

PRINCE EDWARD ISLAND

**BY-LAW I
GENERAL**

ARTICLE 1: DEFINITIONS

- 1.5 BOARD means the Board of Directors of the Prince Edward Island College of Family Physicians.
- 1.5 BY-LAW means any By-Law of the College presently in force and effect.
- 1.6 CME means Continuing Medical Education.
- 1.7 COLLEGE means Prince Edward Island College of Family Physicians.
- 1.8 COMMITTEE unless otherwise specified means: Committees, Sub Committees, Working Groups and Task Forces.
- 1.9 DIRECTOR means an elected or appointed voting member of the Board.
- 1.10 EXECUTIVE means Executive Committee of the College as defined in By-law III, herein.
- 1.11 EX-OFFICIO means holding membership on a committee as a result of having been elected or appointed to another office or position within the organization, carries responsibilities equal to other committee members, including voting privileges, unless otherwise specified.
- 1.12 LETTERS PATENT means the Charter granted by the Provincial Minister to incorporate the Chapter.
- 1.13 NATIONAL COLLEGE means The College of Family Physicians of Canada (CFPC) and includes the Board and the Executive.
- 1.14 OFFICER means a person elected or appointed to one of the Offices established by the By-Laws.
- 1.15 REGULATIONS means authoritative rules dealing with details and procedures for operation at the College.

ARTICLE 2: NAME

- 2.1 The name of the Corporation (hereinafter called “the College”) shall be, The Prince Edward Island College of Family Physicians, a Chapter of the College of Family Physicians of Canada.

ARTICLE 3: OBJECTS

The objects of the College shall be as follows:

- 3.1 To promote the highest quality of medical care for the people of Prince Edward Island;
- 3.2 To sustain and improve the professional qualifications of members of the medical profession who are engaged in family practice in Prince Edward Island;
- 3.3 To promote high standards in family medicine in the province of Prince Edward Island;
- 3.4 To enlighten and direct public opinion in Prince Edward Island in relation to family medicine;
- 3.5 To relate to and collaborate with other medical and health care organizations on matters related to family medicine;
- 3.6 To encourage and ensure the provision of a high standard of teaching and training for undergraduate medical students and postgraduate residents who may become engaged in family practice in Prince Edward Island;
- 3.7 To represent the College members by participating on the Board of the National College;
- 3.8 To conduct, direct, encourage, support or provide for research in matters relating to family medicine;
- 3.9 To recognize outstanding contribution and service to family practice by members of the College;
- 3.10 To publish and encourage publication of journals, reports and treatises on matters relating to family medicine and allied subjects;
- 3.11 To serve and further the interests of the College in Prince Edward Island and the National College;
- 3.12 To undertake all such other lawful acts and endeavours as are incidental or conducive to the attainment of the foregoing objects.

ARTICLE 4: HEAD OFFICE

- 4.1 The Head Office of the College shall be located within the province of Prince Edward Island as decided by the Board.

ARTICLE 5: COAT OF ARMS, CREST, CORPORATE SEAL AND LOGO

- 5.1 The College's Coat of Arms, Crest, Corporate Seal, and Logo shall each exist in a form approved by the Board. The custody of the Corporate Seal shall be entrusted to the President or designate to be affixed to documents as directed by the Executive, the Board or the President.

ARTICLE 6: CODE OF ETHICS

- 6.1 The Code of Ethics of the Canadian Medical Association (C.M.A.) shall be adopted as the Code of Ethics of the College.

ARTICLE 7: BY-LAWS

- 7.1 The Directors may pass, repeal and amend by-laws not contrary to the Letters Patent to this by-law to govern: categories of membership, membership fees, meetings of the members and of the Board; funds and appropriations, the appointment and duties of Committees, the election, appointment, remuneration, functions, duties and removal of officers, agents and employees of the College; and, any other governance or management issues of the College as determined by the Board.
- 7.2 The members of the College shall, at an Annual or Special General Meeting, confirm, reject, amend, or otherwise deal with any By-Law passed, repealed or amended by the Board as per subsection 7.1 above.
- 7.3 A By-Law passed or repealed or an amendment as per subsection 7.1 above, is effective only until confirmed at the next Annual or Special General Meeting of the membership. In default of such confirmation at an Annual or Special General Meeting a By-Law passed or repealed or an amendment as per subsection 7.1 ceases to have effect at and from that time and, in that case, no new By-Law of the same or like substance has any effect until confirmed at a General Meeting of the membership.
- 7.4 An affirmative vote of at least two-thirds (2/3's) of the members present and voting at an Annual or Special General meeting shall be required for adoption, repeal or amendment of any By-Law.
- 7.5 No act done or right acquired under a By-Law passed or amended by the Board shall be

prejudicially affected by rejection, amendment, or other dealing of said By-Law by the members at an Annual or Special General meeting.

- 7.6 Any six (6) or more members may propose, in writing, an amendment to the By-Laws, by submitting the same to the President at least sixty (60) days prior to the meeting of the members at which the same is to be considered. Notice of such a proposed amendment shall be communicated by the President to all members, together with the time and place of the meeting, at least fifteen (15) days before the meeting at which the proposed amendment is to be considered.
- 7.7 Any provision of any By-Law of the College which is in conflict with the Statutes, Regulations, or Rules of the licensing body of the medical profession in the province of Prince Edward Island shall be deemed to be void and of no effect.

ARTICLE 8: FINANCIAL ACCOUNTABILITY

- 8.1 The income and property of the College shall be applied solely towards the promotion of its objects as set forth in these By-Laws and/or policies.
- 8.2 All cheques, promissory notes, drafts, bills of exchange, and other negotiable or transferable instruments, and all receipts for the monies paid to the College, shall be signed, drawn, accepted, endorsed, or otherwise executed, as determined by the Board.
- 8.3 The Board shall cause to be kept books of account as are necessary to give a true picture of the state of the College affairs and to explain its transactions. These books shall be kept with respect to:
- 8.3.1 all sums of money received and expended by the College, and the matters in respect of which the receipts and expenditures take place;
 - 8.3.2 the assets and liabilities of the College;
 - 8.3.3 all sales and purchases of the College;
 - 8.3.4 all other transactions affecting the financial position of the College.
 - 8.3.5 the book of accounts shall be audited every three years by an external certified Chartered Accountant, with notice to reader being done for the non-audited years.
- 8.4 In the event of the dissolution or winding up of the College, any assets of the College remaining after payment of all liabilities of the College shall be distributed to one or more entities having objects and purposes similar to that of the College, or to any charitable

organization recognized by Canada Customs and Revenue Agency (CCRA).

ARTICLE 9: INDEMNIFICATION

9.1 All Directors, Officers and staff of the College and their heirs, executors and administrators, and their estates and effects respectively, may at all times be indemnified and saved harmless out of the funds of the College from and against:

9.1.1 All costs, charges and expenses whatever which Directors, Officers or staff sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against them, for or in respect of any act, deed, matter or thing whatever made, done or permitted by them in or about the execution of the duties on behalf of the College or a corporation controlled by the College.

9.1.2 All other costs, charges and expenses that they may sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

9.1.3 Such other circumstance as the law permits or requires. Nothing in this By-Law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this By-Law to the extent permitted by the law.

9.2 The College may purchase and maintain insurance for the benefit of any person referred to in Article 9.1.1 against any liability incurred by that person:

9.2.1 in that person's capacity as a director, officer or staff member of the College, except where the liability relates to that person's failure to act honestly and in good faith with a view to the best interests of the College; or

9.2.2 in that person's capacity as a director, officer or staff member of another body corporate or organization where that person acts or acted in that capacity at the College's request, except where the liability relates to that person's failure to act honestly and in good faith with a view to the best interest of the body corporate or organization.

ARTICLE 10: MEETINGS

10.1 Annual and Special General Meetings

10.1.1 an annual General Meeting of the members shall be held at such time and place as may be decided by the Board or the Executive. No more than fifteen (15) months shall elapse between any two Annual General Meetings.

- 10.1.2 at least 30 days notice of Annual or Special General Meetings shall be given to the members in writing and/or by electronic means.
- 10.1.3 twenty per cent of the members of the College present at an Annual or Special General Meeting shall constitute a quorum.
- 10.1.4 the business of an Annual General Meeting of the members shall, at a minimum, include the following:
- Financial report
 - Executive Committee Report
 - Annual Committee Reports
 - Election of officers in the event these offices are vacant or their respective terms have elapsed
 - Elect two representatives to the Board of Directors of the National College in the event these offices are vacant or their respective terms have elapsed.
 - Any other items as determined by the Executive, the Board or the membership.
- 10.1.5 Special General meetings may be held upon the call of the Board at such times and places as it may designate. A Special General Meeting must be held if a written request is received from at least 5% of the members. Such meetings must be held within 60 days after the filing of such a request with the Board.
- 10.1.6 The business to be transacted at such Special General Meetings shall be stated in the notice thereof, and no other business may be considered at those meetings.
- 10.1.7 The accidental omission to give notice of any Annual or Special General Meeting or any irregularity in the notice of these meetings or the non-receipt of any notice by any member or members shall not invalidate any resolution passed or any proceedings taken at those meetings.
- 10.1.8 College members in good standing are entitled to attend and vote at Annual or Special General Meetings in keeping with the rights defined by their categories of membership. Observers and guests may attend at the invitation of the Chair and may only speak at the invitation of the Chair, but shall not vote.
- 1.5.1 At all Annual or Special General Meetings of the members every question shall be decided by a majority of the votes cast at the meeting, unless otherwise required by the By-Laws of the College or by statute. Every question shall be decided in the first instance by a show of hands unless any member requests a closed ballot. Upon a show of hands, every member having voting rights shall have one vote, and unless a closed ballot is requested, a declaration by the person chairing the meeting that a resolution has been carried or not carried and an entry to that effect in the minutes of the College shall be admissible in evidence as prima facie proof of the fact

without proof of the number or proportion of the votes accorded in favour of or against such resolution.

The request for a closed ballot may be withdrawn, but if a closed ballot is requested and not withdrawn the question shall be decided by a majority (unless otherwise required by the By-Laws or by statute) of votes cast at the meeting, and such closed ballot shall be taken in such manner as the person chairing the meeting shall direct and the result of such closed ballot shall be deemed the decision of the College in an Annual or Special General Meeting upon the matter in question.

In the case of an equality of votes at any Annual or Special General Meeting of the members, whether by a show of hands or at a closed ballot, the person chairing the meeting shall cast a second or tie breaking vote.

10.1.10 Votes at Annual or Special General Meetings of the members may be given either personally or via proxy, with each member and proxy entitled to one vote. A proxy must be authorised in writing by the member.

10.1.11 All Annual or Special General Meetings shall follow Canadian Parliamentary procedure as described in Bourinot's Rules of Order.

10.1.12 at all Annual or Special General Meetings there shall be a Resolutions Committee appointed by the Chair. This Committee will be responsible for receiving all resolutions from the floor.

10.2 Other Meetings

10.2.1 all meetings of the Board, Executive and Committees shall follow Canadian Parliamentary procedure as described in Bourinot's Rules of Order.

10.2.2 voting rights of members shall be as outlined in By-Law V, Article 3, Observers and guests may attend meetings at the invitation of the Chair and may have the privilege of the floor, but shall not vote.

10.2.3 the Chair shall be a voting member and in the case of a tie, shall cast a second or tie breaking vote.

10.2.4 at meetings of the Executive, the Board and Committees, a majority of the voting members eligible to attend the meeting shall constitute a quorum.

10.2.5 the passage of motions and/or resolutions at meetings of the Board, Executive and Committees shall require a simple majority, unless otherwise required by the By-Laws.

BY-LAW II
BOARD OF DIRECTORS

ARTICLE 1: DUTIES AND RESPONSIBILITIES OF THE BOARD

- 1.1 The affairs of the College shall be governed by a Board of Directors.
- 1.2 The Board may pass, repeal and amend By-Laws not contrary to the Letters Patent.
- 1.3 The Board shall be responsible for governance issues of the College related to membership, fees, awards, annual meetings, research, health policies, communications, finances, Committees, election and removal of officers, and any other issues determined by the Board or these By-Laws.
- 1.4 The Board shall establish policies, rules and regulations to direct the operations and activities of the College; and shall monitor and evaluate such operations and activities to ensure compliance with the College's By-Laws.
- 1.5 The Board shall identify the roles and responsibilities of the College for the implementation of each approved policy, program or activity.
- 1.6 The Board may refer and submit to the members of the College defined questions affecting the policy of this College, which, in the opinion of the Board, are of immediate practical consequence to the members of the College and the public. The result of such a referendum, when determined by a simple majority vote of the members, shall direct the acts of the College and its Officers, Board and Committees.
- 1.7. The Executive Committee of the College shall serve as the Executive Committee of the Board.

ARTICLE 2: BOARD MEETINGS

- 2.1 The Board shall meet immediately preceding each Annual General Meeting of the College and at such other times and at such places as determined by the Executive.
- 2.2 A majority of the directors shall constitute a quorum.
- 2.3 At each of its meetings the Board may establish a Resolutions Committee to be responsible for resolutions from the floor.
- 2.4 The agenda of each Board meeting shall include reports from the Executive, Finance and other Committees, along with other business as determined by the Board.
- 2.5 Motions and/or resolutions of the Board shall require a simple majority to pass with the

exception of those related to fees, By-Laws, suspension and/or removal of Officers, Directors or Executive members which shall require a two-thirds (2/3's) majority.

- 2.6 Meeting by Telephone, etc. Unless the By-Laws otherwise provide, if all the Directors of a corporation present at or participating in the meeting consent, a meeting of Directors may be held by means of such telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a Director participating in such a meeting by such means is deemed for the purposes of the Act governing the College to be present at the meeting.

ARTICLE 3: BOARD OF DIRECTORS

3.1 General Issues

3.1.1 the Board shall be composed of the following voting Directors: the Officers, Executive Committee, Chairpersons of active College Committees, College members who are elected or appointed by the College to the Board of Directors of the National College and College members who are elected or appointed by the College to a Committee of the National College and others as determined by the Board.

3.1.2 when personal or other vested interests in an issue arise, a Director shall declare a conflict of interest.

3.1.2.1 subject to this section, it is the duty of a Director who, in any way whether directly or indirectly, has a personal or vested interest in any issue with the College, to declare such interest at a meeting of the Directors.

3.1.2.2 in the case of a personal or vested interest in an issue, the declaration required by this section to be made by a Director shall be made at the meeting of Directors at which the issue is first taken into consideration, or, if the Director was not present for the meeting at which the issue of concern was addressed, at the next meeting of the Directors held after the Director becomes so aware of such issue.

3.1.2.3 for the purposes of this section, a general verbal or written notice given to the Board of the College by a Director to the effect that the Director has a personal or vested interest in an issue shall be deemed to be a sufficient declaration of interest in relation to any decision so made and such notice shall be duly recorded in the minutes.

3.1.2.4 no Director shall vote in respect of any issue in which that Director has a personal or vested interest as aforesaid; and if that Director does so vote, that Director's vote shall not be counted.

3.1.2.5 a Director who has made a declaration of a personal or vested interest in compliance with this section and has not voted in respect of such interest is not accountable to the College or its members for any gain realized by the Director as a result of a vote of the Directors or the members on an issue related to the declared interest, by reason only of such director holding that office.

3.1.2.6 for the purposes of this section “meeting of the Directors” includes meetings of the Board elected in accordance with these By-Laws.

3.1.2.7 nothing in this section imposes any liability upon a Director in respect of any gain realized by that Director related to any issue that has been confirmed by the vote of the members of the College at a special general meeting called for that purpose.

3.1.2.8 directors shall be required to attend all Board meetings and participate on Committees, Task Forces and Working Groups of the Board as required from time to time.

3.1.2.9 directors may be reimbursed for the expenses they incur for attendance at meetings of the Board as determined by the Board.

3.2 Observers

3.2.1 Observers may participate in discussions of the Board other than those deemed to be *in camera* but shall not have voting privileges.

3.3 Guests

3.3.1 The Chair of the Board may extend an invitation to any person or party to attend a Board Meeting as a guest of the Board.

3.3.2 Guests may participate in discussions at the discretion of the Board but shall not vote.

3.4 Suspension or Removal of Directors

Any Director may be temporarily suspended or permanently removed from office for just cause before the expiration of his or her term by resolution passed by at least two-thirds (2/3's) of the votes cast at a special meeting of the Board provided that at least 30 days advance notice specifying the intention to pass such resolution has been given to the Board Members.

3.5 Appointment of Directors

Any vacancy on the Board as a result of death, disability, suspension, resignation, dismissal, or otherwise, shall be filled by a member appointed by the remaining Board members at the next Board Meeting. The individual shall be appointed to serve until and during the next Annual General Meeting of the College or for such shorter time as may be determined by the Board at its sole discretion.

ARTICLE 4: BOARD COMMITTEES, WORKING GROUPS AND TASK FORCES

4.1 General Issues

4.1.1 There shall, at minimum, be standing Committees of the Board, established by the Board reporting through the Executive to the Board to address the following areas:

- Annual conferences and meetings
- By-laws
- Continuing Medical Education (CME)
- Continuing Professional Development
- Financial matters
- Honours and awards
- Membership Issues
- Nominations & Elections
- Undergraduate and Postgraduate Education

1.5.1 The Board may establish Committees to address any other areas as determined by the Board.

1.5.2 The Board shall approve the Terms of Reference of each Board Committee, Working Group and Task Force.

1.5.3 The Chair of each Board Committee, Working Group or Task Force shall be nominated by the Executive and approved by the Board.

1.5.4 The Chair of each Board Committee, Working Group or Task Force, the Chair of the meeting shall be entitled to vote and, in the case of tie, shall cast a second or tie-breaking vote.

4.2 Board Working Groups and Task Forces

The Board on an ad hoc basis may establish Board Working Groups and Task Forces for terms of no more than three years, renewable at the discretion of the Board.

4.3 Other Working Groups, Task Forces and Sub-committees

- 4.3.1 Committees of the Board may establish Working Groups, Task Forces or Sub-committees as determined by the Executive Committee.

BY-LAW III
OFFICERS, EXECUTIVE COMMITTEE AND COLLEGE ADMINISTRATOR

ARTICLE 1: ELECTION, APPOINTMENT, TERM OF OFFICE, AND VACANCY.

- 1.1 The Officers of the College shall be those individuals elected or acclaimed to the following offices: President, President Elect, Past President, Treasurer and Honorary Secretary. The office of Honorary Secretary may be combined with one of the other elected offices.
- 1.2 The Executive Committee shall be composed of the elected Officers as given by paragraph 1.1 above.
- 1.3 The Executive shall serve as the Executive Committee of the Board. Board committees shall report to the Board through the Executive. The actions of the Executive shall be reported to each meeting of the Board and to the Annual General Meeting.
- 1.4 The slate of Officers and Executive members for the next term of office, including the nominees for President and Past President who shall be acclaimed, and one or more nominations for each of the offices of President Elect, Treasurer, and Honorary Secretary shall be presented by the Nominating Committee to a meeting of the Board prior to the Annual General Meeting. The Board may add nominations for each of these positions other than President and Past President. The Board shall confirm the names of the nominees to be forwarded for election by the members at the time of the Annual General meeting.
- 1.5 There shall be an election held every two years at the time of the Annual General Meeting to elect the Officers and Executive members other than the President and Past President who shall be acclaimed at the time the other offices are elected.
- 1.6 At the Annual General Meeting the Nominating Committee shall present the names of the President and Past President for acclamation by the membership. There shall be no further nominations from the floor for these positions.
- 1.7 At the Annual General Meeting, the Nominating Committee may present to the members one or more nominations for each of the offices of President Elect, Treasurer, and Honorary Secretary. Further nominations for each of these offices shall be permitted from the floor at the Annual General Meeting.
- 1.8 Any position for which there is more than one nomination shall be decided by poll of all members present at the Annual General Meeting who are eligible to vote.

- 1.9 The successful candidate shall be the one receiving the most votes.
- 1.10 The official installation ceremony for the President shall take place at the time of or within 72 hours following the Annual General Meeting. The President and all other Officers and Executive Members shall assume the duties of their offices immediately following the official installation ceremony.
- 1.11 Any vacancy of an Officer's or Executive Member's position as a result of death, disability, resignation, dismissal, or otherwise, shall be filled by a member appointed by the Nominating Committee, approved by the Executive Committee, and ratified at the time of the next Board Meeting. The individual shall be appointed to serve for the remainder of the term or for such shorter time interval as may be determined by the Board.
- 1.12 The Executive may appoint one Member-At-Large to the Board.

ARTICLE 2: DUTIES OF OFFICERS

2.1 President

- 2.1.1 The President shall be the Senior Officer and a designated spokesperson for the College.
- 2.1.2 The President shall attend all meetings of the Board, Executive and all Annual and Special General Meetings.
- 2.1.3 The President shall Chair all Executive, Board and Annual and Special General meetings and shall vote, and in the case of a tie shall cast a second tie-breaking vote.
- 2.1.4 in the absence of the President, the President-Elect shall perform the duties of the Chair.
- 2.1.5 The President shall be an Ex Officio Member of all College Committees, Task Forces and Working Groups.
- 2.1.6 The President or his or her designates shall act as the College's Chapter's official representative(s) to the Executives and Boards of external organizations.
- 2.1.7 The President shall ensure that the activities and programs of the College are consistent with the College's Goals and Objectives.
- 2.1.8 The President shall report to the Board and Annual General Meeting on the actions taken by the Executive and active Committees since the time of the last meeting.

2.1.9 The President shall perform such other duties as custom and parliamentary practice may require or as may be assigned by the Board or the Executive or both.

2.2 President Elect

2.2.1 the President Elect shall be a designated spokesperson for the College.

2.2.2 in the absence or disability of the President, the President Elect shall perform the duties of the President.

2.2.3 in the absence or disability of the Honorary Secretary or Treasurer, the President Elect shall perform the duties of these Officers.

2.2.4 the President Elect shall attend all meetings of the Board, Executive and all Annual and Special General Meetings.

2.2.5 the President Elect shall chair the Committee on By-Laws.

2.2.6 the President Elect shall succeed to the office of President at the expiration of the President's term as provided in By-Law III Article 1.10.

2.2.7 the President Elect shall assume such other duties as may be required by the Board or the Executive or both.

2.3 Past President

2.3.1 the Past President shall be a designated spokesperson for the College.

2.3.2 the Past President shall attend all meetings of the Board, Executive and all Annual and Special General Meetings.

2.3.3 in the absence or disability of the President Elect, the Past President shall perform the duties of the President Elect.

2.3.4 the Past President shall Chair the Nominating Committee.

2.3.5 the Past President shall assume such other duties as may be assigned by the Board or Executive.

2.4 Treasurer

2.4.1 the Treasurer shall cause to be kept adequate and proper accounts of the funds of the College.

- 2.4.2 the Treasurer shall cause to be deposited all funds and other valuables in the name and to the credit of the College with such depositories as may be approved by the Board.
- 2.4.3 the Treasurer shall cause to be disbursed the funds of the College as may be ordered by the Board.
- 2.4.4 the Treasurer shall cause to be rendered to the Board, whenever the Board may request it, an account of all transactions and of the financial condition of the College duly audited every three years, and signed by the auditors designated by the Board.
- 2.4.5 the Treasurer shall Chair the Finance Committee and at the expiration of the term of office shall cause to be provided to the successor the books, and records of financial matters belonging to the College.
- 2.4.6 the Treasurer shall recommend College membership fees to the Board.
- 2.4.7 the Treasurer shall assume such other duties as may be assigned by the Board or the Executive or both.

2.5 Honorary Secretary

- 2.5.1 the duties and responsibilities of the Honorary Secretary may be carried out independently or may be combined with the duties and responsibilities of any other elected Executive position.
- 2.5.2 the Honorary Secretary shall attend all meetings of the Board, Executive and all Annual and Special General Meetings, and shall cause to be recorded in the books kept for such purposes all facts and minutes of all proceedings at such meetings.
- 2.5.3 the Honorary Secretary shall cause to be distributed and presented to appropriate parties the minutes of meetings of the Board Executive, Annual and Special Meetings.
- 2.5.4 the Honorary Secretary shall cause notices to be provided to those required or invited to attend meetings of the: Board, Executive, Annual General or Special Meetings of the College.
- 2.5.5 at the expiration of the term of office, the Honorary Secretary shall cause to be provided to the successor the books and minutes of proceedings belonging to the College.
- 2.5.6 the Honorary Secretary shall assume such other duties as may be assigned by the Board and Executive.

2.6 College Administrator

- 2.6.1 the College Administrator shall be appointed by the Board as an employee of the College and shall carry out such duties and responsibilities as assigned by the President, the Executive, and the Board.
- 2.6.2 the College Administrator shall be accountable to the Board through the President and the Executive for the operations of the College, for the provision of services to College Members, and for the functioning of the Board, the Executive and all other bodies of the College.
- 2.6.3 the College Administrator shall be an Ex Officio Member of the Executive and the Board, and shall attend all Executive, Board, Annual and Special General Meetings but shall not vote.
- 2.6.4 the College Administrator shall be an Ex Officio non-voting member of all College Committees.
- 2.6.5 the College Administrator shall cause to be carried out the correspondence of the College and shall cause to be kept records identifying the members of the College and records of all changes in membership.
- 2.6.6 the College Administrator shall have such other powers and the Board, Executive or these By-Laws and Regulations may prescribe.

ARTICLE 3: SUSPENSION OR REMOVAL OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

- 3.1 Any Officer or Executive member may be temporarily suspended or permanently removed from office for just cause before the expiration of his or her term by resolution passed by at least two-thirds (2/3's) of the votes cast at a special meeting of the Board provided that 30 days advance notice specifying the intentions to pass such resolution has been given to the Board members.
- 3.2 Any vacancy of an office or the Executive as a result of death, disability, suspension, resignation, dismissal, or otherwise, shall be filled by a member appointed by the Board members at the next Board Meeting. The individual shall be appointed to serve until and during the next Annual General Meeting of the College or for such shorter time as may be determined by the Board.

BY-LAW IV REPRESENTATION

ARTICLE 1: Appointment of Representatives

- 1.1 The College shall appoint members in good standing as representatives to:
 - 1.1.1 the National Board of the College of Family Physicians of Canada.
 - 1.1.2 College Committees.
 - 1.1.3 any other Board or Committee as required from time to time.

BY-LAW V MEMBERSHIP

ARTICLE I: GRANTING AND MAINTENANCE OF MEMBERSHIP

- 1.1 The right to grant new and renew memberships, assign members to categories of membership, grant and award special designations and remove any or all of the above shall remain at all times with the National College.
- 1.6 In order to remain a member in good standing with the College an individual must meet the requirements of the category of membership to which he or she has been assigned, as determined by the National College and remain a member in good standing with the National College at all times.
- 1.7 If the By-laws of the National College so provide all members of the National College other than Affiliate Specialists who reside or practice in Prince Edward Island or both shall become members of the College. In the event the National College By-Laws do not require Affiliate Specialists to become members of the College, Affiliate Specialists shall have the right to choose whether or not they wish to become a member of the College.
- 1.4 The categories of membership in the College and the criteria for membership for each category will be as outlined in By-Law IV of the By-Laws of the National College as amended from time to time.
- 1.5 Additional categories of membership may be established from time to time by By-Laws passed by the Board of the College, provided such categories of membership do not conflict with the provisions of By-Law IV of the National College, and must be confirmed at the next meeting of members.
- 1.8 The Honorary Secretary shall present to the Board from time to time a list of the names of those persons who are members of the College for review.
- 1.9 Admission of new members to the College shall be by resolution of the National Board.

ARTICLE 2: MEMBERSHIP FEES

- 2.1 Members shall pay the annual National College membership fees as determined by the National College and the College membership fees as determined by the Board of Directors of the College.
- 2.2 Such College membership fees shall subsequently be ratified by a simple majority of the membership eligible to vote at a General Meeting.
- 2.3 Membership fees shall be directed towards the cost of College programs and activities, as determined by the Board.

ARTICLE 3: CATEGORIES OF MEMBERSHIP

3.1 General Issues

3.1.1 There shall be specific categories of membership as determined by the National College. Such categories of membership include: Active, Affiliate Specialist, Honorary, Non-Physician, Resident, Retired, Senior, Student and Sustaining.

3.1.2 Members in any category of membership may also hold one or more Special Designations as provided by the By-Laws of the National College.

3.2 Assignment of College Membership

3.2.1 College membership shall be assigned according to the By-Laws of the National College.

3.3 Active

An Active member shall:

3.3.1 be a licensed physician in good standing, engaged in the practice of family medicine.

3.3.2 be a member in good standing with the National College.

3.3.3 be required to pay an annual membership fee as determined by the College and any membership fee as may be required by the National College.

3.3.4 fulfil the National College's Continuing Medical Education (CME) requirements as determined by the National College.

3.3.5 be entitled to the privilege of the floor and to vote at Annual and Special General

Meetings, to chair and be a voting member of a College committee, and to hold elected office.

3.4 Affiliate Specialist

An Affiliate Specialist member shall:

- 3.4.1 be a licensed physician in good standing, who holds Certification in a medical speciality other than Family Medicine and whose primary practice is in that speciality.
- 3.4.2 have the right to choose whether or not to be a member of a College.
- 3.4.3 be required to pay an annual membership fee as determined by the College and any membership fee as may be required by the National College.
- 3.4.4 fulfil the National College's CME requirements as determined by its Board of Directors.
- 3.4.5 be entitled to the privilege of the floor and to vote at Annual and Special General Meetings, and to chair and be a voting member of College committees, but may not hold elected office.
- 3.4.6 be assigned to the category of Honorary Membership if elected to be an Honorary Member of the National College.

3.5 Honorary

Honorary membership shall:

- 3.5.1 be conferred on individuals of distinction, whether or not they are graduates of medicine, who have made an outstanding contribution to the cause of family medicine or to the medical profession in general.
- 5.1.1 be restricted to non-members of the National College, except for those who are members of the College in the categories of "Non-Physician" or "Affiliate Specialist".
- 3.5.3 be conferred to no more than five (5) individuals annually.
- 3.5.4 not be required to pay an annual membership fee to the College.
- 3.5.5 not be required to meet the National College's CME requirements.
- 5.1.1 be entitled to attend and have the privilege of the floor, but shall not be entitled to

vote at Annual and Special General Meetings

3.5.7 may be a voting member or chair of a College Committee.

3.5.8 may not hold an elected office of the College.

3.6 Non-Physician

Non-Physician member shall:

5.1.1 be an allied health professional or other non-physician who is a member of the College, during the time of his or her participation with the College.

5.1.2 not be required to pay an annual membership fee to the College.

5.1.3 not be required to meet the National College's CME requirements.

3.6.4 be entitled to attend and have the privilege of the floor but shall not be entitled to vote at Annual and Special General Meetings; an allied health professional or other non physician who is a member of the College may not chair or be a voting member of a College committee and may not hold elected College office.

3.6.5 be assigned to a category of Honorary Membership if elected to be an Honorary Member of the College.

3.7 Resident

A Resident member shall:

3.7.1 include physicians enrolled as residents in approved postgraduate training programs in family medicine; and physicians enrolled as residents in an approved postgraduate training program in a medical discipline other than family medicine but who were previously members of the National College.

3.7.2 become eligible for membership in the National College and the College in another appropriate category on completion of residency training.

3.7.3 be required to pay an annual membership fee as determined by the College and any membership fee as may be required by the National College.

3.7.4 not be required to meet the National College's CME requirements.

3.7.5 be entitled to the privilege of the floor and to vote at Annual and Special General Meetings, to chair and be a voting member of College committees, but may not hold elected College office.

3.8 Retired

A Retired member shall:

- 3.8.1 be a physician who is no longer actively engaged in providing medical care to patients or actively involved in any other medical or medically related field of endeavour.
- 3.8.2 not be required to pay an annual membership fee to the College.
- 3.8.3 not be required to meet the National College's CME requirements.
- 3.8.4 be entitled to the privilege of the floor and to vote at Annual and Special General Meetings, to chair and be a voting member of College committees, but may not hold elected College office.

3.9 Senior

A Senior member shall:

- 3.9.1 be a licensed physician in good standing, aged 65 or over, who is actively engaged in providing medical care to patients or in another medical or medically related field of endeavour and who has been a member in good standing for at least 10 years immediately prior.
- 3.9.2 be required to pay an annual membership fee equal to 50% of the fee established for "active" members of the College and any membership fee as may be required by the National College.
- 3.9.3 be required to meet the National College's CME requirements.
- 3.9.4 be entitled to the privilege of the floor and to vote at Annual and Special General Meetings, to chair and be a voting member of a committee and to hold elected College office.

3.10 Student

A Student member shall:

- 3.10.1 be an individual enrolled in a Canadian university faculty of medicine undergraduate program leading to the MD Degree.
- 3.10.2 be required to pay an annual membership fee as determined by the National College.

3.10.3 not be required to meet the National College's CME requirements.

3.10.4 be entitled to the privilege of the floor and to vote at Annual and Special General Meetings and to chair and be a voting member of College committees but may not hold elected College office.

3.11 Sustaining

A Sustaining member shall:

3.11.1 be a physician who is not actively engaged in providing medical care to patients, but who is actively engaged in another medical or medically related field of endeavour.

3.11.2 be required to pay an annual membership fee as determined by the College and any membership fee as may be required by the National College.

3.11.3 be required to fulfil the National College's CME requirements as determined by the National College.

3.11.4 be entitled to the privilege of the floor and to vote at Annual and Special General Meetings and to chair and be a voting member of College committees, but may not hold elected College office.

ARTICLE 4: SPECIAL DESIGNATIONS

5.1 General Issues

College members may hold one or more special designations as may be conferred upon by the National College.

4.2 Certification in Family Medicine

4.2.1 Certification in Family Medicine shall be granted to College members who have qualified for certification as determined by the National College from time to time.

4.2.2 College members who hold a Certification in Family Medicine and are in good standing with the National College and the College shall have all other privileges, rights, duties and requirements as are defined by these By-Laws for the category of membership to which they belong.

4.3 Certificate of Special Competence in Emergency Medicine

4.3.1 Certification of Special Competence in Emergency Medicine shall be granted to National College members as may be determined by the National College as amended from time to time and these By-Laws.

5.1.1 College members holding Certificates of Special Competence in Emergency medicine shall have all other privileges, rights, duties and requirements as are defined by the By-Laws for the category of membership to which they individually belong.

4.4 Fellowship

Fellowship may be conferred on National College members in accordance with its By-Laws as amended from time to time.

5.1 Life Membership

5.1.1 Individuals who have been granted a life membership by the National College in accordance with its requirements as may be amended from time to time shall not be required to pay the annual membership fees of the College.

5.1.2 Life Members shall have all other privileges, rights, duties and requirements as defined by the By-Laws for the category of membership to which they belong as determined by the National College, as amended from time to time, and this College.

ARTICLE 5: SUSPENSION, REVOCATION AND RESTORATION OF MEMBERSHIP / SPECIAL DESIGNATIONS

5.1 In the event the rights, privileges, membership or designation of any College member is suspended or revoked by the National College, for any reason, such suspension or revocation shall also apply to the rights, privileges, membership or designation of the member of the College until such time as such suspension or revocation has been terminated by the National College.

5.2 A member whose membership or designation has been suspended or revoked must submit the College membership fees for the current year when applying to have his or her membership reinstated.

5.3 A physician whose licence has been suspended or revoked by a licensing authority must also provide evidence of such licence having been reinstated.

5.4 A physician who is applying to have their Certification in Family Medicine or Certificate in Special Competence in Emergency Medicine reinstated must have his or her membership restored by payment of membership fees for the current year and must provide

evidence of having satisfactorily completed the appropriate continuing medical education as required by the National College.

by-laws Chapter/PEI