic therapist, working in the field or in a clinical environment, must hold liability insurance.

2.10.2 Certification candidates who are working under the direct supervision of an athletic therapist must be covered by a rider to the insurance policy of the athletic therapist or supervisor.

2.11 Member Resignation

2.11.1 Members may resign by way of registered letter to the CTSQ.

2.11.2 The acknowledgement of receipt sent by the Internal Affairs Committee by registered mail marks the date on which all membership rights and privileges cease to exist with respect to CTSQ membership status.

2.11.3 A member who resigns must remit the membership card and license to practice issued by CATA.

2.11.4 The CTSQ will automatically strike the name of any member who has resigned from its list of members in good standing and shall notify all concerned bodies.

2.11.5 A member who has resigned may rejoin the Corporation in accordance with the membership procedures.

2.12 Suspension, expulsion or removal of a member

2.12.1 Upon recommendation of the Discipline Committee, the Board of Directors may expel or remove a member who has been found guilty of breach of the Code of Ethics, in conformity with the principles of natural justice.

2.12.2 Upon receipt of notice from the Professional Affairs Committee, the Board of Directors may expel or remove a member who fails to abide by the obligations set out by the Corporation as stipulated in these by-laws, in conformity with the principles of natural justice.

2.12.3 A member who has been suspended, expelled or removed pursuant to articles 2.12.1 or 2.12.2, may request reinstatement, by following the procedures set out herein. In addition the applicant must:

2.12.3.1 Fill out a new membership application in due form to the CTSQ

2.12.3.2 Pay membership fees equivalent to fifty (50) percent of the annual dues;

2.12.3.3 Pay in full the annual membership dues, and where applicable, any unpaid dues from previous years

2.13 **Voluntary** temporary withdrawal from practice

2.13.1 By way of registered mail to the CTSQ membership committee, a member may request to have his name temporarily withdrawn from the CTSQ register of active members.

2.13.2 Such temporary leave shall not exceed two (2) years. After this period, the member will be deemed to have resigned.

2.13.3 A period of 5 years must elapse between each application of leave from practice in Quebec.

2.13.4 During such leave, the member undertakes not to practice his profession within the territory of Quebec.

2.13.5 Members on leave may at any time, while on leave, notify the CTSQ by registered mail that they wish to resume their status as regular active members.

2.13.6 Members on leave must pay 50% of their regular annual dues.

2.13.7 Members on leave are not entitled to sit on the Board of Directors, but may take part in committee activities.

3 GENERAL ASSEMBLIES

3.1 Types of Assemblies

3.1.1 The Corporation may hold two types of General Assemblies: the Annual General Assembly (AGA) and Special General Assembly (SGA).

3.1.2 AGA

3.1.2.1 The Annual General Assembly has an agenda which may specifically include:

1. Verification of Quorum
2. Election of a Chair and Secretary of the Assembly
3. Adoption of the Agenda
4. Adoption of the minutes of the previous AGA, and where applicable of any SGA of the year ending
5. Report by the Board of Directors or President
6. Various committee reports
7. Presentation of financial statements
8. Adoption or amendments to general by-laws and to other statutes or code of ethics
9. Election of a President and of a Secretary for the elections
10. Election of Directors,
11. New Business - Miscellaneous
12. End of the assembly

3.1.2.2 The AGA must be held within 120 days after the end of the fiscal year of the Corporation and before the CATA AGA.

3.1.2.3 The Notice of Assembly must be sent to members at least 30 days before the AGA is to be held.

3.1.2.4 The Notice of Assembly must include the following documents:

3.1.2.4.1 Invitation specifying the place, date and time of the AGA

3.1.2.4.2 Agenda

3.1.2.4.3 The list of amendments to general by-laws and to other statutes or code of ethics

3.1.3 Special General Assembly

3.1.3.1 An SGA may be called by:

3.1.3.1.1 The Board of Directors

3.1.3.1.2 10% of the regular members whose names appear in the Corporation's register

3.1.3.2 The Special General Assembly may be called only for a specific subject and must be held in conformity with the prescriptions set out in the Companies Act governing non profit Corporations.

3.1.3.3 The SGA may only debate the specific issues arising from the subject under discussion and such issues must be listed on the Notice of Assembly.

3.1.3.4 If the reasons for requesting an SGA are in conformity with the law, a Notice of Assembly must be sent to the members within 30 days after the request for the Assembly was received and not less than 30 days before the holding of the SGA

3.1.3.5 The Notice of Assembly must include the following documents:

3.1.3.5.1 Invitation specifying the place, date and time of the SGA.

3.1.3.5.2 The CLOSED Agenda of the SGA

3.1.3.5.3 All other documents required to understand the nature of the subject under debate

3.2 Notices.

3.2.1. The Notices of Assembly for General Assemblies are to be sent by the Secretary of the Corporation on behalf of the Board of Directors.

3.2.2. The Notice of Assembly must be sent in writing, by any recognized means, including among others, E-mail and newspaper ads, to each member at the last known address that appears in the Corporation's register.

3.2.3. Mere irregularities in the Notice, in the manner it is communicated, the involuntary omission to transmit the Notice of Assembly to a member or the failure of a member to receive the Notice with reason_ are not sufficient reasons to invalidate the acts and decisions made at such an Assembly.

3.2.4. If the Special General Assembly has not been called by the Secretary within the deadlines prescribed herein, the Invitation may be delivered by those who requested the Assembly or by any other members entitled to do so under in accordance with the law, regardless of whether or not the latter members signed the request for Assembly. In such cases, the Notice of Assembly must be issued to all members, whose names appear in the last published register of members.

3.3 Communication of Minutes

3.3.1. The minutes of a General Assembly or of a Special General Assembly may be communicated to members, before the next General Assembly or Special General Assembly, along with the Notice of the next upcoming General Assembly.

3.3.2. However the communication of the minutes of a General Assembly or of a Special General Assembly may be postponed until after a subsequent General Assembly or Special General Assembly, if the subsequent General Assembly or Special General Assembly is held less than 45 days after the previous one.

3.4 Quorum and Guests at Assemblies

3.4.1. At all assemblies of the members, whether General Assemblies or Special General Assemblies, quorum is fifteen percent (15 %) of the regular members in good standing and quorum must be maintained throughout. If quorum is not reached the assembly is adjourned sine die.

3.4.2 Non members of the Corporation may attend the assembly on invitation from the Board of Directors.

3.4.4. However the Chair of the Assembly, without any further protocol or a majority of voting members, may request guests to withdraw from the Assembly.

3.5 Code of Procedure

3.5.1 All General Assemblies of the members, Board meetings, EC meetings or other committee meetings shall be held in accordance with the provisions set out in the Act.

3.6 Voting Rules

- 3.6.1 Regular members are each entitled to one (1) vote.
- 3.6.2 Voting by proxy is not permitted.
- 3.6.3 Any motion not subject to the request for vote is automatically accepted.
- 3.6.4 A secret vote may be requested at any time if such a request is made by at least five (5) persons
 - 3.6.4.1 Scrutineers will then be appointed
 - 3.6.4.2 Ballots may be destroyed after the Assembly has ended.

3.7 Chair of Assemblies

- 3.7.1. The Assembly is chaired by the President of the Corporation.
- 3.7.2 However, he may also present another person, from either the regular members of the Corporation or from outside the Corporation to act in this role. In either case, any person designated to act as chair of the assembly will be subject to a vote.

3.8 Secretariat for Assemblies

- 3.8.1 The function of Secretary of the assembly may be entrusted to an employee of the Corporation.
- 3.8.2. The Board of Directors may also entrust to this function to a contract employee.

4. BOARD OF DIRECTORS

4.1 Composition of the Board of Directors

- 4.1.1. The Board of Directors will consist of seven (7) Directors.
- 4.1.2. The former president of the Corporation's Board of Directors may act as an advisor to the new Board of Directors for up to one year after the completion of his mandate. He may attend all Board of Directors meetings but shall not have the right to vote.
- 4.1.3. The Executive Director of the corporation may attend all Board of Directors meetings but shall not have the right to vote.

4.2 Term of Office

4.2.1 The term of office for elected directors is two years.

4.2.2 In year 1 of the new Board: election of three (3) directors for a term of 1 year and election of four (4) directors for a term of 2 years; subsequently, each year in alternation for a term of 2 years.

4.3 Election Procedure

4.3.1. Every voting member of the Corporation may run as a candidate as Director on the Board. A nomination form signed by three members in good standing, other than the candidate himself, must be submitted with the written consent of the candidate to the Corporation's Secretary before the commencement of the Annual General Assembly.

4.3.2 In lieu of submitted nominations, nominations from the floor may be accepted, in accordance with procedure

4.3.3. Elections are decided by simple majority.

4.3.4. Voting will be by a show of hands, unless a member requests a vote by secret ballot.

4.4 Assignment of Positions

4.4.1. After the election, the Directors will choose from among themselves by simple majority the persons who will hold the following functions:

1. President

No member elected to the Board of Directors may hold the position of President for more than two consecutive terms.

2. Vice-president

3. Treasurer

4. Secretary

5. Director of Communications

6. Director of Education

7. Director of Professional Affairs

4.5 Distribution of Roles and Responsibilities

1. President:
 - Liaison with CATA.
 - Manage and coordinate CTSQ business
 - Preside EC and Board meetings and General Assemblies
 - Sign checks
 - The President of the Board of Directors of the Corporation is entitled to cast the deciding vote in tied votes at Board or EC meetings
 - Human Resources – wage scale
 - Contractual employees
 - Ex officio sits on committees

2. Vice-President:
 - Represents the CTSQ at the C.M.S.Q.
 - Government Relations
 - Replaces President when latter is absent with same powers and responsibilities

3. Treasurer
 - Accounting and audit
 - Bank transactions
 - Signs checks
 - Fund-raising / sponsorships

4. Secretary:
 - General by-laws and Code of Ethics
 - Preparation and Notice of General Assemblies
 - Preparation and Notice of Board and EC meetings
 - Minutes
 - Receipt and referral of complaints regarding members

5. Director of Communications
 - Internal Newsletter
 - Marketing and Public Relations
 - Communications
 - Special Events

6. Director of Education
 - Development of certification courses for new candidates
 - Development of continuing education courses for certified members
 - Development of prevention courses
 - Relations with accredited university departments
 - Verifies continuing education requirements and conditions
7. Director of Professional Affairs
 - Member Services
 - Verifies members' insurance coverage
 - Relations with insurance companies
 - Certification and Admission Procedures
 - Membership Register
 - Member compliance with rules and by-laws

4.6 Resignation of a Director

4.6.1. An elected member of the Board of Directors may resign by sending a letter in writing to the Corporation's Secretary.

4.6.2. He shall remain in office until appointment of his replacement.

4.7 Removal of a director

4.7.1. The Board may remove a Director for any of the following reasons:

4.7.1.1 The Director is no longer deemed to be of sound mind;

4.7.1.2 The Director has declared personal bankruptcy or has been declared insolvent;

4.7.1.3 The Director has been found guilty of a criminal offence related to his practice;

4.7.1.4. The Director has broken the Corporation's Code of Ethics.

4.8 Vacancies on Board of Directors

4.8.1 In the event of a vacancy on the Board of Directors resulting from death, resignation or removal, the Directors will choose a replacement from among the regular members. The replacement Director:

4.8.1.1 will complete the term of the outgoing Director

4.8.1.2 assume all functions and responsibilities of the outgoing Director

4.9 Frequency of Board of Directors Meetings

4.9.1 The Board must hold its first meeting on the same day, after it has been elected at the AGA

Subsequently the Board of Directors will meet as often as required,

5. EXECUTIVE COMMITTEE

5.1 The EC consists of the President, Vice-President, Secretary, and Treasurer.

5.2 The Executive Director attends all meetings of the EC but does not have the right to vote.

5.3 The EC will meet as often as required.

5.4 EC decisions are issued to the Directors at every Board of Directors meeting. The Board may validate or invalidate any EC decision.

6. QUORUM AND BOARD OR EC VOTES.

6.1 Quorum for Board or EC is the majority of the members.

6.2 Board and EC votes are decided by the simple majority of the members.

6.3 The President or if necessary the Vice-President, when the former is absent, will cast the tie-breaking vote in tied election.

7. DIRECTORS COMPENSATION AND REIMBURSEMENT OF EXPENSES

7.1 Directors are entitled to the reimbursement of expenses incurred during the exercise of their mandate upon presentation of receipts. Such expenses may specifically include:

1. Transportation costs
2. Lodging costs
3. Meals not to exceed a fixed rate
4. Postal or copying costs
5. Representation expenses authorized by the Board of Directors

8. PROTECTION OF DIRECTORS

8.1 The Corporation will subscribe to liability insurance for its Directors and Officers.

9. CORPORATION STAFF

9.1 The Corporation will hire an Executive Director in accordance with the terms of a contract to be negotiated by the President of the Corporation and approved by the Board of Directors.

9.2 The Corporation may hire any other permanent or occasional staff member as long as the employment conditions are approved by the Board of Directors of the Corporation.

10. FINANCIAL PROVISIONS

10.1 The Corporation's fiscal year commences on January 1 and ends on December 31 of each year.

10.2 Books and Accounting

10.2.1 Directors must ensure that appropriate accounting records are kept with regards to all income received and monies spent by the Corporation, all items for which receipts of expenditures are incurred, all Corporation sales and purchases, Corporation assets and liabilities and all other transactions involving the financial situation of the Corporation.

10.2.2 Accounting records must be kept at the head office of the Corporation or at any other place in the Province of Quebec deemed suitable by the the Board of Directors.

10.3. Audits

10.3.1 The accounting records of the Corporation are to be audited at least once at the end of every fiscal year and the auditor must issue a report as to the accuracy of income and expense statements and of the financial balance sheet, as prescribed by law.

10.3.2 The auditor must be a member in good standing of the Quebec Order of Chartered Accountants. He shall be appointed by the General Assembly upon recommendation of the Board of Directors.

10.4. Chartered Bank Instruments

10.4.1 Endorsement of deposits; all checks, letters of exchange and other orders for payment of monies, notes or debt obligations issued, accepted or endorsed on behalf of the Corporation must be signed by two authorized signing authorities of the Board of Directors.

10.4.2 Signing authorities are:

1. President of the Corporation
2. Treasurer of the Corporation
3. Executive Director of the Corporation

10.4.3 Instruments may be endorsed with the Corporation stamp “for deposit” at the Bank where Corporation business is conducted.

10.4.4 Any of the designated signing authorities appointed for such purposes may make arrangements to settle, verify and certify all accounts and records between the Corporation and its bankers and may accept all checks cashed with accompanying records and sign any Verification or Settlement and Release Forms as well as Bank Verification Forms.

10.4.5 Deposits. Corporation funds may be deposited from time to time for the benefit of the Corporation at such banks or trust companies or with such bankers, which the Board of Directors by way of resolution may from time to time approve.

10.5 Contracts

10.5.1 All acts, documents, transfers, contracts, undertakings, obligations, debentures and other instruments to be executed by the Corporation must be signed by the President or Vice-President and countersigned by the Treasurer or Executive Director of the Corporation. The Board of Directors may from time to time, by way of resolution, authorize other persons as signing authorities for the Corporation. Such authorization may be general or may apply only to a specific case. Except as previously indicated or as indicated herein, no Director, Officer, representative or employee of the Corporation has the power or the authorization to bind the Corporation by contract or otherwise or to engage its credit.

10.6 Loans

10.6.1 The Board of Directors is hereby authorized at any time or from time to time:

10.6.1.1 to borrow money or to obtain advances against the Corporation's credit from any bank, Corporation, or individual, in accordance with any terms, agreements and conditions, for such amounts under such terms and in such ways as the Board of Directors may at its own discretion deem appropriate;

10.6.1.2 to limit or to increase the amounts borrowed;

11. STANDING COMMITTEES

11.1 Committees act under the authority of the Board of Directors to whom they must render an account of their work upon request or as set out in the by-laws of the Corporation. They may at their own initiative draw the attention of the Board of Directors or of the members of the General Assembly to matters which fall within their jurisdiction or to potential improvements to be made to the committees. The Board of Directors shall adopt, as required, all rules governing the composition and the roles of the committees, regarding any matters not already set out in the by-laws of the Corporation.

11.2 The Committee of Professional Affairs

11.2.1 Shall consist of 3 members, including the Director of Professional Affairs who chairs the Committee;

11.2.2 It shall deal with all matters of relevance to the members, including:

1. Membership
2. Monitoring abidance with obligations as set out in herein
3. Updating the register of members.

11.3 The Education and Promotion Committee

11.3.1 The Education and Promotion Committee shall consist of 5 to 7 members, including the Director of Communications and the Director of Education. Other members are to be designated by the Board for a renewable one year term.

11.3.2 Representatives from Departments that provide athletic therapist training and education may sit on the Committee.

11.3.3 The Committee shall deal with all issues related to professional development and promotion of the profession.

11.3.4 The Committee monitors continuing education in accordance with CATA membership obligations.

11.4 Discipline Committee

11.4.1 Responsibilities.

The Discipline Committee shall be specifically mandated to review all requests for investigation, all information or complaints filed against a member or a member in training of the Corporation. The Committee will also be in charge of updating the Code of Ethics and procedures to be followed when dealing with requests for investigation or with information or complaints that have been filed.

11.4.2 Activity Report.

11.4.2.1 The Committee shall submit an Activity Report at the end of each year to the Board of Directors, which Report will then be presented to the Annual General Assembly.

11.5.3 Amendments to the Code of Ethics.

11.5.3.1 The Code of Ethics is not limited in scope or immutable, which means that it may be amended, as dictated by needs, if:

11.5.3.2. the Discipline Committee has reviewed any article that needs to be amended or struck down; it will submit any well grounded recommendation to the Board of Directors;

11.5.3.3 the Committee issues a report to the Board of Directors which may adopt it;

11.5.3.4 the general assembly of the members ratifies amendments.

11.5.4. Confidentiality.

- 11.5.4.1 With the exception of information which is available to the public, all information related to matters that are dealt with by the Discipline Committee shall be confidential. All the members of the Discipline Committee and of the Board of Directors must commit under oath not to disclose any information about matters arising from the cases they deal with, with the exception of information appearing in the published results or set out in the by-laws.

11.5.5. Appointment of Members to the Discipline Committee

- 11.5.5.1 The Discipline Committee will consist of seven (7) members appointed by the Board of Directors of the Corporation. The Committee will always be chaired by its President. Each member is appointed for a two year renewable term, and in yearly alternation, three or four positions on the Committee will expire.

11.5.6. Members who have been designated must:

- 11.5.6.1 Have an impeccable record
11.5.6.2 Be recognized for their competence and integrity
11.5.6.3 Have at least 3 years of professional experience
11.5.6.4 No member of the Board of Directors of the Corporation may sit on the Discipline Committee.

11.5.7 Discipline Committee Meetings.

- 11.5.7.1 The Discipline Committee shall meet as often as necessary.
11.5.7.2 Meetings are called by the President.
11.5.7.3 A quorum of five (5) members each having one (1) vote will be required for any meeting of the Discipline Committee.

11.6 RULINGS BY THE DISCIPLINE COMMITTEE

- 11.6.1 The Discipline Committee will make its ruling on any matter at hand by a majority vote of its members, who are entitled to vote. The Discipline Committee must provide grounds for its ruling and communicate its decision to all parties concerned.

11.6.2 If the Discipline Committee rules that there has been no breach of the Code of Ethics of the Corporation, it will notify the applicant, the member concerned and the Board of Directors in writing.

11.6.3 If the Discipline Committee rules that a complaint against a member of the Corporation is grounded it will issue a report of its ruling, identifying the infringements committed by the member concerned against the Code of Ethics with recommendations as to any disciplinary action. If necessary, it will document its consultations or will consult documentation related to similar cases, upon which it may base its recommendations to the Board of Directors.

11.6.4 The President of the Corporation must advise in writing the applicant who sought the investigation, the member under investigation, the Discipline Committee, and all other persons who testified during the investigation leading to the ruling. The ruling will be issued to the member in question by registered mail.

11.6.5 Appeal of Verdict

11.6.5.1 Any member who has been judged by the Discipline Committee to have infringed the Code of Ethics will have thirty (30) days from the date of receipt of the ruling by registered mail to make an appeal to the President of the Corporation. The appeal must be filed in writing, accompanied by all documents deemed relevant to the appeal by the Board of Directors and a \$100 certified check made out to the C.T.S.Q.

11.6.5.2 During an appeal, all rulings on the case will be made by a majority of the members of the Board of Directors.

11.6.5.3 The Board of Directors will hear the arguments of the President of the Discipline Committee and those of the member making the appeal.

11.6.5.4 If the Board of Directors overturns the ruling of the Discipline Committee in favour of the member in question, the member will be reimbursed the funds deposited as a guarantee. However if the Board of Directors maintains the ruling of the Discipline Committee, the funds will not be reimbursed. The ruling by the Board of Directors is final.

12. AMENDMENTS

12.1 Amendments to the general by-laws

12.1.1 Amendments to the by-laws, including the adoption of new by-laws, to the extent they are in conformity with the law and the Charter, may be made by resolution that must garnish ratification by a majority of all the members in attendance at a general assembly of the members subject to the following procedures:

- 12.1.1.1 the amendment was previously adopted by the Board of Directors at the request of a regular member or at the Board's own initiative, was included on the Notice of Assembly and a copy of the amendment as, adopted by the Board of Directors, was appended to the Notice sent to the members and was subsequently ratified and implemented by the general assembly.
- 12.1.1.2 All amendments, unless they were otherwise ratified in the interim by a special assembly duly called for this specific purpose, will come into force at the next general assembly of the members and if not ratified by the assembly shall cease to be in force on the very same day.

13. DISSOLUTION OF THE CORPORATION

- 13.1 The Corporation may be dissolved by a resolution to that affect adopted by the majority of the members of the Board of Directors and by a vote of two thirds (2/3) of the members at any special general assembly of the Corporation duly convened and held for such purpose.
- 13.2 In such an eventuality, the property of the Corporation shall first be used to clear any debts and the remainder, in accordance with the Charter, shall be donated to a similar association or to a recognized teaching establishment in the Province of Quebec in order to promote and enhance, to the extent possible, the prevention of athletic injuries. The choice of the institution will be indicated on the resolution to dissolve.

APPENDIX – 1 **CATA/CTSQ AGREEMENT**

- 1.01 Athletic therapists are required to obtain liability insurance covering negligence, acts of malfeasance and/or omissions committed in the exercise of their profession.
- 1.02 The insurance policy must meet the following minimum criteria:
- a) The minimum protection per claim must be \$500,000 with minimum comprehensive coverage of \$1,000,000 for a one year insurance policy.
 - b) Athletic therapists who provide services to professional athletes must obtain additional policy coverage with a minimum \$1,000,000 protection per claim and minimum comprehensive coverage of \$3,000,000 for a one year insurance policy.
 - c) The undertaking of the insurance company to honour all claims, in accordance with the limits set out in the policy, all sums the insured is under legal obligation to pay as compensation for damages, as well as all interest charges arising from the delivery of services during the policy period.
 - d) The undertaking of the insurance company to assume responsibility for the defence of the insured, in the event of any law suit brought against the insured party with respect to professional service delivery. The insurance company must undertake to assume all costs incurred in the defence of the individual as well as the sums set out in paragraph a).