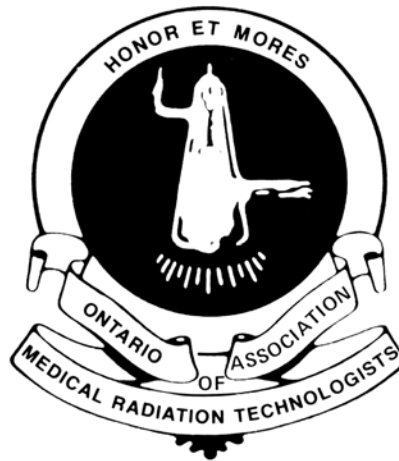


Ontario Association of Medical Radiation Technologists

(Incorporated under the Corporations Act of the Province of Ontario)



PURPOSES AND BY-LAW RULES AND PROCEDURES

(Revised March 2009)

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PRELIMINARY

The Association is incorporated under the Corporations Act of the Province of Ontario and is governed by this By-Law and such other By-Laws as from time-to-time may be in force. The words used in this By-Law importing the singular number only shall include the plural and vice versa and the masculine shall include the feminine and except when otherwise not clearly excluded words importing persons shall include corporations.

The provisions of this part shall be referred to as By-Laws and cited as By-Law Number 77.

This compilation is prepared for purposes of convenience only, and for accurate reference, recourse shall be had to the original By-Laws which are in custody of the Chief Executive Officer. Amendments to the By-Laws will be included, when a new edition is published.

MISSION STATEMENT

The OAMRT is the collective and influential voice of the Profession of Medical Radiation Technology dedicated to the support and promotion of the interests and needs of its Members.

A Mission Statement can drive an entire organization from top to bottom. It can help people at all levels decide what they should do or stop doing. It should be simple yet powerful and inspiring, which communicates to both internal and external stakeholders what the organization is all about.

It has two (2) components/elements, which are the Purpose and the Business. The Purpose describes, in one sentence, if possible, why the organization exists - the end results of its efforts. The Business is a summary statement of what the organization actually does; the primary ways or means to meet the Purpose in terms of Programs and Services. The Business is the means to the end (Purpose).

CORE VALUES

The Core Values for the Association which drive the decision making process and actions of the Board, Staff and Members are:

Accountability
Trust
Evidence based

Integrity
Sensitivity to Members' views
Wisdom through knowledge

Transparency
Collaboration

O RIGINAL PURPOSES OF THE ASSOCIATION

The purposes for which the Association is established are:

- (a) To promote and elevate the activities and competence of a profession devoted to the art and science of medical radiation technology. To promote and encourage the science and practice of all methods and techniques affecting the subject of medical radiation technology;
- (b) To facilitate the exchange of information and ideas on matters affecting medical radiation technology;
- (c) To provide opportunities for continuing education in connection with the science and practice of medical radiation technology; provided however, that any diploma or certificate granted by the Association shall contain on its face a statement to the effect that it is not issued under, or in pursuance or by virtue of, any statutory or government sanction or authority, but by the authority of the Association only;
- (d) To print, publish, sell, lend or distribute the proceedings or reports of the Association, or any papers, communications, works or treatises on medical radiation technology or its applications or subjects connected therewith, or any abstracts thereof or extracts therefrom;
- (e) To promote research and experimental work in connection with medical radiation technology and allied subjects;
- (f) To establish and maintain venues to promote, organize and conduct exhibitions connected with radiation technology science and practice;
- (g) To associate, to affiliate and to federate with any association, society, or organization, incorporated or unincorporated, related to the Health Sciences;
- (h) To do all such other lawful things as may be incidental or may be deemed to be conducive to the attainment of the foregoing purposes or any of them.

BELIEFS

The Belief Statement articulates the core and fundamental values, beliefs and assumptions that guides the work of the Members, Board, Volunteers and Staff.

Fundamental to our Statement of Purpose and our concern for our Members, both individually and collectively, and to the safety of the Public.

We believe:

- that the welfare and dignity of the patient is paramount in the delivery of Health Care;
- that we should strive to create and sustain an organizational environment that inspires trust, integrity, collaboration, a sense of community, personal responsibility, and well being;
- that a climate of life-long learning will ensure the growth of our Members and the Association;
- that participating decision making and consultation is essential in order to achieve an effective Association;
- that a diversity of perspectives leads to a deeper understanding of issues and enriched knowledge for decision making;
- that the empowerment of our Members and our Employees result in our success;
- that supporting calculated risk-taking and innovation is a means to achieve organizational improvement.

VISION STATEMENT

We envision the Association as a highly respected, vibrant, organization with the necessary infrastructure to be representative of all Medical Radiant Energy Practitioners in Ontario. As the undisputed leader of the Profession, the Association will serve the needs of its Members through its Programs and Services. In doing so, it will be recognized as the sole voice and advocate in Ontario in advancing the Profession, and as the champion in assisting its Members to deliver safe and quality care.

BY-LAW RULES AND PROCEDURES

SECTION 1: INTERPRETATION SECTION

- 1.01 The name of the Corporation (hereinafter called “the Association”) is the Ontario Association of Medical Radiation Technologists and may be abbreviated to “OAMRT” for common use.
- 1.02 “Board” means the Board of Directors elected under the By-Law.
- 1.03 “Members” means persons admitted to the Association and registered under one of the Classes of Members as set out in the By-Law here within.
- 1.04 “Discipline” means the core areas of practice in which Members may specialize in carrying out the purposes of the Association. They are:
- Radiological Technology
 - Radiation Therapy
 - Nuclear Medicine
 - Magnetic Resonance.
- 1.05 “Section” means geographical regions of Ontario or approved organizations designated by the Association.
- 1.06 “Special Committee and/or Task Group” means a group of Members, or other persons appointed by the Board and/or the Membership, to provide advice and to assist in the carrying out of the purposes of the Association.
- 1.07 “Certificate” means a certificate of Membership in the Association or evidence of continuing education as issued under the authority of the Board.
- 1.08 “Diploma” means a document issued by the Board indicating post-graduate qualifications or achievement attained by a Member.
- 1.09 “Rules” means those rules and procedures approved by the Board for implementation of the By-Law.
- 1.10 “Instrument in writing” means, without limiting the generality thereof, contracts, documents, deeds, mortgages, hypothecs, charges, conveyances, transfers, and assignments of property (real or personal, immovable or movable), agreements, tenders, releases, proxies, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignment of shares, stocks, bonds, debentures, and other securities and paper writings.
- 1.11 “Scope of Practice” means the statement of the practice of Medical Radiation Technology as defined in the Medical Radiation Technology Act, Statutes of Ontario of the Regulated Health Professions Act.
- 1.12 “Code of Ethics, Code of Conduct and Member’s Bill of Rights” means the obligations to which a Member of the Association shall abide.

- 1.13 “Canadian National Association or Body” means the Association for Medical Radiation Technologists that look after their wants and needs on a National Scope.
- 1.14 “AGM” means Annual General Meeting of the OAMRT.
- 1.15 “Regulatory Body” means the Ontario Provincial Registering Body.
- 1.16 “Voting Member” means persons eligible to vote on Association business.
- 1.17 “Standing Committee” means a Committee established or disestablished at the discretion of the Board of Directors. The activities of a Standing Committee must be reported to the Membership.
- 1.18 “Committee of the Board” means a committee chaired by a Member of the Board of Directors.

SECTION 2: HEAD OFFICE AND FISCAL YEAR

- 2.01 The Head Office of the Association shall be situated in the City of Brantford, in the County of Brant or such other Municipality in the Province of Ontario and at such place therein as the Board from time-to-time shall by resolution determine.
- 2.02 The fiscal year of the Association shall end on the 31st day of December each year.

SECTION 3: MEMBERSHIP

3.01 CLASSES OF MEMBERS

There shall be the following classes of Members:

a) Practicing Members

There are two (2) classes of Practicing Members:

1) Full Practice Members

Persons who are certified by the Canadian National Association and/or registered by the Regulatory Body for Full Practice, and are engaged as Medical Radiation Technologists in the province of Ontario. Full Practice Members are eligible to hold office and to vote on matters of Association business.

Candidates must:

- i) have passed such examinations as may be conducted or approved by the Association;
- ii) be approved by the Board;
- iii) be eligible to be a Member of the Regulatory Body.

Rule 1: Applicants must have passed the Canadian National Body’s Certification Examinations and must be registered with our Profession’s Regulatory Body.

Rule 2: Annual re-admittance is required to maintain Membership.

2) **Limited Practice Members**

Persons registered or certified by the Regulatory Body for limited practice, or are graduates of an Association approved Limited Practice Program. Limited Practice Members are eligible to vote. Limited Practice Members cannot hold office.

Rule 1: The Examination of the approved Educational Program will suffice as the Association's Examination provided it is competency based, and addresses the Association's and/or Provincial Regulatory Body's academic and practice standards.

Rule 2: Annual re-admittance is required to maintain Membership.

b) **Non-Practicing Members**

There are two (2) classes of Non-Practicing Members:

1) **Full Practice Members**

Are persons who are qualified as Full Practice Members who have temporarily or permanently discontinued the practice of Medical Radiation Technology, but wish to maintain their relationship with the Association. Full Practice Members are eligible to vote and to hold office.

2) **Limited Practice Members**

Are persons who are qualified as Limited Practice Members who have temporarily or permanently discontinued the practice of Medical Radiation Technology, but wish to maintain their relationship with the Association. Limited Practice Members in this category are only eligible to vote.

Candidates must:

- i) **meet the qualifications for Full Practice, Limited Practice and;**
- ii) **apply in writing to the Association.**

Rule 1: The concept of 'practice' is that a MRT is one who works or follows a profession or occupation. This includes those who directly practice on patients, are educators or researchers in the field of Medical Radiation Technology.

Rule 2: Head Office must be made aware of the intent to change from Full or Limited Practice to Non-Practicing status by the first of December of the year then ending.

Rule 3: Students who have passed the Canadian National Association's certification examinations and who are not yet employed in their Discipline, may apply for Non-Practicing Member status.

c) **Distinguished Members**

There are three (3) classes of distinguished Members:

1) **Life Members**

This classification may be conferred on Full Practice Members, Limited Practice Members, or Non-Practicing Members by the Board of Directors.

Promotion to Life Member is based on outstanding service to the Association and/or service as an outstanding or distinguished Medical Radiation Technologist.

Life Members who were previously Full Practice Members are eligible to vote and to hold office. Life Members who were previously Limited Practice Members are only eligible to vote.

Rule 1: Life Members shall be exempt from the payment of dues. The OAMRT shall pay the Canadian National Association's portion of the appropriate fees for OAMRT Life Members. They shall receive all of the official Journals of the Association free of charge.

Rule 2: No nominations will be taken from the Floor of the AGM. The nominating criteria shall be detailed in the Policies and Procedures Manual.

Rule 3: Life Membership applications shall be considered, unless there are already a total of twenty-five (25) Life Members, in which case no applications will be considered.

Rule 4: Life Members may be removed from this category according to the relevant policies and procedures of the Association.

Rule 5: Any Life Member who was not practising and then returns to practice in Ontario must notify Head Office in writing.

2) **Honorary Life Members**

This distinction may be conferred by the Board of Directors on persons who are not otherwise eligible for Membership in the Association or who are Commercial Representatives who have rendered outstanding service to the profession.

Honorary Life Members are not eligible to vote nor to hold office.

Rule 1: Honorary Life Members shall be exempt from the payment of dues. They shall receive all of the official Journals of the Association free of charge.

Rule 2: Honorary Life Members, although not able to hold office or a leadership position, may serve as consultants to, or serve on, Association Committees.

3) **Senior Membership**

This category is available to Members who have retired from the technical practice of radiant energy. Senior Members are eligible to hold office and to vote on matters of Association business.

Rule 1: Senior Members must have met one or both of the following criteria:

- *Have thirty (30) years of accumulative paid Membership in the Association, or*
- *Has held a senior leadership position in the Association and is the recipient of a major Association Award.*

Rule 2: Senior Members shall not pay dues. Senior members shall receive all of the official Journals of the OAMRT.

Rule 3: Senior Members are deemed to be Non-Practising in the Profession. Should a Senior Member decide to return to practice, whether full-time, part-time or casual, they must inform Head Office and reinstate their Membership to the Full Practice Category, pay the appropriate fees, and adhere to all the processes according to

the policies and procedures of the Association.

d) **Student Members**

Student Members are defined as those who are:

- i) **enrolled in an Association approved Medical Radiation Technology training program; or**
- ii) **in the period awaiting Canadian National Association's certification results.**

Student Members are not eligible to vote or hold office.

Rule 1: Application for registration shall use the format as prescribed in the Policies and Procedures of the Association.

Rule 2: Student Membership for Ontario MRT undergraduate Students is free. MRT undergraduate Students from other Canadian jurisdictions are not eligible for OAMRT Student Membership. Non-Canadian Students will be required to pay an annual fee and complete the appropriate forms in accordance with the policies and procedures of the Association.

Rule 3: Candidates in Post-Graduate Programs, when concurrently practicing as a MRT, cannot qualify as a Student Member, as they shall register under the category relevant to their practice.

Rule 4: Student Membership is in force for Ontario Student Members until the Student has exhausted all their Canadian national certification examination writing opportunities. For Non-Canadian Student Members, their Membership is in force for one (1) year, based on the calendar year of 1 January to 31 December, at which point the Membership expires and the Student has to re-apply.

e) **Corporate Members**

There are two (2) classifications of Corporate Members. They are:

1) **Corporate Body Members**

Membership is offered to corporations whose business activities are related to the Disciplines of the Association. Corporate Body Members cannot vote nor hold Office.

2) **Commercial Representatives**

Membership is offered to individuals engaged in the professional or commercial aspects of Medical Radiation Technology in the province of Ontario. Commercial Representatives may not vote nor hold Office.

Rule 1: Corporate Members shall have a history of service to the Association, or be engaged in a field associated with Medical Radiation Technology.

Rule 2: Corporate Members shall be entitled to receive all official Journals of the Association.

Rule 3: Corporate Members shall be entitled to participate in all OAMRT sponsored conferences and courses for the same fee as the other Membership categories.

f) **Associate Members**

Membership is offered to individuals who:

- (a) Practice in a related health science; and/or**
- (b) Share in the responsibility for the delivery of quality healthcare; and/or**
- (c) Whose services are essential to the delivery of quality health care.**

Associate Members cannot vote or hold office.

3.02 PRESENT MEMBERS

The present Members of each class of Membership shall be those who appear in the records of the Association as Members of the class.

Rule 1: The Board will ensure that a register of all Members, by classification and Discipline, where appropriate, is maintained at Head Office.

Rule 2: All current Members will have their status updated to the new Membership class upon renewal of registration.

3.03 ADMISSION OF MEMBERS

Application for admission to any Membership Category shall be at the discretion of the Board, in a form prescribed by the Board. The Board of Directors is responsible for establishing criteria for admission of all Categories of Members. The criteria shall be detailed in the Policies and Procedures of the Association.

3.04 ANNUAL DUES

All classes of Members shall pay such annual dues as prescribed by the Board of Directors.

All annual dues shall be payable on the first day of December in the year prior to the upcoming fiscal year.

Rule 1: The Board of Directors shall establish dues. Membership consultation will precede and factor into the Board's decision. Changes to dues will be presented at the Annual General Meeting as information only.

Rule 2: Head Office staff is responsible for invoicing, receiving and processing of dues.

Rule 3: Distinguished Members shall be exempt from the paying of dues.

3.05 CERTIFICATE OF MEMBERSHIP

The Board shall, upon payment of such fees and in compliance with such Rules as may be required, issue Members a Certificate of Membership.

Rule 1: The Certificate of Membership shall be in the form prescribed by the Board of Directors.

3.06 SUSPENSION OR EXPULSION OF MEMBERS

- a) Any Member may resign by submitting his/her resignation in writing to the Registrar by January 1st of the year in which dues are payable.**
- b) Upon notification of expulsion/suspension from the Regulatory Body or another Provincial Member Association, Membership in the Association will be at the discretion of the Board of Directors.**

Rule 1: Members maybe expelled or suspended in a number of cases including:

- a) Failure to pay annual dues
- b) Failure to comply with the Association's Code of Ethics
- c) Failure to comply with the Association's Code of Conduct
- c) Failure to be registered with the regulatory body or expelled by the regulatory body

Rule 2: *The Chief Executive Officer shall, at the appropriate time, bring to the attention of the Board, the names of the individuals, whose registration in his/her view, requires review.*

3.07 RESIGNATION OF MEMBERS

Any Member may resign their Membership by submitting his/her resignation in writing to the Head Office by January 1st of the year in which dues are payable.

Rule 1: *Resignations must be post-marked no later than January 1st.*

Rule 2: *Resignations are acceptable at any time during a current Membership year or up to January 1st of the subsequent Membership year.*

Rule 3: *The individual will be notified that the resignation has been received and processed.*

Rule 4: *Head Office staff shall notify the Canadian National Association's Registrar of the resignation.*

Rule 5: *Head Office staff shall keep records of individuals who have resigned their Membership status.*

Rule 6: *Individuals who have resigned their Memberships are eligible to become Non-Practicing Members.*

Rule 7: *Individuals who let their Membership lapse are considered to have resigned from the Association and therefore are in arrears. Such individuals may be subject to administrative or other fees upon reinstatement according to the policies and procedures of the Association in place at the time of reinstatement.*

3.08 REINSTATEMENT OF MEMBERS

- a) **Any Member who has resigned their Membership may apply to the Board to have his/her Membership reinstated and the Board may do so on such terms and conditions as it may decide.**
- b) **Any Member in default of payment of dues may apply to the Board for reinstatement and shall be reinstated on fulfilment of such terms and conditions as assigned by the Board.**

Rule 1: *The Association shall comply with the reinstatement policies and procedures of the Canadian National Association.*

Rule 2: *Individuals who have previously resigned their Membership in writing, and who wish to reinstate, shall do so in writing completing the appropriate documentation and paying the appropriate fees according to the policies and procedures of the Association.*

Rule 3: *Individuals who let their Membership lapse will be required to formally reinstate by completing the appropriate documentation, and paying the appropriate fees for both the National and this Association.*

3.09 ARREARS

Annual dues not paid by January 1st in each year are in arrears, and subject to a penalty fee, as determined by the Board.

Rule 1: The Board may set an administrative charge for those Members in arrears.

Rule 2: Annual Membership dues will be pro-rated on application for reinstatement.

Rule 3: Annual dues are in arrears if not paid by January 1st in each year.

SECTION 4: NOTICE OF MEETING

4.01 NOTICE OF MEETING

The notice of the Annual General Meeting shall state the day, hour and place of meeting, and the general nature of the business to be transacted, shall be served by providing such notice to the Membership at least thirty (30) days (exclusive of the day for which notice is given) before the date of every meeting. The accidental omission to give notice of any meeting or the non-receipt of any notice shall not invalidate any action or decision made at such a meeting.

Rule 1: Notice of the meetings shall be sent to Members by placing the notice in the Association's Newsletter and on the Association's web site.

Rule 2: The By-Law, Rules and Procedures Portfolio Chair will be responsible for overseeing the placement of the notice and meeting the established timings.

4.02 ANNUAL MEETING

- a) **The Annual Meeting of the Association shall be held at such place in Ontario in the month of April or May or June in each year as the Board shall determine.**
- b) **At this meeting, such business, as required by law, shall be transacted together with any other business, which shall be properly brought before the Annual Meeting in accordance with this By-Law.**

Rule 1: Annual Meetings will be conducted in accordance with Bourinot's Rules of Order in so far as they shall apply.

Rule 2: The Agenda for each Annual General Meeting shall include, but not be limited to, the following items:

- a) Minutes of the last AGM
- b) Chair of the Board and President's Address
- c) Appointment of Scrutineers
- d) Check of Voting Members and proxy distribution
- e) Introduction of candidates for election
- f) Elections
- g) Committee Reports
- h) Appointment of Auditor
- I) OAMRT's Annual Reports
- j) Such other business as may properly require discussion
- k) Announcement of future AGM's

Rule 3: The protocol for the Annual Meeting is outlined in the Policies and Procedures of the Association.

Rule 4: The AGM is considered a formal meeting in terms of parliamentary procedure, and the Chair

will not have a vote, but will have the casting vote in the event of a tie.

4.03 SPECIAL MEETINGS

Other meetings of the Association, whether special or general, may be convened by order of the Board at any time on its own motion provided that the Board must call a Special General Meeting if it receives a request in writing signed by at least one hundred (100) Voting Members, specifying the business for which such a meeting is required.

Rule 1: Special Meetings of the Association shall be held in accordance with the Corporations Act (Government of Ontario).

Rule 2: Only the items of business for which the Special Meeting was called shall be dealt with at that meeting or any adjournment thereof.

4.04 QUORUM

Twenty-five (25) Voting Members of the Association present in person shall constitute a quorum. No business shall be transacted at any meeting unless the said quorum be present.

Rule 1: If there is no quorum present, there may be a question and answer period to be chaired by the Chair of the Board and President, with notes taken rather than Minutes.

4.05 PROXIES

- a) **Each Voting Member, who cannot attend the Annual General Meeting, in person, may choose to exercise their right to vote, through an Official Association Proxy.**
- b) **The Board may, by resolution, fix a time not exceeding forty-eight (48) hours, excluding Saturdays and holidays, preceding any meeting or adjourned meeting of Members, before which time proxies to be used at that meeting, must be deposited with the Association or a designated agent thereof, and any period of time so fixed shall be specified in the notice calling the meeting.**

Rule 1: The form of Proxy shall meet the requirements of the Corporations Act (Government of Ontario)

Rule 2: Proxy Forms shall be made available to the Membership in the manner prescribed by the Board.

Rule 3: The Proxy Form format shall be that which the Board of Directors has approved.

Rule 4: A. The person authorizing the use of the proxy may revoke a proxy at any time.

B. A Member, who has submitted a proxy, and is in attendance at a meeting of the Association, must reclaim that proxy from the Scrutineers, or must refrain from voting.

Rule 5: Proxies may be called at any time during discussion of an authorized item of business prior to a vote being called on that issue.

4.06 VOTING

- A) **Each Voting Member shall be entitled to one vote on all questions. In case of a tie vote, the Chair of the meeting shall have a second, or casting vote.**
- b) **The Chair of the meeting shall be the sole and absolute judge of the validity of any vote or votes cast at a meeting, and as such, direct that any votes which the Chair declares invalid be not counted for any purpose.**

Rule 1: At all meetings of the Association, voting shall be by a show of hands except:

- a) *for the election of Directors;*
- b) *for appointment to other Boards or Committees if more than one nominee is present;*
- c) *when a secret ballot is requested.*

Rule 2: A. *Ballots, if required, shall be distributed, collected, and tabulated by the Scrutineers.*

B. *The Chair of the Meeting shall announce the results of the ballot.*

Rule 3: *A 2/3 majority is required to pass a By-Law.*

Rule 4: *All Committee and Board meetings, except the AGM, are considered informal meetings in terms of parliamentary procedure and the Chair may vote, and have a casting vote, if there is a tie. Prior to the vote, if the Chair determines that they are in a conflict of interest, the Chair will declare such and refrain from voting.*

Rule 5: *Rule 4 of Article 4.02 applies concerning the Chair’s technical right to vote.*

4.07 RESOLUTION PROCESS

The Association shall seek ongoing involvement of the Members, through a resolution process established by the Board, and described in the Rules and Procedures and/or the Policies and Procedures of the Association.

- a) **Resolutions to change the By-Law must be submitted to the By-Law, Rules and Procedures Committee Chair prior to 10 January of the year the Annual General meeting is to be held.**
- b) **Resolutions, other than those to change the By-Law, may be submitted at any time to the Board or presented to the Membership as a Notice of Motion at the Annual General Meeting.**

Rule 1: *Any Member, whether voting or non-voting, may submit a Resolution to change the By-Laws or the Rules and Procedures. The Resolution shall be sent to the By-Law, Rules and Procedures Portfolio Chair who will acknowledge the sender that their item was received and process the submission accordingly.*

Rule 2: *A resolution presented at an Annual General Meeting will be considered a “Notice of Motion” and will be placed on the Agenda for the next Annual General Meeting.*

4.08 ADJOURNMENT

The Chair may, with the consent of any meeting, adjourn the same from time-to-time, and no notice of such adjournment need be given. Any business may be brought before or dealt with at the adjourned meeting, which might have been brought before or dealt with at the original meeting in accordance with the original notice calling the same.

SECTION 5: DIRECTORS

5.01 NUMBER AND QUALIFICATION

The affairs of the Association shall be managed by a Board of Directors, of whom four (4) shall form a quorum.

Each Director must be a Member of the Association, eligible to vote and eligible to hold office, at the time of such person's nomination for election and for the duration of their Term of Office.

Rule 1: The Board volunteer structure will consist of eight (8) Directors, the Immediate Past President, the National Association Liaison Director, and the Chair of the Board and President. All but the National Association Liaison Director shall have voting privileges.

Rule 2: The Immediate Past President shall be an Officer of the association.

Rule 3: If the Chair of the Board and President has not completed his/her term as a Director, then the vacancy so created shall be filled by the Board of Directors for the duration of the term, in accordance with the Policies and Procedures of the Association.

Rule 4: The National Association Liaison Director is a non-voting Member at the Board of Directors' Meetings. He/she, as a liaison person, shall be considered to be a Board participant at all meetings of the Board and receive all Board and relevant correspondence.

Rule 5: On the election / selection of the Chair of the Board and President, that person's position as a Director shall be filled by the Board of Directors through the Nominating Committee and their processes.

5.02 NOMINATIONS

Any two Voting Members of the Association may nominate any other duly qualified person for election to the Board. Such nominations must be in writing, signed by the nominators, and include the nominee's consent to act as a Director, if elected.

Rule 1: The Nomination Form shall meet the requirements of the Corporations Act (Government of Ontario).

Rule 2: The Nominators must be voting Members of the Association.

Rule 3: The Nominating Committee will be responsible to ensure all Director Candidates' documentation is in order prior to any Candidate being put forward for election.

Rule 4: A listing of all candidates, and a short biography, if available, may be printed in the FILTER, and placed on the Web Site, along with the publication of the Notice of the Annual General Meeting. Each submission shall contain the following from the Nomination Package:

- a) a photo*
- b) Board Member Profile Form*
- c) a personal statement as to why the candidate wants to be on the Board, and what they will bring to the Board on behalf of the Membership*
- d) a supporting letter from their Employer (if applicable)*
- e) a CV / Resume.*

Rule 5: The Nomination Form shall be received at Head Office prior to 10 January.

Rule 6: In the case where there are not enough legitimate Nominations to fill eligible Director positions, or the Nominations received prior to 10 January have not met the established criteria, creating Director vacancies, the Nominating Committee will take the appropriate action. This action will be to find and recommend to the Board of Directors suitable Candidate who can be acclaimed by the Chair of the Board and President at an AGM or appointed by the Board. The Nominating Committee will provide the Board the items of submission stated in Rule 4.

5.03 ELECTION AND TERM OF OFFICE

- A) **Election of Directors shall be by ballot of Voting Members, conducted at the Annual General Meeting. Directors shall be acclaimed to Office when there have not been enough nominations to hold an election.**
- B) **Directors shall be elected to hold office for a term of two (2) years and may only serve three (3) consecutive Terms of Office.**
- C) **The Term of Office shall run from July 1 to June 30 each year.**

Rule 1: The Ballot Form shall meet the requirements of the Corporations Act (Government of Ontario).

Rule 2: The Form shall be of the design as approved by the Board of Directors.

Rule 3: A. There will be a minimum of three (3) Scrutineers for the election, of whom one shall be designated as the Chief Scrutineer.

B. Scrutineers are not Voting Members of the Association.

Rule 4: Elections at the AGM shall be conducted by the Chief Scrutineer.

Rule 5: The Chair of the Meeting shall announce the election results.

Rule 6: Exceptions shall be made in accordance with Clause 5.06, Rule 4.

Rule 7: The Succession System will be outlined in the Policies and Procedures of the Association.

5.04 EXCEPTION

No employee of the Association may serve as a Director.

5.05 VACATING OFFICE

The office of any Director shall be vacated if such Director:

- a) **becomes bankrupt, or suspends payment or compounds with his creditors, or makes an authorized assignment, or is declared insolvent;**
- b) **is found to be a mentally incompetent person or becomes of unsound mind;**
- c) **ceases to be a Member of the Association; and**
- d) **by notice in writing to the Association, resigns as a Director.**

Rule 1: Resignations shall be made to the Board of Directors in writing through the Chair of the Board and President.

5.06 FILLING VACANCIES

Any vacancy occurring on the Board, so long as a quorum of the Board is in office, may be filled by the Board then in office, who may appoint a qualified person to hold office as a Director. If there is not a quorum of the Board, the remaining Directors shall forthwith call a meeting of the Members to fill the vacancies.

Rule 1: The Nominating Committee and Head Office shall keep a record of all the candidates who

apply for the position of Director. In the situation, where elections have taken place, both the Nominating Committee and Head Office shall keep a record of the election results to be utilized should a Director vacancy occur.

Rule 2: Vacancies shall be filled in accordance with the Policies and Procedures of the Association.

Rule 3: Vacancies shall be filled following a two-thirds (2/3) majority vote of the Directors then in office.

Rule 4: A Director who has completed three (3) consecutive terms may be eligible for appointment to the Board to fill a vacancy. The appointment will be made at the discretion of the Board.

Rule 5: Appointments shall be for a length of time to complete the original Term of Office, and until such time that the position would be for a re-election.

5.07 REMOVAL OF DIRECTORS

Any Director may, at any time, be removed from office by a resolution passed by a two-thirds (2/3) majority of the votes cast at a Special Meeting of the Association duly called for this purpose, and by a majority of the votes cast at this meeting, another qualified person may be elected to fill this vacancy for the remainder of the term.

Rule 1: Prior to a Special Meeting being called, should a Director not be meeting the performance expectations of the position, the Chair of the Board and President will suggest that the Director(s) resign from the Board voluntarily.

Rule 2: A signed written request must be submitted to the Chair of the Board and President by two (2) Voting Members of the Association giving the reasons for requesting the removal of the Director

Rule 3: The Board of Directors shall determine whether a Special Meeting will be called.

Rule 4: Should the Board of Directors elect not to call a Special Meeting, Members are directed to By-Law 4.03 (where in accordance with that clause) one hundred (100) Voting Members may submit a written demand to call a Special Meeting.

Rule 5: If a Special Meeting is to be called, Head Office shall send out the Notice of Meeting, which shall be accompanied by:

- a) written reasons for requesting removal*
- b) copies of legal advice and other relevant documentation.*

Rule 6: The vote shall be by secret ballot.

Rule 7: A minimum of three (3) Scrutineers shall be required for the tally of the votes.

Rule 8: Voting Members will not act as Scrutineer.

SECTION 6: OFFICERS

6.01 OFFICERS

The Officers of the Association shall be a Chair of the Board and President, two Vice-Presidents, a Chief Executive Officer and other such Officers as the Board may decide. With the exception of the Chief Executive Officer, each Officer shall be a Member of the Board.

Rule 1: The Treasurer and Immediate Past President shall be Officers of the Association.

6.02 ELECTION OF OFFICERS

The Board, at its first meeting after the Annual General Meeting, shall elect the Officers. The Board may appoint such other Officers and agents as it deems necessary, who shall have such authority and shall perform such duties as the Board may from time-to-time prescribe.

Rule 1: The meeting shall be held following the AGM.

Rule 2: The Parliamentarian shall preside over the election of Officers in accordance with the Policies and Procedures of the Association only in the case that an election is required. If an election is not required, Rule 2 shall not apply.

Rule 3: Voting shall follow the Policies and Procedures of the Association.

Rule 4: The election results shall be announced to the Membership at the induction ceremony.

Rule 5: The Term of Office for volunteer Officers shall be one (1) year, from 1 July to 30 June.

Rule 6: The CEO is exempt from the election of Officers due to his/her position as the Association's Chief Staff Officer and ex-officio on the Board.

6.03 CHAIR OF THE BOARD AND PRESIDENT

The Chair of the Board and President shall preside at all meetings of the Association and of the Board, and shall report to all Annual Meetings of the Association, and be an ex-officio Member of all the Committees of the Association.

The Chair of the Board and President shall ensure the safekeeping of all records of the Association and its seal.

The Chair of the Board and President shall keep, or cause to be kept, such book or books as are required by all applicable legislation and as required by the Rules.

6.04 VICE-PRESIDENTS

The Vice-Presidents shall perform such duties as are, from time-to-time, required by the Board. The Vice-Presidents shall be vested with all the powers, and shall perform all the duties of the Chair of the Board and President, in the event of the absence of the Chair of the Board and President or the Chair of the Board and President's inability or refusal to act. If a Vice-President so acts, the absence or inability of the Chair of the Board and President shall be presumed with reference thereto.

6.05 TREASURER

The Treasurer shall perform all duties incidental to the Office and which are, from time-to-time, required by the Board.

6.06 CHIEF EXECUTIVE OFFICER

The Chief Executive Officer shall be the Chief Administrative Officer of the Association and is an employee of the Association, and shall be responsible to the Board for the direction and management of the affairs of the Association. The Chief Executive Officer shall have custody of the records of the Association and its seal.

Rule 1: The Chief Executive Officer shall be the Secretary to the Board of Directors and thus will

fulfill the role of Board Secretary. The role of Secretary required that notices of meeting, and approved agendas are sent out and that minutes are taken of Board meetings.

6.07 LIMITATION OF AUTHORITY

No Officer or Member shall obligate the Association or commit it to any policy, program, purchase, sale, or responsibility, without the express authority of the Board in each case; but the Chair of the Board and President and Treasurer may accept property on behalf of the Association tentatively on condition that such acceptance shall be withdrawn and cancelled if confirmation be not formally given at the next meeting of the Board following such tentative acceptance.

6.08 DELEGATION OF POWERS

In the case of the absence or inability to act of any Officer of the Association, or for any other reason that the Board may deem sufficient, the Board may delegate the powers of such Officer to any other Officer, or to any Director for the time being, provided that a majority of the Board then in office concur therein.

SECTION 7: MEETINGS OF THE BOARD

7.01 PLACE

Meetings of the Board may be held at Head Office or at such place as the Board may, from time-to-time, determine.

7.02 NOTICE

- a) **A meeting of the Board may be held without notice at the conclusion of the Annual Meeting.**
- b) **Other meetings may be held at any time without formal notice if all the Directors be present, or those absent have signified their consent of the meeting being held in their absence and that consent is documented appropriately. Meetings may at any time be called by the Chair of the Board and President, Vice-Presidents, or Treasurer. Notice of each meeting shall be provided to each Director five (5) days (exclusive of the day on which the notice is sent but inclusive of the day for which the notice is given) before the meeting is to take place. Notice of any meeting, or any irregularity in any meeting notice may be waived by any Director, at any time, either before or after such meeting. The presence of any Director at a meeting shall be determined to constitute a waiver of notice of said meeting.**

Rule 1: The notices of meeting may be provided through mail or electronic means.

Rule 2: A Vice President or the Treasurer may only call a meeting on the permission of the Chair of the Board & President OR on the approval of two-thirds (2/3) of the Executive Committee.

7.03 HOLDING OF MEETINGS

Meetings may be held in person, by electronic means, or any other means as determined by the Board.

7.04 VOTING

Each Director shall be entitled to one vote on all questions arising at meetings of the Board. Such questions shall be decided by a majority vote. In the case of an equality of votes the Chair shall have a

second, or casting vote. If two or more Directors present at a meeting so request, the vote shall be taken by ballot.

Rule 1: All Committee and Board meetings, except the AGM, are considered informal meetings in terms of parliamentary procedures, and the Chair may not vote, but will have a casting vote, if there is a tie. Prior to the vote, if the Chair determines that they are in a conflict of interest, the Chair will declare such and refrain from exercising their casting vote.

7.05 CALLING OF MEETINGS

Meetings of the Board shall be called by the Chief Executive Officer at the request of the Chair of the Board and President, or at the request of any three Directors.

7.06 REPORT OF PROCEEDINGS

Reports of any proceedings of the Board shall be the property of the Association and shall not be communicated without the prior consent of the Board.

Rule 1: Members may have access to the reports of proceedings in accordance with the Policies and Procedures of the Association.

7.07 POWERS TO MAKE RULES

The Board may make Rules relating to the administrative and internal affairs of the Association, not inconsistent with the By-Law. Without limiting the generality of the foregoing, the Board shall make Rules regarding:

- a) **the execution of documents by the Board**
- b) **banking and finance**
- c) **creation/dissolution of Committees and appointment of Members thereto**
- d) **creation/dissolution or revision of Sections, qualifications, and election or appointment of Section Officers, and the powers and Terms of Office of such Officers**
- e) **Membership, registration, and examination fees**
- f) **reimbursement of expenses incurred on behalf of the Association**
- g) **Rules and Procedures for purposes of implementation of this By-Law.**

*Rule 1: a) Execution of Documents by the Board
The process for such execution shall be in accordance with the financial Policies and Procedures of the Association.*

- b) *Banking and Finances*
 - i) *The Chief Executive Officer shall, under the direction of the Board, be responsible for all such activities.*
 - ii) *The Policies and Procedures Manual shall contain complete details of the Board's directions concerning the management of the financial affairs of the Association.*
 - iii) *The Treasurer shall formulate the policies and guidelines regarding the Association's finances and submit them to the Board for approval.*

- c) *Remuneration*
Directors, Committee Members, Section Executive Members and Staff are entitled to be reimbursed for expenses incurred during the performance of service to the

Association, in accordance with the Financial Guidelines of the Association.

- d) *Creation/Dissolution of Committees*
The Board of Directors shall designate:
 - i) *the name of the Committee*
 - ii) *the Committee's mandate*
 - iii) *the Chair of the Committee*
 - iv) *the constituent Membership of the Committee*
 - v) *the budget for the Committee*

- e) *Creation/Dissolution and/or Revision of Sections*
 - i) *Any fifty (50) or more Members who reside or are employed within a specific geographical location, may, in writing, request of the Board of Directors to form or revise a Section of the Association. A speciality group of practitioners or related organizations may apply to the Board of Directors, in writing, to become a "Section" of the Association or the Board of Directors may create a specialty practice section of the Association based on a needs analysis and extensive consultation of the Membership.*
 - ii) *The Board of Directors, prior to forming a new Section or revising an existing Section, shall consult with all existing Sections that may be affected by the decision.*
 - iii) *The Board of Directors shall have the final authority regarding the creation and/or revisions of any Sections.*
 - iv) *Once created, a new Section shall apply for a logo in accordance with the Policies and Procedures of the Association.*
 - v) *Section Officers shall be elected by, and from among, the Members of the Association.*
 - vi) *Section Officers shall be eligible to hold office and are Voting Members of the Association during their Term of Office.*
 - vii) *Section Officers shall have such powers as set forth in accordance with the Policies and Procedures of the Association.*
 - viii) *The election of Officers shall be as defined in the Rules and Procedures of each Section.*
 - ix) *In the event that a Section becomes deactivated, a newly established Executive will be acclaimed at the first meeting/event by the Representative of the Board of Directors present.*
 - x) *In the event that a Section becomes de-activated, a newly established Executive will be acclaimed at the first meeting/event by the Representative of the Board of Directors present.*

- f) *Rules and Procedures*
 - i) *The Rules shall be provided to the Membership as a companion document to the By-Law.*
 - ii) *The Policies and Procedures Manual shall supplement the Rules. It shall be available through Head Office to all current Directors and Section Chairs.*

SECTION 8: COMMITTEES

8.01 STANDING COMMITTEES

The Board shall establish/disestablish Standing Committees which will be aimed at managing and operating the major program areas of the Association to meet the Purpose and Mission of the Association.

Rule 1: *The Board of Directors shall appoint Standing Committee Chairs.*

Rule 2: The Board of Directors shall formulate detailed Terms of Reference for all Standing Committees.

Rule 3: The Terms of Reference shall be contained in the Policy and Procedures Manual of the Association.

Rule 4: Standing Committees shall produce and publish reports as per the Policies and Procedures of the Association.

Rule 5: Committees may include non-Members, as stated in the Terms of Reference of the Committee.

Rule 6: Consultants may be added to the Committees consistent with the approved composition and budget of the Committee.

8.02 MEMBERSHIP OF COMMITTEES

A) EXECUTIVE COMMITTEE

The Board, whenever it consists of more than six (6), may appoint an Executive Committee, which shall possess and exercise all the powers of the Board, subject to any restrictions which the Board itself, may, from time-to-time, impose in the management and direction of the affairs of the Association during intervals between meetings of the Board.

Rule 1: The Executive Committee will consist of the Chair of the Board and President, the two (2) Vice Presidents, the Treasurer, Immediate Past President and the Chief Executive Officer.

Rule 2: The term of the Executive Committee will be one (1) year and run from 1 July to 30 June each year.

Rule 3: All actions of the Executive Committee, which relate to Policy items, are subject to ratification by the Board of Directors at its first meeting following the Committee's action.

Rule 4: The Executive Committee may use the most expedient communications method available to conduct the business of the Committee.

b) OTHER COMMITTEES

With the exception of the Executive Committee, the Chair of Standing and other Committees shall be appointed annually by the Board to serve at the pleasure of the Board. In the event that a Chair is not forthcoming, a member of the Board may act as Chair until such time as the vacancy is filled.

The Chair of each Committee shall appoint such persons as are required to conduct the business of the Committee.

Subject to the approval of the Board, each Committee shall be empowered to establish such group(s) as are required to carry out the functions of the Committee. The Chair of the Standing Committee shall appoint the members of approved group(s).

Rule 1: The Terms of Reference and the function of the Committee shall be detailed in the Policies and Procedures of the Association.

Rule 2: Nominating Committee will lead concerning the appointment of the Chair and/or Members of all Committees, and seek assistance where required.

c) SPECIAL COMMITTEES/TASK GROUPS

The Board shall appoint Special Committees/Task Groups as may be required to meet the needs of the Association, from time-to-time. Such Special Committees/Task Groups shall be formed for a period not to exceed one (1) year.

Rule 1: *The Board of Directors shall appoint the Chair, establish Terms of Reference, and set an operating budget prior to the commencement of any activities by a Special Committee/Task Group.*

Rule 2: *The Chair shall report to the Board of Directors through the CEO.*

Rule 3: *The Terms of Reference for a Special Committee/Task Group shall include:*

- i) the name of the Committee/Task Group*
- ii) the Committee's/Task Group's mandate/purpose*
- iii) the name of the Committee/Task Group Chair*
- iv) the constituent membership of the Committee/Task Group*

Rule 4: *Where the mandate of a Special Committee/Task Group has not been achieved, the Board of Directors may re-appoint the Committee/Task Group for an additional term.*

8.03 COMMITTEES OF THE BOARD

The Board shall establish/disestablish Committees of the Board for the purposes of carrying out Board and Governance activities, and that these Committees shall be listed along with their Terms of Reference in the Policies and Procedures of the Association.

8.04 POWERS OF COMMITTEES

All Committees of the Association shall submit recommendations to the Board for consideration.

Rule 1: *Committees shall submit reports to the Board of Directors in the format as set in the Policies and Procedures of the Association.*

Rule 2: *Committees shall act with Board approval.*

Rule 3: *The decision of the Board of Directors is final and binding on all Committees.*

Rule 4: *No Committee shall exceed their budget without the express permission of the Board.*

SECTION 9: GENERAL MATTERS

9.01 PUBLICATIONS

Wherever practical, every publication of the Association, and every paper presented to the Association or accepted for publication, in whole or in part, shall be the property of the Association. The Board shall have the power to release the rights of the Association in and to any such document.

9.02 EXAMINATION OF BOOKS AND DOCUMENTS

Each Member shall have the right to inspect any book or document of the Association as conferred by statute, or as authorized by the Board, or by resolution of the Voting Members at a General Meeting.

Rule 1: *Access to Association documents will be as described in the Policies and Procedures of the Association.*

9.03 INDEMNIFICATION

Each Director and the heirs, executors, administrators and estate and effects of such Director shall be indemnified and saved harmless out of the funds of the Association from and against:

- a) All costs, charges and expenses whatsoever, that such Director sustains or incurs in or about any action, suit, or proceeding that is brought, commenced, or prosecuted against**

such Director, for or in respect of any act, deed, matter or thing whatsoever, made, done, or permitted by such Director, in or about the execution of the duties of the office; and

- b) All other costs, charges and expenses that such Director sustains or incurs, in or about or in relation to the affairs, except such costs, charges, or expenses as are occasioned by the wilful neglect or default of such Director.

9.04 SIGNING POWERS

The Chair of the Board and President or the Chief Executive Officer together with the Treasurer or, failing them, one of the foregoing Officers together with any other Director shall have the authority to sign in the name, and on behalf of the Association, all instruments in writing and any instruments so signed shall be binding upon the Association without any further authorization or formality. The Board shall have the power, from time-to-time, by resolution, to appoint any other Officer, or any person or persons on behalf of the Association, either to sign instruments in writing generally or to sign special instruments in writing. The Corporate Seal of the Association shall, when required, be affixed to any instrument in writing.

Rule 1: The Chief Executive Officer shall maintain a record of the resolution(s) by which an Officer or Director of the Association was granted signing authority. This record shall indicate the date of the resolution(s) and any limitation(s) in that signing authority. This record shall be the Board of Directors' meeting minutes, and shall indicate the date upon which a resolution resulting in any change(s) in the signing authority is passed by the Board of Directors.

Rule 2: The Policies and Procedures of the Association shall reflect the authorized signatories.

9.05 CERTIFICATION OF DOCUMENTS

Copies of By-Laws, resolutions or other proceedings of the Board, or of the Members of the Association may be certified under the Corporate Seal of the Association by the Chair of the Board and President, or by such other Officer of the Association as the Board may, from time-to-time, appoint to perform such duties.

9.06 SEAL



The Corporate Seal of the Association shall be in the form impressed in the margin hereof.

Rule 1: The Chief Executive Officer shall be the official custodian of the Seal.

Rule 2: The Seal shall be kept at Head Office.

9.07 FINANCIAL RECORDS

The Association's bank accounts shall be kept in such chartered banks, trust companies, or other firms or corporations carrying on a banking business, as the Board may by resolution, from time-to-time, determine.

Cheques on the bank accounts, drafts drawn, or accepted by the Association, promissory notes by it, acceptances, bills of exchange, orders for the payment of money and other instruments of a like nature

may be made, signed, drawn, accepted or endorsed as the case may be, by such Officer or Officers, person or persons, as the Board may, from time-to-time, name for the purpose.

Cheques, promissory notes, bills of exchange, orders for the payment of money and other negotiable papers may be endorsed for deposit to the credit of the Association's bank account by such Officer or Officers, person or persons, as the Board may, from time-to-time, name for that purpose, or they may be endorsed for such deposit by means of a stamp bearing the Association's name.

Rule 1: The Treasurer and the Chief Executive Officer shall be jointly empowered to recommend the financial institutions in which the Association's bank accounts shall be maintained.

Rule 2: The Chief Executive Officer shall maintain a current listing of all financial holdings of the Association.

9.08 BURSARY

The Board of Directors shall establish and maintain a research and education bursary, henceforth known as the M.E. (Beth) Wastle Research Bursary.

Rule 1: Bursary applications will be reviewed in accordance with the criteria established in the Policies and Procedures of the Association.

SECTION 10: PRACTICE AND DISCIPLINE

10.01 SCOPE OF PRACTICE

The practice of Medical Radiation Technology is the use of designated radiant energies for the purposes of providing diagnostic images, performing diagnostic tests, and/or applying radiation therapy and performing other such professional services as are usually provided by a Medical Radiation Technologist in Ontario.

Rule 1: The Scope of Practice of the Provincial Regulatory Body supercedes all other Scopes of Practices within the Profession.

10.02 CODE OF ETHICS

A Code of Ethics shall be maintained by the Board and published as required.

10.03 CODE OF CONDUCT

A Code of Conduct shall be maintained by the Board and published as required.

10.04 MEMBER'S BILL OF RIGHTS

A Member's Bill of Rights shall be maintained by the Board and published as required.

SECTION 11: REPEAL

11.01 All previous By-Laws of the Association are hereby repealed.

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