



COLLEGE OF
PHYSICAL THERAPISTS
OF ALBERTA

COLLEGE BYLAWS

Pursuant to the Physical Therapy Profession Act

The bylaws outline the duties and responsibilities of the College's governing board, committees and the registrar and provide direction on how physical therapy is practiced in Alberta, including registration qualifications, regulation of professional conduct, quality assurance, corporations and ethics.

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DEFINITIONS

In these Bylaws

- Accredited facilities are those facilities listed or described in Section 53 of these Bylaws;
- Act means the Physical Therapy Profession Act;
- Council means the Council of the College;
- Inactive member means a physical therapist who holds an annual certificate with a limitation that he/she not practice physical therapy in Alberta
- Permit means permit issued to a physical therapy corporation pursuant to Section 23 of the Act;
- Physical therapist means a person who is issued a certificate of registration as a physical therapist under the Act and who holds an annual certificate;
- Physical therapy corporation means a corporation that is the holder of a subsisting permit pursuant to the Act;
- Registrar means the registrar appointed pursuant to Section 12 of the Act;
- Registered practitioner means a person registered in a register described in Section 13(1)(c) of the Act who holds a temporary license and is entitled to practice physical therapy subject to conditions or restrictions but does not include a physical therapist or a physical therapy corporation;
- Inactive registrant means a person who holds a certificate of registration as a physical therapist but who does not hold a current annual certificate or temporary license.

In these Bylaws

- A reference to ‘physical therapy’ is deemed to include a reference to ‘physiotherapy’ and
- Reference to ‘physical therapist’ is deemed to include a reference to ‘physiotherapist.’

COUNCIL

Council shall consist of nine (9) members, four (4) of whom shall be elected at the Annual General Meeting of the College each year for a term of two years. A person shall continue to be a member of the Council until his successor is appointed.

ELECTION

Council shall appoint a Nominating Committee in January of each year for the purpose of nominating members of the College for contesting the election to Council at the Annual General Meeting. The Nominating Committee shall prepare a short biography on each Candidate and shall mail such biography to each member of the College at least twenty-one (21) days prior to the Annual General Meeting. However, such nominations by the Nominating Committee shall not preclude nominations for council from the floor of the Annual General Meeting.

Members of the College nominated in accordance with section 4(a) above shall indicate in writing whether or not they are willing to accept the nomination prior to the Annual General Meeting, unless nominated from the floor in which case verbal agreement from the nominee will suffice as indication of a candidate's willingness to stand for election.

For the purpose of the election of members to Council, the Nominating Committee shall produce a slate of the appropriate number of persons for contesting the election to Council.

Council shall be represented by:

- Two candidates from Region Six
- Two candidates from Region Three
- Four candidates from anywhere in the province including Regions Six and Three
- The person appointed pursuant to Section 10(1)(b) of the Act.

Diversity in practice settings and geographic location of Council members is beneficial to the work of Council.

Members may stand for election to Council not more than two consecutive terms.

Council shall appoint a returning officer in January of each year to be responsible for assuring the proper conduct of election of members to Council at the Annual General Meeting.

Four scrutineers shall be appointed by Council prior to the Annual General Meeting to collect and count ballots at the Annual General Meeting.

The members of Council shall be elected by secret ballot; however, members of the College need not attend the Annual General Meeting at which the election takes place but may submit their ballot by mail to the head office of the College in the form provided by the College prior to the meeting.

In the event that a Council or Committee member holds a position in another body which may be perceived as being in conflict with his Council or Committee responsibilities, the matter will be heard by Council. If a conflict of interest is determined, the member shall be asked to resolve the conflict or resign his position.

RESIGNATION/DISQUALIFICATION

Council or Committee members shall be disqualified from positions in the event that they:

- Miss three consecutive meetings;
- Are suffering physical or mental incapacity that would preclude them from functioning in their position;
- Are suspended from practice by disciplinary action by the College;
- Are found guilty of a criminal offense; or,
- Have their registration cancelled by the College unless there are extenuating circumstances acceptable to Council.

A Council or committee member that is disciplined by the Discipline Committee will resign his/her Council or committee position.

A Council or committee member charged with an indictable criminal act shall temporarily withdraw from his/her position. If found guilty in a court of law, he/she shall resign his/her position.

In the event a member of Council is disqualified or resigns and such resignation is accepted by the Council, Council shall appoint another member of the College to fill the vacancy on Council within thirty days of the acceptance of the resignation.

OFFICERS

The Council shall appoint from among those elected to it the following officers:

- President, Secretary-Treasurer,
- Vice-President,
- and any other officer the College may deem appropriate.

PRESIDENT

The President shall be the Chief Executive Officer of the College and have the usual authority associated with such office. Without limiting the generality of the foregoing, the President's responsibilities shall include:

- Representing the College, its policies and positions to the public when deemed appropriate by the President or when instructed to do so by either Council, a general meeting of members or the Executive Committee of Council;
- Conveying the decisions of Council to the membership and to the public when deemed appropriate by the President or when directed to do so by the Council;
- Communicating with the Registrar regarding the activities of the College;
- Acting as chairman of Council, Executive and general meetings;
- Liaising with other physical therapy associations;
- Acting as an ex officio member of Council for one year following termination of office of President.

VICE-PRESIDENT

The Vice-President shall:

- Fulfill, in absence of the President, any or all of the President's responsibilities; and,
- Be responsible for maintaining a current knowledge of all Council activities.

SECRETARY-TREASURER

The Secretary-Treasurer shall be the Chief Financial Officer and Corporate Secretary of the College and have the usual authority associated with such office. Without limiting the generality of the foregoing, the Secretary-Treasurer's responsibilities shall include

- Being responsible for all matters relating to the financial status of the College: these matters will include monthly financial statements, the annual budget for the ensuing year, assuring the audit is properly completed by the College's auditors and maintenance of statements of expenses by those who are on College business;
- Informing Council of any on-going or future financial planning; and,
- Being responsible for reviewing the historical documentation pertaining to Council activities and ensuring their accuracy and content, and assuring that accurate minutes are kept and maintained for Council meetings and meetings of members.

Any two of the President, the Vice-President or Secretary-Treasurer shall sign all contracts on behalf of the College.

Council shall have the authority to appoint legal counsel.

MEETINGS

Council shall meet a minimum of six times per year at a location determined by Council at the call of the President or, in his absence, at the call of the Vice-President.

A quorum for a meeting of the Council or any committee thereof is that number equal to the majority of physical therapists on Council at any given time or on the committee at any given time.

The Council may establish its own rules of procedure and conduct for Council meetings.

Council meetings may be held at any location in Alberta convenient to the Council or by teleconference providing the Council members can hear each other at the same time.

The minutes of Council meetings shall be completed and mailed to Council members within ten days of the date of the Council meeting for which the minutes were recorded. Within ten days of the meeting at which the minutes are subsequently approved by Council, minutes of Council meetings will be mailed to committee chairmen.

The agenda for each meeting shall be mailed to council members and committee chairmen at least ten days prior to the date of the meeting.

Copies of pertinent correspondence and reports for discussion shall be mailed to all Council members on an ongoing basis.

Standing committee chairmen or their nominated representatives, if not Council members, may attend all Council meetings and shall, subject to the discretion of the chairman, have the right to participate in discussions but shall not have the right to vote.

Other persons may be invited to attend Council meetings at their own expense.

ANNUAL GENERAL AND EXTRA-ORDINARY GENERAL MEETINGS

The Annual General Meeting shall be held no later than the last day of June in any given year and on no less than twenty-one (21) days notice.

The President or Secretary shall call an Extra-Ordinary General Meeting of the College

- On request of the Council in accordance with its instructions.
- At request of 35 members of the College who in writing request an Extra-Ordinary General Meeting setting out the purpose of the meeting and the exact wording of the Resolution they propose to put to the meeting. Notice of such meeting shall be sent to members within sixty days of receipt of the request. The majority of the members who request a meeting may withdraw such a request prior to the notice being sent by the President or the Secretary of the College.

Absentee voting is not permitted on any matter at the Annual General Meeting or at an Extra-Ordinary General Meeting except as permitted in Section 7.

Notice of the Annual General Meeting or an Extra-Ordinary General Meeting shall be given in writing and mailed to each member of the College at his last recorded address not less than twenty-one days before the date of the meeting.

The notice under Section 24 shall include

- a list of nominees for election to Council and a ballot for that election, if the meeting is for that purpose, and
- a list and description of the items of business to be dealt with at the meeting with sufficient clarity to reasonably inform the members.
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Persons who are not eligible for membership in the College may attend the Annual General Meeting or an Extra-Ordinary General Meeting at the discretion of the majority of members present. They shall not have voting privileges and shall have speaking privileges only as permitted by the Chairman.

Person who are eligible for membership in the College but are not members, may attend the Annual General Meeting at the discretion of the majority of members present. They shall not have speaking or voting privileges.

The meeting shall be conducted according to the procedures outlined for bodies such as the College in the current Robert's Rules of Order (newly revised). The Council may appoint a Parliamentarian to guide the Chairman at any Annual General Meeting and Extra-Ordinary General Meeting if approved by Council.

Thirty-five members constitute a quorum for the Annual General Meeting and any Extra-Ordinary General Meeting of the College.

Election results shall be announced prior to the adjournment of the Annual General Meeting. All ballots shall be destroyed immediately after the announcement of the election results and may be destroyed without a vote of the members.

COMMITTEES

Council may establish Standing and/or Ad Hoc Committees as Council deems appropriate for the proper management of the business and affairs of the College and appoint its chairman.

A written report of committee activities shall be submitted to the College office, 14 days prior to the date of the meeting at which the material in the report is to be discussed by Council.

The term of any chairman appointed to any committee is for a period of two years. Such person may at the discretion of Council be reappointed as chairman of the same committee for a subsequent term of two years.

Council may appoint Vice-Chairmen for the Discipline Committee and the Practice Review Board. The quorum of the Discipline Committee is four members.

The quorum of the Practice Review Board is a majority of its members.

STANDING COMMITTEES: GENERAL GUIDELINES

- Chairman, appointed by Council.
- Committee Members chosen by chairman subject to approval by Council.
- Should committee members represent one geographic area, and/or one professional area, it is recommended that a corresponding member representing another geographic area and/or professional area be appointed. A corresponding member need not attend committee meetings but shall be kept informed of committee activities.
- Power to appoint additional members as necessary subject to the approval of Council.

STANDING COMMITTEES OF THE COLLEGE

Executive Committee

Notwithstanding sections 33 and 34 of these bylaws, the Executive Committee will consist of those people appointed as officers by Council.

Terms of reference:

- To perform those responsibilities delegated to it from time to time by Council.
- To generally oversee the College business between Council meetings.
- The Executive Committee shall not make final decisions on any matter and all decisions of the Executive Committee must be ratified and approved by Council before binding the College except for those matters that were specifically delegated to the Executive Committee by the Council pursuant to (i) above.

Ethics Committee

The Chairman of the Ethics Committee shall be the same person who is chairman of the Practice Review Board as provided by the Act. Persons who are members of the Practice Review Board shall automatically be members of the Ethics Committee.

FINANCES

The financial statement shall be audited prior to the date of the Annual General Meeting and shall be available to all members of the College.

Auditors shall be appointed annually at the Annual General Meeting of the College.

The President, Secretary-Treasurer and Vice-President and any other officer of the College and all other members elected to Council shall be reimbursed for travel or subsistence expenses incurred in attendance at Council meetings and performing College business as approved by Council.

Council may reimburse the travel and subsistence expenses incurred by the Council member appointed by the Minister and may remit to the member fees in accordance with section 5 of the Act.

Committee (Standing and Ad Hoc) chairmen and/or their representatives and Committee Members shall be reimbursed for travel and subsistence expenses incurred in attendance at Council meetings and performing College business as approved by Council.

Members of the College, required by Council to attend Council meetings or to carry out College business, shall be reimbursed for travel and subsistence expenses incurred.

HONORARIUM

- The President shall be paid an honorarium of four times the annual dues.
- The Vice-President shall be paid an honorarium of two times the annual dues.
- The Secretary-Treasurer shall be paid an honorarium of \$500 per year.
- Physical Therapists who are elected to Council shall receive an honorarium equal to the cost of annual dues.

Such honorarium shall be paid on December 31st of the year the person is a Council member.

PHYSICAL THERAPISTS

REGISTRATION FEES AND ANNUAL DUES

Council shall set all fees, dues and other levies payable by physical therapists, physical therapy corporations and registered practitioners. No increase in fees, dues or no new fees, dues or levies shall be effective unless first approved by the majority of the members present and voting at a general meeting of the College. Notice of any proposed increase in fees, dues or levies, or proposed

enactment of new fees, dues or levies shall be given prior to or with the Notice for the General Meeting.

That all fees, dues or levies set out in the bylaws, prior to the amendments approved this date continue to be in full force and effect until changed in accordance with provisions of the amended bylaws.

A physical therapist, applying for registration or re-registration as a member of the College shall pay a non-refundable registration fee. If any registration fee has been paid pursuant to Section 48 of these bylaws, within three years prior to applying for registration, such fee shall be credited towards the registration fee required by, this clause.

The fees and dues payable pursuant to this part shall remain the same as existed prior to the amendments approved by the general meeting the 25rd day of April, 1988 and shall remain effect until changed in accordance with the provisions herein.

ANNUAL CERTIFICATE

Annual certificates expire on the 31st day of December in the year issued, or on such a date as is endorsed on the face of the certificate and in the register of physical therapists.

A physical therapist may apply for an annual certificate by completing an application in the form prescribed by the Council and sending it to the Registration Committee.

ANNUAL DUES BY CATEGORY OF MEMBERSHIP

A physical therapist involved in the practice of physical therapy shall pay annual dues.

A person who is registered as a physical therapist and who is eligible to obtain an annual certificate may elect to renew the annual certificate with the restriction that he not practice physical therapy and may be registered as an inactive member on payment of annual dues for an inactive member.

SUSPENSION/REINSTATEMENT PAYMENT OF FEES, DUES

If a person has been suspended or had his registration terminated, and if the registration is reinstated at the discretion of the Council, the person shall be liable for all fees that would have been due and payable during the period the person was suspended or had his registration terminated and, in addition to the registration fee, if applicable, shall pay a reinstatement fee set by Council.

REGISTERED PRACTITIONERS

REGISTRATION FEE

Subject to Section 48(b) a registered practitioner applying for registration or re-registration shall pay a registration fee.

A person registered pursuant to Section 10(1)(a) and 10(1)(b) of the Regulations of the Courtesy Register shall pay no registration fee.

DUES BY CATEGORY OF MEMBERSHIP

A person registered pursuant to Section 8(1)(a), 8(1)(b) and 8(1)(c) of the Regulations on the Education Register pays no dues.

A person registered pursuant to Section 8(1)(d) of the Regulations on the Education Register shall pay the same annual dues as the person who is registered as a physical therapist.

A person registered on the Special Clinical Practice Register shall pay monthly dues per month or part of a month from the date of registration.

A person registered pursuant to Section 10(1)(a) and 10(1)(b) of the Regulations on the Courtesy Register pays no dues.

A person registered pursuant to Section 10(1)(c) of the Regulations on the Courtesy Register shall pay monthly dues per month from the date of registration.

A person registered pursuant to Section 11(1) (new) of the General Regulations on the Graduate Register shall pay monthly dues per month or part of a month from the date of registration.

The fees and dues payable pursuant to this part shall remain the same as existed to the amendments approved by the general meeting the 23rd day of April, 1988 and shall remain in effect until changed in accordance with the provisions herein.

PHYSICAL THERAPY CORPORATIONS

A physical therapy corporation shall pay a non-refundable initial registration fee and subsequent annual registration fees as determined by Council in accordance with section 40 of the bylaws.

A physical therapy corporation shall be charged a transfer fee equivalent to the registration fee for such corporations in the event of a change in ownership of the corporation whether or not there is a change in the name of the corporation.

Such registration expires on the 31st day of December each year.

A physical therapy corporation shall not be issued a permit unless it demonstrates to the Registrar that

- 75% of all issued and outstanding shares are held by physical therapists and that 75% of all voting shares are held by physical therapists.
- 75% of the Board of Directors are physical therapists.
- Name of the corporation or any proposed trade name to be used by the corporation has been approved by the Registration Committee.
- Pays a fee prescribed in section 50(a) of the bylaws; completes the application form prescribed by Council.
- Is in compliance with CPTA standards for physical therapy corporations.
- If it has a Unanimous Shareholders Agreement it is acceptable to the Registrar and undertakes not to change or modify any Unanimous Shareholders Agreement approved by the Registrar without the written consent of the Registrar.

LATE RENEWAL OR REGISTRATION

If annual dues for physical therapists and registered practitioners or annual registration for physical therapy corporations are paid after December 1st, a penalty for late renewal or registration shall be charged. The penalty for late renewal or registration may be waived in the case of postal delivery if the envelope/letter is postmarked on or before December 1st.

ACCREDITED FACILITIES

Accredited facilities shall include

- Hospitals in the Province of Alberta employing one or more members of the College for purposes of providing physical therapy unless the designation is withdrawn by Council.
- Other facilities including private practice clinics operated by one or more physical therapists for purposes of providing physical therapy unless the designation is withdrawn by Council.

SCHOLARSHIPS

The College of Physical Therapists shall grant a scholarship in a sum to be determined by Council to the first year student in physical therapy enrolled full time in an approved program of physical therapy with the highest aggregate average marks in physical therapy subjects who completed a

full course load and who intends after the first year to directly commence a second year program and does so.

TREATMENT RECORDS

For purposes of section 15(f) of the Regulations, the treatment records to be maintained shall include a summary of findings, history, assessment, treatment plan and procedures, progress notes and discharge summary except if circumstances justify maintaining less complete treatment records.

MEMBERSHIP - OTHER CATEGORIES

HONOURARY MEMBERSHIP

A person who is not eligible to be a member of the College and has given special service to the College may be granted by Council an honorary membership for one year. Such honorary membership may be offered more than once or renewed at the discretion of Council. No fees are payable by the honorary member.

LIFE MEMBERSHIP

A person who is or was a member of the College or its predecessor and who has given extensive or special service to the College or its predecessor, may be granted by Council a Certificate of Registration and an Annual Certificate for life. Notwithstanding the life membership, the person, if he practices physical therapy, is subject to all requirements of the Act, the Regulations and the bylaws, except there are no fees or dues payable by the life member. In the event a person granted life membership is the subject of an Order pursuant to sections 54 and 55 of the Act, his status as a life member shall immediately be revoked.

RETIRED MEMBER

A physical therapist previously registered in Alberta who no longer meets the practice hour requirement may apply to the Registrar for CPTA membership as a physical therapist (retired) member.

A physical therapist (retired) member is entitled to:

- Attend meetings of the College, receive newsletters,
- Serve on College committees and boards.

A physical therapist (retired) member may not practice physical therapy.

A physical therapist (retired) member may not use the title Physical Therapist but may use the title Physical Therapist (Retired).

The physical therapist (retired) member shall pay the same yearly dues as an Inactive Member.

SPECIAL MAILING LIST

A person may apply to the Registrar to be placed on a special mailing list for the sole purpose of receiving periodic information of general interest. If so placed, which is at the sole discretion of Council, such person shall pay an annual fee of \$40.00

PRACTICE REVIEWS

A physical therapy corporation or a physical therapist operating as a sole proprietorship or in a partnership shall be assessed a fee for each practice when the practice is reviewed or re-reviewed by the College. The fee for each practice site reviewed or re-reviewed shall be 50% of the estimated average cost per practice review. Notwithstanding bylaw 40, the practice review fee shall be set by Council, from time to time, and shall not require the approval of the members.

ACTING REGISTRAR

The Council may appoint an Acting Registrar.

The Council may appoint a person to assist the Registrar in any of the Registrar's duties.

Protecting Albertans through effective regulation and leadership

www.cpta.ab.ca



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