



# La corporation des thérapeutes du sport du Québec

## GENERAL REGULATIONS

### 1. GENERAL PROVISIONS

#### 1.1. Interpretive Provisions

In the regulations, unless the context indicates otherwise, the following terms mean:

Corporation: the Corporation des thérapeutes du sport du Québec.

Board or Board of Directors: The Board of Directors of the Corporation.

Member: A member in good standing with the Corporation, in accordance with the criteria hereunder.

Regulations: The general regulations of the Corporation as adopted by the Board and ratified by the General Assembly of members.

Charter: The letters patent of the Corporation and the additional letters patent which could be added at a later date.

Act, 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 Corporation's regulations will be interpreted to confer lesser duties or greater powers than those conferred under current or future legislation.

Authorization Regulation: The regulation adopted by decree (Decree 345-2012) on April 4, 2012, entitled "Regulation on certain professional activities to be carried out by athletic therapists," which was added to the Quebec Professional Code (L.R.Q, c. C-26, s. 94, par. h)

#### 1.2. Name

1.2.1. The official name of the Corporation is: Corporation des thérapeutes du sport du Québec Inc.

1.2.2. The abbreviation of the Corporation's name is the CTSQ.

1.2.3. The Corporation's name and abbreviation are reserved for its exclusive use. Only the Board may authorize a third party to use them under specific terms and conditions.

#### 1.3. Logo

1.3.1. The Corporation's corporate logo is:



1.3.2. The Corporation's logo and any derived symbols are for its exclusive use. Only the Board may authorize a third party to use the CTSQ's logo or symbols under specific terms and conditions.

#### 1.4. Official Language

1.4.1. French is the official language of the Corporation.

1.4.2. Whenever possible, official documents will also be translated into English.

1.4.3. In case any differences in interpretation arise between the two versions, the French version will take precedence.

#### 1.5. Head Office

1.5.1. The Corporation's head office is located in Montreal, at any address determined by resolution of the Board of Directors.



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## 1.6. Terms of Reference

1.6.1. The framework for exercising the profession of an athletic therapist is also set out in the Authorization Regulation (see 1.1)

## 1.7. Objectives

1.7.1. The CTSQ was established for the following objectives:

1.7.1.1. Assemble into a corporation all individuals whose occupation or profession entails practicing athletic therapy.

1.7.1.2. Defend and promote the interests of members and the profession.

1.7.1.3. Promote the practice of athletic therapy and the pursuit of excellence in the field.

## 2. MEMBERS

2.1. The Corporation has three (3) membership categories: Athletic Therapist, Student and Retired.

2.1.1. Only "Athletic Therapist" members whose status is up to date have the right to vote in assemblies.

## 2.2. Athletic Therapist

### 2.2.1. Admission Criteria

2.2.1.1. An "Athletic Therapist" member must hold one of the university diplomas in Athletic Therapy mentioned in the Authorization Regulation.

2.2.1.2. An "Athletic Therapist" member must submit their application to the CTSQ and pay the appropriate fees within three (3) months following their graduation.

2.2.1.3. An "Athletic Therapist" member must submit a proof of professional liability insurance respecting the criteria set by the Board.

2.2.1.4. An "Athletic Therapist" member must hold a valid Sports First Responder certification when they submit their application.

2.2.1.5. An "Athletic Therapist" member must provide a Quebec home address and a valid phone number.

2.2.1.6. Anyone not fitting the aforementioned criteria shall submit a detailed application to the Board, according to the protocol in place at the time.

### 2.2.2. "Athletic Therapist" Member Obligations

2.2.2.1. An "Athletic Therapist" member must follow the Corporation's Code of Ethics and Professional Conduct, the Corporation's General Regulations and any other documents adopted by the Board.

2.2.2.2. An "Athletic Therapist" member must pay their dues annually.

2.2.2.3. An "Athletic Therapist" member must update their personal information on the Corporation's website as soon as it changes.

2.2.2.4. An "Athletic Therapist" member must maintain a valid professional liability insurance throughout the year, according to the criteria set by the Board and provide proof upon request by the Corporation.

2.2.2.5. An "Athletic Therapist" member must hold a valid first responder or CPR certification, recognized by the Board.

2.2.2.5.1. The Sports First Responder certification is mandatory for all "Athletic Therapists" members who work field.



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## 2.3. Student

### 2.3.1. Admission Criteria

2.3.1.1. A "Student" member must be enrolled in one of the athletic therapy university programs mentioned in the Authorization Regulation.

2.3.1.2. A "Student" member must submit their application to the CTSQ every year between August 1 and September 30.

### 2.3.2. "Student" Member Obligations

2.3.2.1. A "Student" member must follow the Corporation's Code of Ethics and Professional Conduct, the Corporation's General Regulations and any other documents adopted by the Board.

2.3.2.2. A "Student" member must pay their dues annually.

2.3.2.3. A "Student" member must update their personal information on the Corporation's website as soon as it changes.

## 2.4. Retired

### 2.4.1. Admission Criteria

2.4.1.1. A "Retired" member must have been an "Athletic Therapist" member for a minimum of twenty-five (25) consecutive, or non-continuous, years.

2.4.1.2. An "Athletic Therapist" member who would like to change categories must submit an official request to the Executive Director, in accordance with the procedures in place.

2.4.1.2.1. If the request is accepted, the decision is final and binding and cannot be revoked.

### 2.4.2. "Retired" Member Obligations

2.4.2.1. A "Retired" member agrees to no longer practise athletic therapy.

2.4.2.2. A "Retired" member must follow the Corporation's Code of Ethics and Professional Conduct, the Corporation's General Regulations and any other documents adopted by the Board.

2.4.2.3. A "Retired" member has no annual dues to pay.

2.4.2.3.1. A "Retired" member must confirm annually, during the dues payment period, their desire to keep their membership, according to the procedure in place, without which their membership will be cancelled on March 1.

2.4.2.3.1.1. The cancellation of the membership of a "Retired" member is final and binding.

2.4.2.4. A "Retired" member must update their personal information on the Corporation's website as soon as it changes.

## 2.5. List of Members

2.5.1. A list of members is updated annually following the payment period for annual dues. The register is managed by the Executive Director.

## 2.6. Dues

2.6.1. Annual dues for each membership category are set by the Board and payable on the dates specified by the Board.

2.6.2. The price of a new membership is also set by the Board, which includes the dues for the current year.



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2.6.3. All members who renew their membership after January 31 must pay a penalty, which is set annually by the Board.

To be ratified

2.6.4. Membership dues are paid directly to the CTSQ.

## 2.7. License

2.7.1. Payment receipts for annual dues serve as an athletic therapist license, as long as the member maintains their status.

2.8. A license may be revoked for any of the following reasons:

- a) Resignation of a member
- b) Suspension or expulsion of a member
- c) Court conviction for professional negligence or fault that may undermine a member's credibility

### 2.8.1. Resignation

2.8.1.1. A member may resign by sending a registered letter or email to the CTSQ.

2.8.1.2. All member resignations must be sent in writing to the Corporation's Secretary or Executive Director. Resignations are effective on the date the notice is received or the date stated in said notice.

2.8.1.3. The CTSQ automatically withdraws the names of resigning members from its list of members in good standing.

2.8.1.4. Members who have resigned may rejoin the Corporation in accordance with reinstatement procedures.

### 2.8.2. Ethics and Misconduct Complaints against a Member

2.8.2.1. Any person who has an appropriate reason to do so may submit a formal complaint against a Corporation member.

2.8.2.1.1. The plaintiff shall submit a formal statement using the appropriate form and send it directly to the Ethics Committee President.

2.8.2.1.2. When a complaint against a member is recognized as admissible by the Ethics Committee President, the latter must notify the member by registered mail, informing them of the hearing's date and time and the charges held against them, thus giving them the possibility to address the situation. The member then has 10 business days following receipt of the letter to acknowledge receipt with the Ethics Committee President.

2.8.2.1.3. The complaint will then be managed, following the steps outlined in the complaints management document.

2.8.2.1.3.1. In the absence of a response to the President's letter as stated above, the complaint process will follow its course according to the complaints management regulations.

2.8.2.2. Upon recommendation from the Ethics Committee, the Board may act against a member found guilty of having breached the Code of Ethics and Professional Conduct.

2.8.2.2.1. The measures taken could include:

- The member's suspension for a set period of time.
- The member's expulsion from the Corporation.
- The member completing a course, mentorship or internship required by the Board, at their own expense.
- A reprimand/notice in the member's file.
- The member writing a letter of apology.



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- Any other sanction that the Ethics Committee may deem appropriate.

2.8.2.2.2. The Board's decision is final and binding and cannot be appealed.

## 2.8.3. Sanctions against a Member

2.8.3.1. The Board may suspend or expel a member who fails to abide by the Corporation's regulations or whose conduct is considered detrimental to the Corporation.

2.8.3.1.1. Before taking action against a member, the Board must notify them, by registered mail, of the hearing's date and time and the charges held against them, thus giving them the possibility to address the situation. The member then has 10 business days following receipt of the letter to acknowledge receipt with the President or the Executive Director.

2.8.3.1.1.1. In the absence of a written response compliant with this provision, the hearing shall happen according to the notice sent out, with or without the member being present.

2.8.3.1.2. Following the hearing, the Board will make its final decision. They will then inform the member of this decision within 30 days following the date of the hearing.

2.8.3.1.3. The Board's decision is final and binding and cannot be appealed.

2.8.3.2. Annual membership dues are non-refundable for suspended or expelled members.

2.8.3.3. Members whose annual dues are not paid by March 1 will be automatically suspended.

## 2.8.4. Reinstatement of a Member

2.8.4.1. A member who resigned or was suspended may request reinstatement, following the procedures set out in the current regulations. The member must:

2.8.4.1.1. Submit a duly completed reinstatement form to the Board.

2.8.4.1.2. Pay the dues for the current year, along with any associated late fees, even if they were already paid.

2.8.4.1.3. Pay unpaid dues from previous years, if applicable.

2.8.4.1.4. Pay a penalty fee equivalent to 50% of their annual dues.

2.8.4.1.5. Complete an internship or course, or comply with any other similar conditions approved by the Board, in order to ensure the applicant's level of competency, if the Board deems it necessary.

2.8.4.2. The member's reinstatement will not become effective until a full payment has been made, and all other requests made by the Board have been fulfilled, including, but not limited to, providing proof of professional training, observation hours, etc.

## 2.9. Liability Insurance

2.9.1. All "Athletic Therapist" members working in the field or in clinical settings must have general liability insurance and professional liability insurance, or errors and omissions liability insurance.

## 2.10. Leave of Absence

2.10.1. An "Athletic Therapist" member may request a leave of absence of 6, 8 or 12 months for one the following reasons:

- Pregnancy (preventive leave)
- New maternity/paternity
- Sickness
- Full-time studies



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2.10.2. During this period, the "Athletic Therapist" member agrees not to practise their profession.

2.10.3. The "Athletic Therapist" member will have a discount on their annual dues, as established by the Board.

2.10.4. The "Athletic Therapist" member on leave may request, at any time during their leave of absence, to reactivate their professional status, by registered letter or email.

2.10.4.1. The "Athletic Therapist" member must submit any documents requested by the Corporation to validate their eligibility to return to their professional practice.

2.10.4.2. The "Athletic Therapist" member must wait to get an official confirmation from the Corporation before resuming their professional activities.

2.10.4.3. The "Athletic Therapist" member wanting to end their leave of absence earlier than the set date will have to pay the balance of their full annual dues.

2.10.5. During their leave of absence, "Athletic Therapist" members may not sit on the Corporation's Board, but they are entitled to participate in committee activities and maintain their assembly voting rights.

## 3. GENERAL ASSEMBLIES

### 3.1. Types of Assemblies

3.1.1. The Corporation may call two types of general assemblies: Annual general meeting (AGM) and special general meeting (SGM).

#### 3.1.2. The AGM

3.1.2.1. The annual general meeting follows an agenda that includes at least the following:

1. Quorum call
2. Electing a President and Secretary for the meeting
3. Reading and adopting the agenda
4. Adopting the minutes from the previous AGM and, if applicable, the minutes for the year that is ending
5. The Board or President's report
6. Various committee reports
7. Presenting the financial statements
8. If required, electing an auditor for the coming year
9. If required, adopting or ratifying any changes to the General Regulations or the Code of Ethics and Professional Conduct
10. Electing a President and a Secretary
11. Electing Board members
12. News and other business
13. Meeting adjournment

3.1.2.2. The AGM must be held within 120 days of the Corporation's fiscal end of year.

3.1.2.3. The Notice of Meeting will be sent to members at least 30 days prior to the date of the AGM.

3.1.2.4. The Notice of Meeting includes the following documents:

3.1.2.4.1. An invitation, including the location, date and time of the AGM.

3.1.2.4.2. The agenda and minutes for the previous AGM.

#### 3.1.3. The SGM

3.1.3.1. An SGM may be called by:



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3.1.3.1.1. The Board of Directors, or

3.1.3.1.2. 10% of the "Athletic Therapist" members whose names appear on the Corporation's updated list.

3.1.3.1.3. SGMs may only be called to discuss specific matters and must comply with the provisions outlined in the Not-for-profit Corporations Act.

3.1.3.2. SGMs may only address specific concerns regarding the matter under discussion, which must be mentioned in the Notice of Meeting.

3.1.3.3. The Notice of Meeting must include the following documents:

3.1.3.3.1. An invitation, including the location, date and time of the SGM.

3.1.3.3.2. The closed agenda for the SGM.

3.1.3.3.3. All other documents required to understand the nature of the matter under discussion.

## 3.2. Notices

3.2.1. The Corporation's secretary distributes notices for general meetings on behalf of the Board at least 30 days before the meeting is to be held.

3.2.2. The Notice of Meeting must be sent in writing by email to every member on the Corporation's website, using their most recent email addresses on file.

3.2.3. Small irregularities in the notice or its delivery, including unintentionally failing to send the notice to all members or a member not receiving the notice, do not invalidate the acts and decisions made at the meeting.

3.2.4. If a special general meeting has not been called by the Corporation's Secretary within 21 days of the date that the request was received at the Corporation's head office, those who requested the meeting, or any other member, may distribute the notice, regardless of whether they signed the request. In this case, the notice should be sent to all members registered on the list of members.

## 3.3. Sharing Minutes

3.3.1. The minutes for AGMs and SGMs must be sent to members prior to the following meeting, along with the notice for said meeting.

3.3.2. However, distributing the minutes for an annual or special general meeting may be postponed until after a subsequent meeting, if the second general or special meeting is held within 45 days of the first.

## 3.4. Quorum and Guests

3.4.1. All members in attendance count towards the quorum for annual and special general meetings.

3.4.2. The quorum does not have to be maintained for the entire meeting.

3.4.3. Non-Corporation members may be invited by the Board to attend meetings.

## 3.5. Procedural Code

3.5.1. All general meetings of members will be held in accordance with the provisions prescribed under the Law.

## 3.6. Voting Rules

3.6.1. "Athletic Therapist" members have the right to one (1) vote each.

3.6.2. Voting by proxy is not allowed.

3.6.3. Any motion that is not subject to a request to vote is automatically passed.



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3.6.4. A secret vote may be requested at any time if the request is made by at least one (1) "Athletic Therapist" member.

3.6.4.1. Scrutineers are then appointed.

3.6.4.2. Ballots must be destroyed after the meeting is adjourned.

## 3.7. Presidency of the Meetings

3.7.1. The Presidency of the meetings is chosen as soon as the meeting gets underway. The President of the Corporation simply proposes a candidate to be approved or rejected by those present.

## 3.8. Secretary of the Meetings

3.8.1. The function of Secretary for the meeting may be entrusted to an employee of the Corporation, a member in good standing or a contractor.

## 4. BOARD OF DIRECTORS

### 4.1. Structure of the Board of Directors

4.1.1. The Board of Directors consists of seven (7) directors.

4.1.2. The Corporation's Executive Director may participate in all Board meetings, but holds no voting rights.

### 4.2. Term of Office

4.2.1. When elected, directors receive a two-year term as voting members, to which (4) four months of additional non-voting office may be added to help with the transition, depending on the Corporation's needs.

4.2.2. The former President of the Corporation acts as advisor to the Board for one (1) full year following the end of their term. They must be present at Board meetings when requested by the directors in charge, but without any voting rights.

### 4.3. Conditions for Eligibility

4.3.1. Be an "Athletic Therapist" member in good standing with the CTSQ.

4.3.2. Hold no criminal record associated with the profession, including malpractice, fraud, or violent or sexual offenses.

4.3.3. Be 18 years of age or older.

### 4.4. Elections Procedure

4.4.1. All "Athletic Therapist" members may run as candidates for Board positions. An application form signed by three (3) "Athletic Therapist" members in good standing must be submitted, with the written consent of the candidate, to the Corporation Secretary before the start of the annual general meeting.

4.4.2. If no applications are received, appointments may be made during the meeting, in following with the procedure.

4.4.3. Elections are decided by simple majority.

4.4.4. Voting is carried out by show of hands, unless an "Athletic Therapist" member requests a vote by secret ballot.

### 4.5. Delegation of Positions

4.5.1. After the election, directors select the individuals that will hold the following functions, by way of simple majority:





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4.5.1.1. President

4.5.1.2. Treasurer

4.5.1.3. Secretary

4.5.2. A director of the Board of Directors may not be elected as President for more than two consecutive terms.

4.5.3. Candidates chosen as President must have prior experience as members of the Board of Directors. Directors in their first term may not be elected as President, barring unforeseen circumstances.

4.5.4. If the President is unable to attend, a director appointed by the Board at the start of the year will take over until they return.

## 4.6. Resignation of Directors

4.6.1. Elected members of the Board may resign from their duties by sending a letter to this effect to the Corporation's Secretary.

4.6.2. The member remains in office until a replacement has been found or until their duties have been reassigned.

## 4.7. Disqualification of Directors

4.7.1. Directors are automatically disqualified for the following reasons:

4.7.1.1. The director is deemed legally incompetent in court.

4.7.1.2. The director declares personal bankruptcy or is declared insolvent.

4.7.1.3. The director no longer meets one of the conditions of eligibility for the position.

4.7.1.4. The director misses more than three consecutive meetings.

## 4.8. Removal of a Director

4.8.1. Members may call an SGM to remove a director for one of the following reasons:

4.8.1.1. The director is found guilty of a criminal offense related to their profession.

4.8.1.2. The director breaks the Corporation's Code of Ethics and Professional Conduct or another of its regulations.

## 4.9. Board Vacancies

4.9.1. In the event of a vacancy on the Board resulting from death, resignation or removal, the directors may:

4.9.1.1. Choose a replacement from the Corporation's list of "Athletic Therapist" members for the remainder of the former director's term.

4.9.1.2. Delegate the former director's duties to another individual on the Board until the following AGM.

## 4.10. Board Meetings

4.10.1. The Board will hold its first meeting once its members have been elected on the day of the AGM.

4.10.2. The Board will meet once per month, except during the summer holidays (July and August).

4.10.3. In the two (2) months following the AGM, the Board will hold a planning day (to update priority files for that year), with all Board directors present.



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## 4.11. Quorum and Board Voting

4.11.1. The Board's quorum represents a simple majority of members.

4.11.2. Board votes are decided by simple majority.

## 4.12. Compensation for Directors and Reimbursement of Expenses

4.12.1. Expenses incurred by directors while carrying out their duties will be reimbursed when they provide supporting documents. These expenses may include:

1. Transportation costs
2. Accommodations costs
3. Meal costs that do not exceed the set rate
4. Postage or copying costs
5. Representation expenses authorized by the Board
6. Reasonable compensation for any workday lost due to a meeting that lasts more than half ( $\frac{1}{2}$ ) a day

4.12.1.1. Annual CTSQ dues will be reimbursed for acting directors at the time of the AGM. Dues are not reimbursed to directors who are removed or resign.

## 4.13. Protection of Directors

4.13.1. The Corporation will take out a general civil liability insurance policy and a liability insurance for its directors and officers.

## 5. CORPORATION STAFF

5.1. The Corporation will hire an Executive Director in accordance with the contract terms negotiated by the President of the Corporation and approved by the Board.

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

## 6. FINANCIAL PROVISION

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

### 6.2. Books and Accounting

6.2.1. Directors must ensure accounting records are kept for all sums of money received and spent by the Corporation, along with justification for each payment or expense, all sales and value purchases made by the Corporation, Corporation assets and liabilities, and all other transactions in connection with the Corporation's financial situation, in accordance with the provisions of the Companies Act.

6.2.2. Accounting records shall be held at the Corporation's head office.

### 6.3. Audits

6.3.1. A public accountant will carry out an unaudited review of the Corporation's financial records once every year, but members may adopt an ordinary resolution to request a full audit.

6.3.2. At each annual meeting, members will appoint an accountant in good standing by way of ordinary resolution. However, they may also forgo unanimous appointment in any given year.



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## 6.4. Chartered Bank Instruments

6.4.1. All cheques, bills of exchange and other payment orders, notes or debt securities issued, accepted or endorsed in the name of the Corporation must be signed by two (2) of the three (3) signatories authorized by the Corporation's Board.

6.4.2. The signing authorities are:

6.4.2.1. The President

6.4.2.2. The Treasurer

6.4.2.3. The Executive Director

6.4.2.3.1. The Executive Director may not sign cheques for amounts greater than those considered reasonable by the Board.

6.4.3. Instruments may be endorsed with the Corporation's "deposit" stamp at the Bank where the Corporation carries out its business.

6.4.4. Any of the designated signing authorities appointed for such purposes may make arrangements to settle, verify and certify any accounts and records between the Corporation and its bankers. They may also accept all cheques cashed with the accompanying records, sign verifications or settlements and release forms, including bank verification forms.

6.4.5. Corporation funds may be deposited into the Corporation's accounts at banks or trust companies, or with bankers approved by the Board of Directors on occasion by way of resolution.

## 6.5. Contracts

6.5.1. All acts, documents, transfers, contracts, undertakings, obligations, debentures and other instruments to be executed by the Corporation must be signed by the President or Secretary and countersigned by the Treasurer or Executive Director of the Corporation. The Board may, on occasion, authorize other individuals as signing authorities for the Corporation by way of resolution. This authorization may be general or limited to a specific case. As previously mentioned and indicated in the Corporation's regulations, no director, officer, representative or employee of the Corporation will have the power or authorization to bind the Corporation by contract or otherwise, or to use its credit.

## 6.6. Loans

6.6.1. In accordance with corporate lending rules and provisions in the third part of the Companies Act, when considered appropriate the directors may:

6.6.1.1. Borrow money on corporate credit.

6.6.1.2. Emit bonds or other corporate securities and deposit or sell them at a suitable price.

6.6.1.3. Notwithstanding the provisions of the Civil Code of Quebec, approve a mortgage, even open, on a universality of assets, movable or immovable, present or future, tangible or intangible, all in accordance with Article 34 of the Act Respecting the Special Powers of Legal Persons.

## 7. AMENDMENTS

7.1. Amendments to regulations, including adopting new regulations, may be made by resolution as long as they comply with the Law or the Charter. They must also garner ratification from the majority of members in attendance at all general assemblies of members and comply with the following procedures:

7.1.1. The amendment has already been passed by the Board at the request of a certified athletic therapist or on the Board's own initiative, ratified and come into effect at the annual



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general meeting, provided that members are notified prior to the meeting and a copy of the amendment is included in the notice to this effect.

7.1.2. All amendments, unless otherwise ratified in the interim by a special meeting duly called for this specific purpose, will be in effect until the following general meeting of members. If they are not ratified at that meeting, they shall cease to be effective that same day.

## **8. DISSOLUTION OF THE CORPORATION**

8.1. The Corporation may be dissolved by a resolution to this effect adopted by the majority of the members of the Board of Directors and ratified by vote by two thirds (2/3) of the Corporation members at a special general meeting duly convened and held for this purpose.

8.2. In such an event, the property of the Corporation shall be used first to clear any debts. The remainder will be donated to a similar association or a recognized teaching establishment in the province of Quebec, in accordance with the Charter, in an effort to promote and enhance the prevention of athletic injuries as much as possible. The choice of institution will be indicated on the dissolution resolution.

**Ratified on April 18, 2023 during the annual general meeting**