

The British Columbia College of Family Physicians  
(A Chapter of The College of Family Physicians of Canada)

# Constitution & By-laws

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October 15, 2010*

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# **CONSTITUTION**

## ***of the British Columbia College of Family Physicians***

**(A Chapter of The College of Family Physicians of Canada)**

### **1 Name**

The name of this society shall be: **The British Columbia College of Family Physicians (A Chapter of The College of Family Physicians of Canada)**. (Hereinafter referred to as **'the College'**)

### **2 Purposes**

The Purposes of the Society are:

- (a) to advance the educational level and scientific and professional competence of all Family Physicians in British Columbia;
- (b) to promote highest quality of health care for the people of British Columbia;
- (c) to provide delegate family physicians from British Columbia to the Board of The College of Family Physicians of Canada;
- (d) to serve and further the interests of The College of Family Physicians of Canada in British Columbia;
- (e) to enlighten and direct public opinion in British Columbia in relation to family medicine;
- (f) to relate to and collaborate with other medical and health care organizations and governments on matters related to family medicine in British Columbia
- (g) to charge fees, to receive donations, and to expend monies to defray expenses and to promote and further any of the purposes of the College;
- (h) to recognize outstanding contribution and service to family practice;
- (i) to provide financial, advisory or other assistance to individuals or groups having a purpose or purposes similar or beneficial to those of the College;
- (j) to perform such other lawful things as are incidental or conducive to the above purposes and to the welfare of the public and of the medical and allied professions whether within or outside British Columbia.

### **3    *Head Office***

The head office of the College shall be located within the province of British Columbia as decided by the Board and approved by the members.

## **BY-LAWS**

### **By-law I: General**

#### **Article 1: Definitions**

- 1.1 "BOARD" means the Board of Directors of The British Columbia College of Family Physicians (A Chapter of The College of Family Physicians of Canada).
- 1.2 "BY-LAWS" means any By-Law of the College presently in force and effect.
- 1.3 "COLLEGE" means The British Columbia College of Family Physicians (A Chapter of The College of Family Physicians of Canada).
- 1.4 "DIRECTOR" means a member of the Board, elected, acclaimed or appointed pursuant to the By-laws.
- 1.5 "DISTRICT REPRESENTATIVE" means the elected Board member who represents the members in a geographic region in British Columbia.
- 1.6 "DISTRICT NOMINATOR" means the member who nominates eligible members of the District for the position of District Representative.
- 1.7 "EXECUTIVE" means the executive committee of the College and shall be composed of the officers and three (3) elected Members-at-large and at least one (1) National Board Director elected by the College.
- 1.8 "EX OFFICIO" – means holding a membership on a committee as a result of having been elected or appointed to another office or position within the College. The position carries responsibilities equal to other committee members, including voting privileges, unless otherwise specified.
- 1.9 "CERTIFICATE OF INCORPORATION" – means the incorporating documents granted and issued by the Province of British Columbia incorporating the College.
- 1.10 "MEMBER" means a member of the College.
- 1.11 "MAILING ADDRESS AND CONTACT INFORMATION" means the physical address, from time to time specified by any member by notice in writing to the Honorary Secretary Treasurer as the address at which the member wishes to receive all notices, resolutions, ballots, and all other correspondence from the College.
- 1.12 "NATIONAL COLLEGE" means The College of Family Physicians of Canada, including Board and Executive of the National College.
- 1.13 Language:
  - (a) In these By-laws, the male form (he, his) shall refer to either and both of male and female.
  - (b) Words importing the singular include the plural and vice versa.

- 1.14 “OFFICER” means a person elected, acclaimed or appointed to one of the offices established by the By-laws.
- 1.15 “REGISTERED ADDRESS” means the postal address of the member’s primary place of practice.
- 1.16 “REGULATIONS” means authoritative rules dealing with details and procedures for operation of the College, if any.

## ***Article 2 Seal, Coat of Arms, Crest and Logo***

- 2.1 The Board may provide a common seal for the College and may destroy the seal and substitute a new seal in its place. The seal shall be affixed only when authorized by resolution of the Board or the Executive and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of any two Directors or Officers.
- 2.2 A Coat of Arms, Crest and Logo may each exist in a form approved by the Board.

## ***Article 3 Code of Ethics***

- 3.1 The Code of Ethics of The College of Family Physicians of Canada shall be adopted as the Code of Ethics of The British Columbia College of Family Physicians (A Chapter of The College of Family Physicians of Canada).

## ***Article 4 Amending***

A proposal to amend the Constitution or By-laws may be made by:

- 4.1 Any voting member in good standing, by way of notice of motion signed by the proposer and one seconder, also being a voting member in good standing, setting out the proposed amendment;
- 4.2 Resolution of the Annual or Special General Meeting, which shall be considered and acted upon by the Board and submitted at the next Annual or Special General Meeting;
- 4.3 Resolution of the Board; or
- 4.4 Resolution of the Constitution and By-laws Committee.

## **Procedure to Amend**

- 4.5 Every proposal to amend the Constitution or By-laws originating by way of these By-laws, shall be referred to the Constitution and By-laws Committee who, in consultation with the proposer, shall amend any such proposal to the extent necessary to satisfy legal requirements and to ensure that any proposed amendment is not inconsistent with any other provision of the Constitution and By-laws not intended to be amended.
- 4.6 Any amendment to the Constitution or By-laws originating by way of these By-laws shall be referred to the Board for its consideration, who may, in consultation with the Constitution and By-laws Committee, make such revisions to the proposed amendment as it thinks advisable.
- 4.7 Every proposed amendment to the Constitution or By-laws shall be in the form of a "Resolution to Amend the Constitution and/or By-laws", shall be considered and voted on at an Annual or Special General Meeting and must be received by the Honorary Secretary Treasurer at least ten weeks before the Annual or Special General Meeting at which it will be proposed.
- 4.8 By resolution the Board may elect to have any amendment to the Constitution or By-laws voted on at the Annual General Meeting or at a Special General Meeting called for that purpose. An amendment to the Constitution or By-laws will be deemed passed if 75% of the votes cast at the meeting are in favour of the amendment.
- 4.9 The Honorary Secretary Treasurer shall distribute notice of any special resolution to amend the Constitution and/or By-laws to every voting member in good standing. The notice shall be at least six weeks before the date of the Special General Meeting at which such Special Resolution will be proposed. The Honorary Secretary Treasurer shall, upon request by a member, provide a hard copy or direct the member to an electronic copy of the complete text for each Special Resolution.
- 4.10 A special resolution to amend the Constitution and/or By-laws shall be effective after acceptance by a vote of the membership at an Annual or Special General Meeting and when filed and registered with the Registrar of Companies as specified in *The Society Act*.

## **Conflict**

- 4.11 No article of the Constitution and/or By-laws of this College shall conflict with the Letters Patent Constitution of The College of Family Physicians of Canada. Prior to presentation of a special resolution to the members to amend the By-laws, a copy of the proposed changes will be sent to the National College for their review and comments.

#### **4.12 Paramountcy of National College By-laws**

- 4.12.1 No article of these By-laws shall conflict with the Letters Patent or By-laws of the National College.
- 4.12.2 In the event there is an inconsistency, discrepancy, ambiguity or contraction between the interpretation or implementation of these By-laws and those of the National College those of the National College shall be paramount and take precedent or prevail over these By-laws to the extent they are inconsistent, discrepant, ambiguous or contradictory to the National By-laws.
- 4.12.3 The College shall provide any proposed changes or amendments to its By-laws to the National College for its review and comments prior to being enacted or implemented by the College.
- 4.12.4 Any provision of any By-Law of the College which is in conflict with the Statutes, Regulations, or Rules of the College of Physicians and Surgeons of B. C. shall be deemed to be void and of no effect.

#### **Article 5 Financial Accountability**

The Board shall deal with the funds of the College as follows:

- 5.1 The income and property of the College shall be applied solely towards the promotion of its purposes as set forth in its Certificate of Incorporation, these By-laws, the regulations or policies
- 5.2 Funds for the purpose of the College shall be raised and administered, in such a manner as may be determined by the Board, and the Board may, by resolution, establish special levies or assessments of the members for such special purposes as the Board deems appropriate.
- 5.3 The Board shall manage or supervise the management of the funds of the College in consultation with the Finance Committee and shall be limited to current revenue or to such anticipated revenue as appears to the Board and the Finance committee to be justified.
- 5.4 The Board from time to time may, by resolution, designate for a specific purpose any portion of funds of the College, which shall be known as Reserve Funds. If Reserve Funds are designated by the members, none of such Reserve Funds may be spent for any other specified purpose unless approved by resolution of the members. Reserve Funds may be invested according to Article 5.5 of this By-Law.

- 5.5 The Board may utilize accumulated surplus funds, other than Reserve Funds, with the consent of the Finance Committee or with the consent of the members of the College given by ordinary resolution.
- 5.6 The Board may invest the general funds or any Reserve funds of the College in securities of low risk and that are governed by the *Trustee Act*.

### **Indebtedness**

- 5.7 Subject to *The Society Act*, the Board may, from time to time:
  - 5.7.1 Borrow money on behalf of the College, in such manner and amount and on such security and from such sources and upon such terms and conditions as the Board approves.
  - 5.7.2 Issue bonds and other debt obligations either outright or as security for any liability or obligation of the College.
  - 5.7.3 Mortgage, charge, whether by floating or by specific charge, or give any security on the whole or any part of the property and assets of the College, both present and future.
  - 5.7.4 The College must not issue a debenture unless the issuance of the debenture is authorized by a special resolution, which may confer a general power on the directors to issue debentures for a period of not longer than one year from the date the resolution is passed.
  - 5.7.5 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.

### **Financial Records**

- 5.8 The College shall cause to be kept proper books of accounts and accounting records in respect of all financial and other transactions of the College in order to properly record the financial affairs and condition of the College.
- 5.9 Unless otherwise determined by resolution of the Board, only members of the College and the Directors of the Board shall be entitled to inspect the accounting records of the College. Such inspection shall be by appointment and shall be supervised by an individual designated by the President. The original records of the College shall not be removed from possession of the College. However a member may request facsimiles, which shall be made by the College and for which the College shall determine and may charge an appropriate fee.

## **Article 6     Indemnification**

- 6.1 Subject to the *Society Act*, 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:
- (a) 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;
  - (b) All other cost, 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.
  - (c) 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 these By-laws to the extent permitted by the law.
- 6.2 The College may purchase and maintain insurance for the benefit of any person referred to in Article 6.1 against any liability incurred by that person:
- (a) 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;
  - (b) 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 7     Meetings**

### **General**

- 7.1 Except where otherwise specifically provided in these By-Laws, Roberts Rules of Order shall govern all procedural matters at all formal meetings of the College, the Board, the Executive and all committees.
- 7.2 Minutes of every meeting as specified in Article 7.1, shall be prepared by the secretary of the meeting or by such other person as the meeting approves.

Minutes shall be kept at the registered office of the College, shall, except for the minutes of confidential committees so specified by the Board, be open to inspection by any member in good standing and shall be distributed as follows:

- (a) Minutes of all Annual and Special General Meetings shall be distributed to all voting members in good standing, in a manner determined by the Board;
- (b) Minutes of all meetings of the Board shall be distributed to all Directors;
- (c) Minutes of all meetings of each committee shall be distributed to the members of that committee and to the Directors on their request.

7.3 The Chair shall in the case of a tie, cast a tie breaking vote.

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

7.5 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.

### **Annual General Meeting**

There shall be an Annual General Meeting of the College on a date determined by the Board or the Executive, ensuring that no more than fifteen (15) months shall elapse between any two Annual General Meetings. The following are entitled to attend the Annual General Meeting:

- (a) Any member in good standing of the College;
- (b) All members of the Board and Executive of the National College;
- (c) Any guests of the Executive, the Board or a member entitled to attend, as approved by the Board.

The quorum at all meetings of the College shall be twenty-five voting members in good standing.

All business required to be conducted at the Annual General Meeting of the College shall include, without limitation:

- (a) Election, acclamation and appointment of officers, Members-at-large and District Representatives in accordance with these By-laws;
- (b) Elections of Directors to serve on the National Board of Directors
- (c) Consideration of the report of the Directors;
- (d) Consideration of the report of the Auditor;
- (e) Consideration of the financial statements and the report of the Finance Committee;

- (f) The appointment of the Auditor;
- (g) Consideration of the report of the Constitution and By-laws Committee and any amendment of the Constitution or By-laws;
- (h) Approval of membership fees;
- (i) Consideration of any proposal for any special levy or assessment;
- (j) Any petitions, appeals, recommendations or complaints; and;
- (k) Conduct of any other business required to be conducted at a Business Session.

### **Special General Meetings**

- 7.10 Any General Meeting of the membership other than at the Annual General Meeting is a Special General Meeting.
- 7.11 Special General Meetings may be held upon the call of the Board at such times and places as it may designate. Special General Meetings must be held if a written request is received by the Honorary Secretary Treasurer from at least ten percent (10%) of the members. Such meetings must be held within sixty (60) days after the filing of such request with the Board.
- 7.12 The Board may, by resolution, convene a Special General Meeting when necessary.

### **Notice and Voting**

- 7.13 The Honorary Secretary Treasurer shall ensure that at least 30 day's notice of the Annual General Meeting is given in writing or by electronic means to every member in good standing of the College, which notice shall specify the date(s), place, hour and business to be conducted at the Annual General Meeting
- 7.14 The Honorary Secretary Treasurer shall ensure that at least 14 days' notice of a Special General Meeting is given in writing or by electronic means to every voting member in good standing of the College, which notice shall specify the date(s), place, hour and business to be conducted at the Special General Meeting.
- 7.15 The business to be transacted at such Special General Meeting shall be stated in the notice thereof, and no other business may be considered at those meetings.
- 7.16 Each member in good standing with the College shall be entitled to vote at the Annual General Meeting or Special General Meeting in keeping with the rights and privileges as defined by his or her category of membership as outlined in By-law IV herein.
- 7.17 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 Bylaws 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 Bylaws 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

- 7.18 Election of Officers, Members-at-large, National Board Directors and District Representatives shall be determined by a majority of votes.
- 7.19 Votes at an Annual or Special General Meeting of the members may be given either personally or via proxy, with each member and proxy entitled to one vote. A proxy must be authorized in writing by the member.
- 7.20 Persons invited to attend the Annual General Meeting who are not voting members, in good standing of the College shall attend as observers. Observers may only speak at the invitation of the Chair. Observers shall not have voting privileges.
- 7.21 The place of the Annual General Meeting shall be scrutinized by the Honorary Secretary Treasurer or a designated member of the Board and no unauthorized person shall be permitted to enter any meeting or session.
- 7.22 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.

## **Article 8     Districts**

- 8.1 A reference map of British Columbia shall be developed and considered part of these By-laws as Schedule 'A'.
- 8.2 The Province shall be divided into 13 Districts shown on Schedule "A", in general alignment with those of the Health Authorities and the 'Health Service Delivery Areas' within Health Authorities.
- 8.3 The voting members having their registered address in any District have a right to elect one of their number as Representative to the Board for every six percent,

or fraction thereof, of the total number of voting members of the College that have their registered address in the District.

- 8.4 For the purposes of Article 8.3 the number of voting members in any District is the number of voting members having their registered address in the District on the 31st day of December immediately preceding the date of the Annual General Meeting.

## *By-law II* **BOARD OF DIRECTORS**

### *Article I* **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 shall manage or supervise the management of the affairs and business of the College. The Board is responsible to the members and shall report to the members at the Annual General Meeting. The Board shall consider every recommendation of the members at any General Meeting and shall take such action as it deems appropriate regarding each motion or resolution passed at a General Meeting. The Board shall report to the members on the deliberation and action taken regarding each recommendation or resolution at or before the next General Meeting.
- 1.3 The Board shall be responsible for governance issues of the College related to By-laws, continuing medical education, awards, publications, annual meetings, research, health policies, communications, finances, committees of the Board, election and removal of officers, appointment of executive director 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 and to achieve and fulfill its Purposes.
- 1.5 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 entitled to vote, shall direct the acts of the College and its officers, Board and committees.
- 1.6 The Executive, Officers and Committees may act on behalf of the Board between meetings of the Board, subject only to any restrictions which may be imposed upon it by resolution of the Board. Committees shall report to the Board through the Executive. The actions of the Committees shall be ratified or otherwise dealt with by the Board at its next meeting.

- 1.7 The Board may from time to time establish or discontinue a Committee set and amend their terms of reference and vary their number and composition.

## **Remuneration**

- 1.8 The Directors may be reimbursed for reasonable expenses incurred by them in the performance of their duties and remunerated as determined by resolution of the members.

## **Article 2 Board Meetings**

- 2.1. The Directors shall meet at regular intervals and no fewer than two times in each year and may dispatch business, adjourn and otherwise regulate their meetings, subject to these By-laws, as they deem proper.
- 2.2 The President upon request of a majority of the Executive shall call a meeting of the Board.
- 2.3 The quorum at all meetings of the Board shall be a majority of the total number of the Directors then in office and shall include sufficient District Representatives to represent a majority of the Districts of the College.
- 2.4 The agenda of each Board meeting shall include reports from the Executive, Finance, other Committees, and the Executive Director, 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 and suspension and/or removal of Officers, Directors, Executive members or National Board Directors which shall require a 2/3 majority.
- 2.6 In the case of an equality of votes on any motion or resolution, the chair of the meeting shall cast the deciding vote. The Chair of the Board unless otherwise provided in these By-laws shall not otherwise be entitled to vote at this meeting.
- 2.7 A motion or resolution approved in writing, including electronically-transmitted text, by all the Directors shall be as valid and effective as if it had been passed at a meeting of the Board, duly called and constituted. Such resolution may be in two or more counterparts, which together shall be deemed to constitute one resolution in writing. Such resolution shall be filed with the minutes of the proceedings of the Board, and shall be effective on the date stated thereon or on the latest date stated on any counterpart.
- 2.8 Any Director, may participate in a meeting of the Board, any member of the Executive may participate in a meeting of the Executive Committee or any member of any committee may participate in a meeting of the committee by means of conference telephone or other communications facility by means of

which all participants in the meeting can hear and respond to each other ~~provided that a quorum of such participants agree to such participation.~~ A Director, member of the Executive or member of any committee participating in a meeting in accordance with these By-laws shall be deemed to be present at the meeting and to have so agreed and shall be counted in the quorum therefore and be entitled to speak and vote there at.

- 2.9 The President shall be the Chair of the Board and shall preside at every meeting of the Directors. If the President has advised the Honorary Secretary Treasurer that he or she will be present at the meeting, is not present within 15 minutes of the time appointed for holding the meeting, or is unwilling or unable to attend, the order of succession of chairing the meeting, subject to the same considerations for failure of the Chair of the Board to preside, is as follows: President Elect, then Past President, then Honorary Secretary Treasurer and if none of the above are in attendance, the Directors present shall choose one of their number to be Chair of the meeting.

### **Article 3 Board of Directors**

#### **Composition**

- 3.1 The Board shall be composed of the following voting Directors:
- (a) The Officers
  - (b) Three Members at Large
  - (c) The District Representatives to the Board
  - (d) UBC Faculty of Medicine, Department of Family Practice Representative
  - (e) The Society of General Practitioners Representative
  - (f) The Family Practice Resident Representative
  - (g) The Medical Student Representative.
- 3.2 In districts that elect more than one representative, terms of office shall be arranged such that approximately one-third of the number of representatives retire at the end of each term.
- 3.3 The Family Practice Resident, Society of General Practitioners Representative, UBC Faculty of Medicine, Department of Family Practice representative and Medical Student representative shall be appointed by the Board in consultation with the representing group, after the incumbent has completed his/her term of office.
- 3.4 Every Director and District Representative must notify the Honorary Secretary Treasurer of the reason for his/her absence from any meeting that he/she is required to attend.

- 3.5 All District Representatives shall serve a three-year term of office. No District Representative shall serve more than two consecutive terms of office (maximum six years). In the event of a District Representative attaining an Executive position, he/she shall maintain his/her District Representative position until completion of his/her executive term of office.
- 3.6 Directors who are not District Representatives shall serve one (1) year term and may serve additional terms as elected or appointed under these By-laws.

### **Conflict of Interest**

- 3.7 When personal or other vested interests in an issue arise, a Director, officer, or College member serving on a College committee shall declare a conflict of interest.
- 3.8 Subject to this section, it is the duty of any of the aforementioned, 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.
- 3.9 In the case of a personal or vested interest in an issue, the declaration required by this section shall be made at the meeting at which the issue is first taken into consideration, or, if the individual was not present for the meeting at which the issue of concern was addressed, at the next meeting held after the individual becomes so aware of such issue.
- 3.10 For the purposes of this section, a general verbal or written notice given to the Chair of the meeting to the effect that the individual has a personal, perceived, 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.
- 3.12 An individual 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 as a result of a vote on an issue related to the declared interest, by reason only of holding that office.
- 3.13 Nothing in this section imposes any liability upon a Director or a committee member in respect of any gain realized by that person related to any issue that has been confirmed as a conflict of interest by the vote of the members of the College at a special general meeting called for that purpose.

### **Guests**

- 3.15 The Chair of the Board may extend an invitation to any other party to attend a Board Meeting as a guest of the Board.

- 3.16 Guests may participate in discussions at the discretion of the Board, other than those deemed to be in camera, but shall not vote.

### **District Representative and District Nominator**

- 3.17 The District Representative shall be an elected Director of the College and act as a liaison and communicate the actions of the Board to the members in the Representative's District.
- 3.18 When unable to attend a meeting, the District Representative is responsible for notifying the Honorary Secretary Treasurer, and shall endeavour to find a suitable replacement who shall be a non-voting Director's representative
- 3.19 A voting member in good standing having his/her registered address in a District may be nominated for the position of District Representative for that District if: the appropriate nominating papers have been signed by one nominator and one seconder, both of whom are voting members in good standing having their registered address in the District; and the nomination has been consented to in writing by the nominee; and the completed nominating papers are received by the Honorary Secretary Treasurer at the registered office of the College within the time limits referred to in these By-laws.
- 3.20 The District Representative shall become the District Nominator at the completion of the incumbent's term of office.
- 3.21 The District Nominator shall nominate eligible members of the District for positions of District Representative to the Board as required under these By-laws.
- 3.22 A vacancy in the position of District Representative shall be deemed to have occurred and the District Representative shall cease to hold such office if the District Representative: resigns or otherwise ceases to hold office, ceases to be a member in good standing, is absent from two consecutive meetings he or she is required to attend without giving a reason to the Honorary Secretary Treasurer that is acceptable to the Board; or ceases to have a registered address in the District he/she represents.
- 3.23 Any vacancy in a position of a District Representative shall be filled for the remainder of the elected term or until the next election by the District Nominator or a representative from the district appointed by the Board at the request of the District Nominator.
- 3.24 Any vacancy in the position of District Nominator shall remain vacant until the next Election.

### **Suspension or Removal of Directors**

- 3.25.1 Any Member of the Board may be temporarily suspended or permanently removed from office for just cause before the expiration of his or her term by resolution of the Board, passed by at least two-thirds (2/3) of the votes cast at an Annual or Special General Meeting of the members provided that at least 30 days advance notice specifying the intention to pass such resolution has been given to the Board members.

#### **Article 4 Board Committees**

- 4.1 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: Finances, Nominations and Elections, Membership, Staffing, Constitution and By-laws.
- 4.2 The Board may establish committees to address any other areas as determined by the Board.
- 4.3 The Terms of Reference of each Board Committee, Working Group and Task Force shall be approved by the Board.
- 4.4 The quorum at all committee meetings shall be a majority of the committee members then in office.
- 4.5 The Chair of each Board Committee, Working Group and Task Force shall hold office pursuant to these By-laws, be appointed by the Board or nominated by the Executive and approved by the Board.
- 4.6 At a meeting of a 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.
- 4.7 Chairs of Board Committees, Working Groups and Task Forces, when invited, shall attend meetings of the Board as observers, at which time they shall present a report of activities of their committee and shall have the privilege to speak to any other issues on the floor, but shall not vote.

### ***By-Law III* OFFICERS, EXECUTIVE COMMITTEE, NATIONAL BOARD DIRECTORS and EXECUTIVE DIRECTOR**

#### ***Article 1* Election, Appointment, Term of Office and Vacancy**

## **Officers and Executive**

- 1.1 The Officers of the College shall be those individuals elected or acclaimed to the following offices: President, President Elect, Past President, and the Honorary Secretary-Treasurer.
- 1.2 The Executive shall be composed of the officers and three (3) members-at-large.
- 1.3 The Executive shall serve as the Executive Committee of the Board and may act on behalf of the Board between meetings 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. A majority of the Executive shall constitute a quorum.

## **Nominations and Elections**

- 1.4 At least twelve weeks prior to the date of the Election, the Honorary Secretary Treasurer shall cause to be distributed to each voting member in good standing nominating papers for President Elect, Honorary Secretary-Treasurer, Members-at-large, National Board Directors and any vacant position of District Representative. A notice specifying the date which completed nominating papers, must be returned to the Honorary Secretary Treasurer shall be included. This date will be set by the Honorary Secretary Treasurer and will be a date between eight and ten weeks before the Election. Nominating papers returned after the date specified shall be disregarded.
- 1.5 At least 40 days prior to the Annual General Meeting, the Nominating Committee shall nominate one Director from the Board for each executive position and notify the Honorary Secretary Treasurer of these nominations. At least 30 days prior to the Annual General Meeting, the Honorary Secretary Treasurer shall ensure that these nominations are forwarded to every member in good standing of the College along with the notice of the Annual General Meeting.
- 1.6 There shall be an election held annually at the time of the Annual General Meeting to elect the President-Elect, if required, the Honorary Secretary-Treasurer, Three (3) Members-at-large, and two (2) National Board Directors.
- 1.7 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.
- 1.8 At the Annual General Meeting, the Nominating Committee shall present to the members one or more nominations for each of the offices of President Elect, if required, Honorary Secretary and Treasurer, Members-at-large, National Board Directors and District Representatives. Further nominations for each of these offices shall be permitted from the floor at the Annual General Meeting.

- 1.9 Any position for which there is more than one nomination shall be decided by a poll of all members present at the Annual General Meeting who are eligible to vote.
- 1.10 The successful candidate shall be the one receiving the most votes or acclaimed if unopposed.
- 1.11 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.
- 1.12 All Officers, Executive members and National Board Directors shall assume their duties concurrently and shall hold office for one (1) year and until their successors have assumed office. The President and President Elect may elect to serve one additional term if this is ratified by the Executive and the Board. Such election will be made in due time to allow the nominations committee to nominate a new president elect if required
- 1.13 All matters relating to the conduct and administration of elections, including the appointment of scrutineers and the counting of ballots, shall be governed by regulations established by resolution of the Board and administered by the Honorary Secretary Treasurer.

### **Absence and Vacancy**

- 1.14 A vacancy in the Board or the Executive or a vacancy on the National Board shall be deemed to have occurred if a member of the Board or the Executive or a National Board Director:
  - (a) Resigns or otherwise ceases to hold office;
  - (b) Ceases to be a member in good standing;
  - (c) Is absent from two consecutive meetings he or she is required to attend, without giving a reason to the Honorary Secretary Treasurer that is acceptable to the Board;
  - (d) Ceases to have a registered address in British Columbia;
  - (e) Is removed from Office pursuant to these By-laws.
- 1.15 Any vacancy in the position of an Officer or National Board Director (with the exception of the Past President, who shall not be replaced) shall be filled for the remainder of the elected term as follows:
  - (a) The President shall be replaced by the President-Elect, who shall either: In addition to the duties of President-Elect, serve the remainder of the term as Acting President and continue to assume the office of President-Elect as provided in these By-laws; or resign as President-Elect and assume the office of President.

- (b) The President-Elect, Honorary Secretary-Treasurer, Members-at-large and National Board Directors shall be replaced by appointment by the Board from the remaining District Representatives on the Board.
- (c) Any vacancy of any one 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 Board, with the individual so appointed to serve for the unexpired term or a time interval defined by the Board.
- (d) In the event that more than one Officer is removed pursuant to these By-laws or there is more than one vacancy in the office of any Officer at any one time, a special election by the membership shall be called in accordance with these By-laws to replace all removed Officers or to fill the vacant offices, except the Past President.
- (e) Removal from office as an Officer, Member-at-large, National Board Director, District Representative, or District Nominator does not alone affect the status of membership of the removed person.
- (f) In the case of an election to fill a vacancy, subject to these By-laws, the successful candidate or candidates shall assume office immediately upon being declared elected.

## **Article 2     Duties of Officers, Members-at-large, National Board Directors and Executive Director**

### **2.1     The *President* shall:**

- (a) Be a Director of the College.
- (b) Attend at all meetings of the Board, Executive and at all Annual and Special General Meetings of the College and enforce the due observance of the Constitution and By-laws.
- (c) Call all General and Special Meetings of the College, all meetings of the Board, and all meetings of the Executive.
- (d) Be an *ex-officio* member of all committees, Work Groups and Task Forces.
- (e) Be the official spokesperson of the College unless otherwise designated.
- (f) Chair all Board and Executive Committee Meetings.
- (g) Chair all Annual and Special General Meetings.
- (h) Represent or appoint a representative of the College at all its official contacts.

- (i) Confirm the nomination of the membership of each committee or refer the matter for consideration by the Board or the Executive, unless the membership is otherwise specified in these By-laws.
- (j) Together with the Executive Director, ensure that the activities and programs of the College are consistent with the College's Purposes.
- (k) Report to the Board and to the members at the Annual General Meeting on the actions taken by the Board and Executive since the time of the last meeting.
- (l) Perform such other duties as custom and parliamentary practice may require or as assigned by the Board.

**2.2 The *President-Elect* shall:**

- (a) Be a Director of the College.
- (b) Attend at all meetings of the Board, Executive and at all Annual and Special General Meetings of the College.
- (c) Assist the President in all his or her duties.
- (d) Perform the duties of the President at the request of or in the event of his or her absence or disability.
- (e) Perform the duties of the Honorary Secretary-Treasurer in the event of his or her absence or disability.
- (f) Be a member of the Finance Committee.
- (g) Chair the Constitution and By-laws Committee.
- (h) Succeed to the office of President at the expiration of the President's term and as provided in By-Law III Article 1.5.
- (i) Assume such other duties as may be required by the Board or Executive.

**2.3 The *Past President* shall:**

- (a) Be a Director of the College.
- (b) Attend at all meetings of the Board, Executive and at all Annual and Special General Meetings of the College.
- (c) Assist the President as requested.
- (d) Chair the Nomination and Election Committee.
- (e) Perform the duties of the President-Elect in the event of his or her absence or disability.

- (f) Assume such other duties as may be required by the Board or Executive.

2.4 The **Honorary Secretary Treasurer** shall:

- (a) Be a Director of the College.
- (b) Be responsible for the recording of the minutes of all General, Special, Board and Executive meetings.
- (c) Advise the National College of all proposed changes to the Constitution and By-laws, officers and all other matters pertinent to the College.
- (d) Cause notices to be provided to those required or invited to attend meetings of the Board, Executive, Annual General and general meetings in accordance with the By-laws and cause minutes of meetings to be distributed.
- (e) Advise all candidates for office of the election results.
- (f) Supervise the financial affairs in accordance with the direction of the Board and cause to be kept adequate and proper accounts of the funds of the College.
- (g) Present the most recent financial statements at every Board and Executive meeting.
- (h) Present the auditor's annual report to the Annual General Meeting.
- (i) Chair the Finance Committee.
- (j) Assume such other duties as may be required by the Board or Executive.

2.4 The **Members-at-large** elected by the membership to the Executive shall serve as full voting members of the Executive and shall assume such duties and responsibilities as may be assigned by the Board or Executive.

2.6 The National Board Directors shall:

- (a) Attend at all Board meetings of the National College;
- (b) Attend at all Board, Executive, Annual and General Meetings of the College.

**2.7 Executive Director**

2.7.1 The Executive Director shall be appointed by the Board as an employee or contractor of the College and shall carry out such duties and responsibilities as assigned by the President and/or the Executive and/or the Board;

2.7.2 The Executive Director shall:

- (a) be the Chief Executive Officer of the College and be a designated spokesperson for the College.
- (b) 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.
- (c) be an *ex officio* member of the Executive and the Board, and shall attend all Executive, Board, Annual and Special meetings but shall not vote at these meetings.
- (d) be an *ex officio* non-voting member of all College Committees.
- (e) with the President or his designate act as the College representative(s) to external organizations.
- (f) 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.
- (g) be responsible for the employment, supervision and dismissal of all personnel who attend to the business of the College.
- (h) have such other duties as may be prescribed by the Board, executive or these By-laws and Regulations.

**Article 3    Suspension or Removal of Officers Executive  
Committee members and National Directors**

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) 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 Appointment of Officers and Executive Committee Members

Any vacancy on the Executive as a result of death, disability, suspension, resignation, dismissal, or otherwise, shall be filled by a member of the Board as appointed by the Board 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.

## ***By-Law IV MEMBERSHIP***

### ***Article 1 Granting and Maintenance of Membership***

- 1.1 A person shall be become a member of the College upon:
  - (a) Acceptance as a member of the National College,
  - (b) Obtaining their designation of affiliation with the National College
  - (c) Payment of College dues according to category of membership, and
  - (c) Registration with the College.
- 1.2 The College shall register the name of every person admitted as a member of the society, together with the following particulars of each member:
  - (a) The full name and residential address
  - (b) The date on which the person is admitted as a member
  - (c) The date on which the person ceases to be a member
- 1.3 In order to remain a member in good standing with the College an individual must continue to be a member in good standing with the National College and maintain their membership fees with the College

### ***Article 2 Membership Fees***

- 2.1 Members shall pay annual College membership fees as determined annually by a two-thirds majority vote of the Board.
- 2.2 Such membership fees shall subsequently be ratified by a simple majority of the membership eligible to vote at a General Meeting.
- 2.3 College membership fees for members in the Active category shall be determined by the College. The College membership fees for all other categories of membership shall bear the same relationship to the Active membership fee as has been established by the National College.
- 2.4 Membership fees shall be directed towards the cost of College programs and activities, as determined by the Board.

### ***Article 3 Categories of Membership***

#### **General Issues**

- 3.1 There shall be specific categories of College membership and special designation as defined and designated by the National College from time to time.
- 3.2 All members of the College must be, and continue to be, members in good standing of the National College.

- 3.3** A member shall hold such membership or special designation with the College as conferred by the National College.
- 3.4** The category of membership held and the criteria for such membership shall be as outlined in the By-laws of the National College as amended from time to time. These categories include: Active, Affiliate Specialist, Honorary, Associate, , Resident, Retired, Senior, Student and Sustaining.
- 3.5** Members in any category of membership may also hold one or more Special Designations as outlined in the By-laws of the National College as amended from time to time including: Member of the College of Family Physicians of Canada (“MCFP”), Certification in the College of Family Physicians of Canada (CFPC), Certificate of Special Competence in designated areas approved by the National Board Fellowship in the College of Family Physicians of Canada (FCFP) and Life Membership (LM).

**3.6 Active**

3.6.1 An Active member shall:

- (a) Be a licensed physician in good standing, engaged in the practice of family medicine.
- (b) Pay an annual National College membership fee as determined by the National College and annual College membership fee as determined by the College.
- (c) Fulfil CPD requirements as determined by the National College .
- (d) 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.
- (e) Be designated as a Member of the College of Family Physicians of Canada and may append the initials MCFP to his or her name.

**3.7 Affiliate Specialist**

3.7.1 An Affiliate Specialist member shall:

- (a) 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 specialty.
- (b) Have the right to choose whether or not to be a member of a Chapter.
- (c) Pay an annual National College membership fee as determined by the National College and, if a member of the Chapter, an annual College membership fee as determined by the College.
- (d) Fulfil CPD requirements as determined by the National College .

- (e) 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.
- (f) Be designated as a Member of the College of Family Physicians of Canada and may append the initials MCFP to his or her name.
- (g) Be assigned to the category of Honorary Membership if elected to be an Honorary Member of the National College.

### **3.8 Honorary**

#### **3.8.1 Honorary membership shall:**

- a) Be conferred on individuals who are not family physicians in Canada, , whether or not they are graduates of Medicine, who have made an outstanding contribution to the discipline of family medicine and/or The College of Family Physicians of Canada and/or the health and wellbeing of the population.
- b) Be restricted to non-members of the College, except for those who are members of the College in the categories of "Non-Physicians" or "Affiliate Specialist".
- c) Be conferred to no more than five (5) individuals annually.

#### **3.8.2 An Honorary Member shall:**

- (a) not be required to pay an annual membership fee
- (b) not be required to fulfil the CPD requirements as determined by the National College.
- (c) be entitled to attend and have the privilege of the floor, but shall not be entitled to vote at annual and Special General Meetings; may be a voting member or chair a College committee but may not hold elected College office.

### **3.9 Associate**

#### **3.9.1 An Associate member shall:**

- (a) Be a member of the public who is serving or has served as a Director of the Board of the National College during the tenure of his or her directorship; OR;
- (b) Other health professional or other non-physician who who work in collaboration with family physicians or academic departments of family medicine. (c) Associate Members (public) shall not be required to pay an annual membership fee. Associate members (allied health

professionals) shall be required to pay an annual membership fee as determined by the National Board

- (d) not be required to fulfil CPD requirements as determined by the National College.
- (e) Be entitled to attend and have the privilege of the floor, but shall not be entitled to vote at Annual and Special General Meetings; may chair or be a voting member of a College committee but may not hold elected College office, other than that of a National Director; .
- (f) Be assigned to the category of Honorary Membership if elected to be an Honorary Member of the National College.

### **3.10 Resident**

3.10.1 A Resident member shall:

- (a) include physicians enrolled as residents in approved postgraduate training programs in family medicine, and
- (b) 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.
- (c) Become eligible for National College membership in another appropriate category on completion of residency training.

3.10.2 Resident Members shall:

- (a) Be required to pay an annual National College membership fee as determined by the National College and pay an annual College membership fee as determined by the College.
- (b) Not be required to fulfil CPD requirements as determined by the National College.
- (c) 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.

### **3.11 Retired**

3.11.1 A retired member shall:

- (a) 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.
- (b) Not be required to pay an annual membership fee
- (c) Not be required to meet the College`s CPD requirements.

- (d) 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.
- (e) Be entitled to continue to use any special designation held at the time of retirement.

### **3.12 Senior**

#### 3.12.1 A Senior member shall:

- (a) be a licensed physician in good standing, aged 65 or older, 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.
- (b) Pay an annual National College membership fee as determined by the National College and an annual College membership fee as determined by the College.
- (c) Be required to meet the National College's CPD requirements.
- (d) 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 College office.
- (e) Be designated as a Member of the College of Family Physicians of Canada and may append the initials MCFP to his or her name.

### **3.13 Student**

#### 3.13.1 Student member shall:

- (a) Be an individual enrolled in a Canadian university faculty of medicine undergraduate program leading to the MD degree and who formally indicates his or her commitment to membership in the College `.
- (b) pay an annual National College membership fee as determined by the National College and pay an annual College membership fee as determined by the College.
- (c) Not be required to meet the College`s CPD requirements
- (d) 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.

### **3.14 Sustaining**

#### 3.14.1 A sustaining member shall:

- (a) 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.
- (b) Pay an annual national College membership fee as determined by the National College and an annual College membership fee as determined by the College.
- (c) Fulfil CPD requirements as determined by the National College.
- (d) 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**

##### **4.1 General Issues**

- 4.1.1. The following Special Designations may be conferred upon College members as determined by the National Board. Members may hold one or more Special Designations.

##### **4.2 Member of the College of Family Physicians of Canada**

- 4.2. The special designation MCFP (Member of the College of Family Physicians of Canada) shall be granted to College members in good standing in any category of membership that requires members to meet ongoing CPD requirements as a condition of maintaining College memberships, with exception of those who are in the “Retired” category who may continue to use any special designation held at the time of retirement
- 4.2.1. Members holding the special designation Member of the College of Family Physicians of Canada may append the initials MCFP to their name
- 4.2.2. In order to maintain and continue to use this special designation, members are required to fulfil the College’s CPD requirements as determined by the Board and as defined by these By-laws for the category of membership to which they individually belong.
- 4.2.3. Members of the College of Family Physicians of Canada shall have all other privileges, rights, duties and requirements as are defined by these By-laws for the category of membership to which they individually belong.

##### **4.3 Certification in the College of Family Physicians of Canada**

- 4.3.1 Certification in the College of Family Physicians of Canada shall be granted to College members who have: (i) successfully completed residency training accredited by the College of Family Physicians of Canada AND successfully completed the College’s Certification Examination in Family Medicine or an

approved equivalent OR (ii) met the College's criteria for practice eligible candidates as determined by the National Board and as set out in the Regulations OR (iii) successfully completed discipline specific training in family medicine in a jurisdiction other than Canada that has been approved as comparable to accredited Canadian training in family medicine and who currently hold certification in good standing in family medicine or the equivalent qualification from a jurisdiction other than Canada which is judged to be comparable to Certification in the College of Family Physicians of Canada ("CCFP").

4.3.2 Certificant members of the College of Family Physicians of Canada shall receive a certificate recognizing their achievement and may append the Special Designation CCFP (Certification in the College of Family Physicians of Canada) to their names.

- 4.3.3 In order to continue to use this Special Designation, Certificants of the College of Family Physicians of Canada are required to fulfill the requirements of the College's Maintenance of Certification Program as determined by the Board and as defined by these By-laws for the category of membership to which they individually belong
- 4.3.4 Certificants in Family Medicine shall have all other privileges, rights, duties and requirements as are defined by these By-laws for the category of membership to which they individually belong.

#### **4.4 Certificate of Special Competence**

- 4.4.1 Certificates of Special Competence in designated areas approved by the National Board shall be granted to College members who hold CCFP status in good standing AND who have either: (i) successfully completed a College approved residency training program in the designated areas OR met the College's criteria for practice eligible candidates as determined by the Board and as set out in the Regulations; AND (ii) successfully completed the College's Examination of Special Competence or its equivalent.
- 4.4.2 Certificant members who have been granted the Certificate of Special Competence in designated areas approved by the National Board may be granted a Special Designation by the College and may append such special designation to the designation "CCFP" following their names.
- 4.4.3 Non-Certificant members who were granted a Certificate of Special Competence in Emergency Medicine prior to the date of the College's requirement that they must first be Certificants in Family Medicine may use the Special Designation (EM) appended to the designation MCFP following their names, i.e. MCFP (EM).
- 4.4.4 In order to continue to use the Special Designation granted by the CFPC those holding Certificates of Special Competence in designated areas approved by the National Board are required to maintain their CCFP status by fulfilling the requirements of the College's Maintenance of Certification Program as determined by the Board and these By-laws.

- 4.4.5 College members holding Certificates of Special Competence in designated areas approved by the National Board 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.

## **4.5 Fellowship**

- 4.5.1 A Fellow shall be designated Fellow of the College of Family Physicians of Canada and may append the Special Designation FCFP to his or her name, in addition to other special designations.
- 4.5.2 To be eligible for Fellowship, one must be: (i) a member and Certificant (“CCFP”) in good standing who has met the CPD requirements for Fellowship for 10 consecutive years immediately leading up to the time of receiving Fellowship, as defined by the National Board; OR (ii) a non-certificant member (“MCFP”) in good standing who has been awarded a special designation in Emergency Medicine (“EM”), provided such individuals have met the National Board approved CPD requirements for Fellowship for 10 consecutive years immediately leading up to the time of receiving Fellowship.
- 4.5.3 To maintain Fellowship (“FCFP”), Fellows of the College of Family Physicians of Canada are required to maintain membership in the College and fulfil the requirements of the College’s Maintenance of Certification and Maintenance of Fellowship Programs as determined by the National Board and as defined by these Bylaws for the category of membership to which they individually belong
- 4.5.4 College members holding the Special Designation of Fellowship 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.
- 4.5.5 The National Board of Directors may confer Fellowship on individuals posthumously, provided that the criteria for Fellowship were met during the lifetime of the individual, and that all other conditions of Fellowship have been satisfied.

## **7.8 Life Membership**

- 4.6.1 Members, who have attained the age of seventy (70) or greater and have been members in good standing for at least ten (10) years immediately prior to the date of nomination shall be awarded Life membership in the College.
- 4.6.2 Life Members shall not be required to pay an annual National College membership fee or an annual College fee.
- 4.6.3 Life Members may append the special designation (LM) to their name.

- 4.6.4 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 individually belong.

## **Article 5: Suspension, Revocation and Restoration of Membership**

### **5.1. Suspension or Revocation of Membership/Special Designations**

- 5.1.1 Individuals who fail to comply with the College's requirements related to annual membership fees and/or continuing medical education shall have their College membership and the right to continue to use any College Special Designation suspended or revoked.
- 5.1.2 On receipt of notification from a licensing authority of the suspension or revocation of the license of a College member, the College shall immediately suspend or revoke her/his College membership and/or special designations and shall notify the member of this action.
- 5.1.3 Each College member agrees to the right of the College to suspend or revoke his or her membership and/or special designations according to these By-laws and/or Regulations and specifically waives any right or claim to damages as the result of this action.

### **5.2 Restoration of Membership/Special Designations**

- 5.2.1 A licensed physician in good standing whose College membership and/or special designations were suspended or revoked may apply for reinstatement of such membership and/or special designations.
- 5.2.2 To have membership and/or special designations restored a physician must submit the membership fee for the following year. A physician whose license has been suspended or revoked by a licensing authority must also provide evidence of such license having been reinstated.
- 5.2.3 To have Certification in Family Medicine and/or a Certificate in Special Competence and/or Fellowship in the College of Family Physicians of Canada reinstated, a physician must have his/her membership restored as per Article 5-5.2.2 and must provide evidence of having carried out appropriate continuing professional development which meets the requirements of the National College, as determined by the National College.

## **Article 6 Cessation of Membership**

- 6.1 A person shall cease to be a member of the College by:
- 6.1.1 Submitting his or her written resignation to the Honorary Secretary/Treasurer at the registered address of the College.
  - 6.1.2 Ceasing to be a member of the National College.
  - 6.1.3 His/her death.
  - 6.1.4 By transfer to another Chapter elsewhere in Canada.
  - 6.1.5 Pursuant to By-Law IV, Article 4 and/or Regulations, every member specifically waives any right or claims to damages as the result of this action.

## **BY-LAW V                      ELECTORAL DISTRICTS**

### **Article 1        Electoral Districts and Map**

#### **1.1    District 101    VIHA SOUTH**

Brentwood Bay	Saanichton
Chemainus	Salt Spring Island
Ganges	Saturna Island
Mayne Island	Shawnigan Lake
North Saanich	Sidney
Pender Island	Sooke
Saanich	Victoria

#### **1.2    District 102    VIHA CENTRAL / NORTH**

Alert Bay	Mansons Landing
Bowser	Maple Bay
Campbell River	Merville
Cedar	Mill Bay
Cobble Hill	Nanaimo
Comox	Nanoose Bay
Courtenay	Parksville
Cowichan Bay	Port Alberni
Cumberland	Port Hardy
Denman Island	Port McNeill
Duncan	Powell River
Gabriola	Qualicum Beach
Galiano Island	Quathiaski Cove
Gold River	Royston
Ladysmith	Tofino
Lake Cowichan	Shawnigan Lake
Lantzville	Ucluelet
Lazo	Whaletown

**1.3 District 103 VANCOUVER / RICHMOND**

Richmond	Vancouver
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**1.4 District 104 VCH COASTAL**

Bella Coola	North Vancouver
Bowen Island	Pemberton
Furry Creek	Powell River
Garibaldi Highlands	Roberts Creek
Gibsons	Robson
Halfmoon Bay	Sechelt
Lillooet	Squamish
Lions Bay	West Vancouver
	Whistler

**1.5 District 105 FHA NORTH**

Anmore	New Westminster
Burnaby	Pitt Meadows
Coquitlam	Port Coquitlam
Maple Ridge	Port Moody

**1.6 District 106 FHA SOUTH**

Cloverdale	Langely
Delta / North Delta	Surrey
Fort Langely	Tsawwassen
Ladner	White Rock

**1.7 District 107 FHA EAST**

Abbotsford	Hope
Agassiz	Meadows
Aldergrove	Mission
Chilliwack	Rosedale
Harrison Hot Springs	Sardis

**1.9 District 108 NHA NORTHWEST**

Aiyanch	Prince Rupert
Dease Lake	Queen Charlotte City
Hagensborg	Smithers
Hazelton	Stewart
Kitimat	Telkwa
Masset	Terrace
New Aiyansh	Thornhill
New Hazelton	

**1.9 District 109 IHA Northern (Thompson, Caribou, Shuswap)**

100 Mile House	Logan Lake
108 Mile Ranch	Merritt
Ashcroft	Revelstoke
Barriere	Salmon Arm
Chase	Sicamous
Kamloops	Sorrento
Lillooet	Tatlayoko Lake
Lone Butte	Valemount

**1.10 District 110 NHA INTERIOR**

Burns Lake	McBride
Fort St. James	Prince George
Fraser Lake	Quesnel
Mackenzie	Valemont
	Vanderhoof

**1.11 District 111 NHA NORTHEAST**

Chetwyck	Hudson's Hope
Dawson Creek	Mackenzie
Fort Nelson	Pouce Coupe
Fort St. John	Tumbler Ridge
Fort Ware	

**1.12 District 112 IHA Okanagan**

Anglemont	Oliver
Armstrong	Osoyoos
Coldstream	Oyama
Enderby	Peachland
Kaledon	Penticton
Kelowna	Princeton
Keremeos	Vernon
Mara	Westbank
Naramata	Winfield
Okanagan Falls	

**1.13 District 113 IHA Kootenays**

Castlegar	
Christina Lake	Kaslo
Cranbrook	Kimberley
Creston	Nakusp
Elkford	Nelson
Fernie	New Denver
Fruitvale	Rock Creek
Golden	Rossland
Grand Forks	Sirdar
Invermere	Sparwood
	Trail

## **AMENDMENTS and PROCESS to the BCCFP CONSTITUTION & BY-LAWS**

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