



CONSTITUTION AND BYLAWS

October 5, 1987 - FINAL DRAFT
(Revised General Meeting April 1993)
(Revised General Meeting April 2001)

Article I The name of the organization is the SECTION OF EMERGENCY MEDICINE (hereinafter sometimes referred to as the "SECTION").

Article II This section shall be constituted in accordance with the bylaws of the BCMA.

Article III Purposes of the Section:

- 1) To represent physicians who are engaged in the practice of Emergency Medicine in BC.
- 2) To participate in the British Columbia Medical Association, the Society of Specialist Physicians, and other groups which from time to time may be appropriate as the representative of the members of the section.
- 3) To participate in the Canadian Association of Emergency Physicians as the representative of the members of the section.
- 4) To study and make representation to the Economics Committee of the BCMA and other appropriate organizations based on services rendered, time consumed and responsibilities undertaken as to suitable fees and other payment arrangements that will represent compensation for physicians who are engaged in the practice of Emergency Medicine.
- 5) To encourage and participate in the development and maintenance of reasonable and effective standards for both postgraduate training programs and continuing education in Emergency Medicine.
- 6) To foster research in the field of Emergency Medicine.
- 7) To promote coordination of provincial emergency medical services.
- 8) To charge and collect fees, to receive donations, and to expend monies to defray expenses and to promote and further any of the purposes of the Section.
- 9) To recognize outstanding contributions and service to the practice of Emergency Medicine.

BYLAWS

Chapter I - REPRESENTATION

The SECTION is the official voice of the Emergency Physicians of BC. The Section will represent these physicians within the British Columbia Medical Association and its various committees and sections.

Chapter II - MEMBERSHIP

Part I - Personal Qualifications

Membership in the Section is a privilege, not a right, and is contingent upon continuing compliance with the Constitution and Bylaws of the Section. No person shall remain a member of the Section unless he is of good moral character and agrees to abide by the principles of medical ethics of the Canadian Medical Association.

Part II - Classes of Membership

Membership in the Section shall be classified as follows:

- 1) Active
- 2) Associate
- 3) Resident
- 4) Honorary

The qualifications required of these classes, their rights and obligations and the methods of their election shall be set forth in the Bylaws.

Chapter III - OFFICERS, EXECUTIVE AND COMMITTEES

Part I - Officers and Executive

The officers shall be President, Past President, President-Elect, Secretary, Treasurer. There will be three Members at Large. The Executive Committee shall be composed of:
1) The officers; 2) The three Members at Large.

Part II - Executive Meetings

The Executive shall meet at least twice annually in addition to the Annual Meeting. Whenever the term "Annual Meeting" is used in this document it shall mean the Annual General Meeting of the Section members. Additional meetings of the Executive may be called by the President. The Executive shall receive notification of any and all meetings at least thirty days prior to the meeting. (The President or President-Elect plus two members shall constitute a quorum.) Action shall be initiated by a majority vote of the Executive members present at a meeting. In case of a tie vote the issue shall be decided by a vote by the Chairman. All meetings shall be open to members of the Section.

Part III - Standing Committees

- 1) Membership
- 2) Nominating
- 3) Pre-Hospital Care
- 4) Economics
- 5) Education

All members of Standing Committees must be members of the Section. The Chairman of Standing Committees will report regularly to the Executive.

Part IV - Other Committees

The Executive may appoint other committees and respective Chairman as it deems advisable from time to time. All the members of such committees must be members of the Section.

Chapter IV - ADOPTION AND AMENDMENT OF CONSTITUTION AND BYLAWS

Any member may propose amendments to this Constitution and Bylaws, by submitting the same to the Secretary at least 60 days prior to any Annual Meeting. Notice of such proposed amendments shall be given by the Secretary to all members of the Section at least 30 days before the meeting at which the proposed amendments are to be considered for action. The Constitution and Bylaws shall be adopted and amended by an affirmative vote of at least two-thirds of active members present and voting at any general meeting or represented by proxy as defined in Chapter VI, Part V. Amendments to the Constitution and Bylaws shall take effect immediately upon adoption.

Chapter V - CLASSES OF MEMBERSHIP AND ELECTION

Part I - Application for Membership

All applications for membership shall be in writing on an application form approved by the Executive. Election to membership shall be approved of by the Executive.

Part II - Dues

Dues for the various membership categories shall be determined annually by the Executive for the ensuing year. Such dues shall be payable by March 31st of each year.

Part III - Termination of Membership

Resignation of membership may be made in writing to the Chairman of the Membership Committee of the Section. Non-payment of dues within one month of notification of delinquency shall be presumptive of resignation.

Part IV - Active Members

The active members of this Section shall be physicians who are engaged in a combination of practice, teaching and/or administration of Emergency Medicine. They must meet one of the following criteria:

- 1) Licensed to practice medicine in the Province of British Columbia and certified as a Fellow of the Royal College of Physicians and Surgeons in Emergency Medicine, **or** as a certificant of the College of Family Practice in Emergency Medicine (CCFP-EM), **or** as a Certificant of the American Board of Emergency Medicine.

Or

- 2) Licensed to practice medicine in the province of British Columbia and engaged in the practice, teaching and/or administration (combination greater than 60% of their total medical practice) of Emergency Medicine.

The active members will enjoy the privileges of membership including the right to vote at the Annual or General meetings and the right to hold appointed or elected office, as defined in Chapter III, Part I.

Part V - Associate Members

Associate members are physicians who do not qualify for active membership, but are engaged in the part time practice of Emergency Medicine. This category will include formally active members on prolonged leave because of pregnancy, disability or sabbatical. Associate members will enjoy the privileges of membership except that they may not vote at the Annual, General or Executive meetings.

Part VI – Resident Members

Resident members are physicians who are in training in a Canadian Emergency Medicine Training Program. Resident members will enjoy the privileges of membership except that they may not vote at the annual, general or executive meetings.

Part VII - Honorary Members

The honorary members of the Section shall be those who have rendered outstanding service to the field of Emergency Medicine. Candidates for this form of membership shall be proposed in writing by any member in good standing of the Section to the Chairman of the Membership Committee for subsequent approval by the Executive. Honorary members shall be appointed only by unanimous vote of the Executive. Honorary members shall not be entitled to vote at the Annual or General Meeting nor to hold elected office, as defined in Chapter III, Part I. They may sit on standing or other committees of the Section. Notwithstanding the above, if the honor is bestowed upon a current member of the Section, he may continue to enjoy the privileges of the membership category for which he would otherwise qualify. No more than two honorary members may be appointed in any one year. No membership fee shall be payable by honorary members.

Part VIII - Membership Revoked

Any member who changes his occupation or status in such a manner as to render him ineligible for membership in this Section, shall be stricken from the roll of members by Executive action. The Executive may revoke membership for good cause, provided that the member shall be given a fair and impartial hearing to determine the appropriateness of the revocation.

Part IX - Agreement

Acceptance of membership in this Association shall constitute an agreement by such members to comply with the Constitution and Bylaws thereof and to organize the Executive as the sole and only judge of his right to be or remain a member subject to the hearing prescribed above in Part VIII.

Chapter VI - MEETINGS OF THE SECTION

Part I - Annual Meetings

There shall be an Annual Meeting of the Section members at such a place and time as may be determined by the Executive provided that the place and time of such meetings shall be announced at least 60 days prior to the meeting. An Annual General Meeting shall be held at least once in every calendar year and not more than 20 months after the holding of the last preceding Annual General Meeting.

Part II - Nomination and Elections

It shall be the duty of the Nominating Committee to select one nomination for each of the five officers and the three Members at Large. At least 30 days prior to the Annual Meeting the Chairman of the Nominating Committee shall present this list of nominations to all of the Section members, provided that nothing herein shall be construed as preventing nominations from the floor at the time of the Annual Meeting. The election of officers shall be by majority vote of the active members present and voting at the Annual Meeting or represented by proxy as defined in chapter V1, Part V.

Part III - General Meetings

The Executive may, from time to time, deem it necessary to call a General Meeting of the membership, to deal with pressing business in which the membership ought to be consulted. Notice for such General Meetings shall be mailed 30 days prior to meeting and proposed agenda.

Part IV - Procedure at Meetings

A quorum at both Annual and General meetings of the Section shall consist of 20 voting members of the Section. Meetings shall be chaired by the President or his designate. Where procedural disputes arise not dealt with in the context of this Constitution and Bylaws, "Roberts Rules of Order" shall prevail.

Part V - Proxy Votes

Proxy voting will be allowed at General and Annual meetings by proxy ballots approved by the Executive.

Chapter VII - DUTIES AND TERMS OF OFFICE

Part I - President

The President shall be an Active Member of the Section, and an ex officio member of all standing committees. He shall be a voting member of the Executive. In the event of death or resignation of the President during his term of office or if he shall for any reason be unable or unqualified to serve, the President-Elect shall succeed to the office of President for the unexpired portion of the President's term. In the event of death,

resignation, incapacity or ineligibility to hold office of both the President and President-Elect, a member of the Executive elected by simple majority of the Executive shall assume the President's duties for the unexpired term. The President shall serve as Chairman at the Executive Meetings and at the Annual and General meetings. The President shall represent or appoint an alternate to represent the Section in all its official contacts. The President shall be the official spokesperson of the Section.

Part II - Past President

The Past President shall be an active member of the Section. He shall be a voting member of the Section and act to advise the President and to chair the nominating committees. In the event of death, resignation, incapacity or ineligibility to hold office of the Past President, the position shall remain vacant for the remaining term of office. The duties of the Past President will be delegated by decision of the Executive.

Part III - President-Elect

The President-Elect shall be an active member of the Section. He shall be a voting member of the Executive and shall preside at meetings in the absence of the President. The President-Elect shall in the absence of or at the request of the President, perform any or all of the duties and functions of the President. He shall ordinarily succeed the President when the President's term expires.

Part IV - Secretary

The Secretary shall be an Active Member of the Section. He shall be a voting member of the Executive. He shall cause to be kept accurate accounts of the affairs of the Section, including minutes of the Executive, Annual and General meetings. He shall be responsible for communicating to the Section members, the affairs of the Section. He shall also be responsible for matters concerning the Constitution and Bylaws.

Part V - The Treasurer

The Treasurer shall be an active member of the Section and a voting member of the Executive. He shall keep the financial and membership records of the Section, and shall submit a financial report for each Executive Meeting. At the Annual Meeting, the Treasurer shall present a financial statement to the membership, and recommend a budget for the upcoming year.

Part VI - Executive Term of Office

The term of office shall be for the period of two years and shall extend from the election at the Annual General Meeting to the Annual General Meeting in the second subsequent year.

Part VII - Remuneration

Each member of the Executive will receive annual remuneration as recommended by the Executive providing this is approved by a majority of the Active Members present and voting at the Annual Meeting. The Executive shall also be reimbursed for expenses incurred in attending Executive Meetings including actual necessary transportation costs and a per diem payment for personal expenses of an amount recommended by the Executive provided this is approved by a majority of the Active Members present and voting at the Annual Meeting.

Part VIII - Limitation of Liability of Executive

No member of the Executive will be liable to a Member or Members of the Section for any loss suffered by the Members arising out an act, omission or error in judgement other than an act, omission or error in judgement which is in contravention of Part IX.

Part IX - Exercise of Powers and Discharge of Executive Duties

Each member of the Executive will exercise his powers and discharge his duties with the utmost honesty and good faith in what he reasonably believes to be the best interest of the Section and its Members, and will apply the degree of care, diligence and skill that a prudent person would apply in comparable circumstances.

The Executive has the authority to make necessary financial decisions on behalf of the membership between Annual General meetings. Proposals for major changes from the annual budget between Annual General meetings will be reported to the membership for consideration before implementation.

Chapter VIII - STANDING COMMITTEES

Part I - Appointments

As described in the Constitution, the Executive may appoint standing or other committees to assist the Executive in its work, including the committees hereinafter specified.

Part II - Membership Committee

The Membership Committee shall be chaired by the Treasurer. The Chairman shall appoint other members of the Committee. The functions of the Committee shall be:

- 1) To consider and recommend to the Executive applications for membership;
- 2) To recommend to the Executive changes in the categories of membership and dues;
- 3) To encourage the enrollment of all qualified physicians into the Section.

Part III – Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall be chaired by the Secretary. The Chairman shall appoint other members of the Committee. The function of this Committee shall be to study the Constitution and Bylaws and make recommendations to the Executive for changes, deletions, modifications and interpretations after having given due consideration to the submitted proposals.

Part IV - Nominating Committee

This committee shall be chaired by the Immediate Past President. Other members of this committee shall be appointed by the Chairman. This committee shall prepare a list of candidates as outlined in Chapter VI, Part II of the Bylaws.

Part V - Pre-Hospital Care

This committee shall be chaired by an Active Member who is appointed by the Executive. The Chairman shall appoint other members of the Committee. The functions of the Committee shall be to make recommendations to the Executive with regard to pre hospital medical care including but not restricted to the following:

- 1) Disaster Planning
- 2) Basic and Advanced Cardiac Life Support and Advanced Trauma Life Support Programs
- 3) Training programs for first aid attendants, lifeguards, and ambulance, police and fire department personnel.

Part VI - Economics Committee

This committee shall be chaired by an active member who is appointed by the Executive. The Executive shall also appoint Members to this Committee from among the Active and Associate Members of the Section. The function of this Committee shall be to review the fee schedule and other payment arrangements and to propose changes to the Executive. The Economics Chairman is the Chief Liaison Officer with the British Columbia Medical Association, Society of Specialist Physicians and Surgeons of British Columbia, and the Medical Services Plan. The Economics Chairman has the primary responsibility for interacting with these organizations and their committees and affiliates on matters pertaining to the economics of the practice of Emergency Medicine.

Part VII - Education Committee

This committee shall be chaired by the President- Elect. The Executive shall also appoint members to this committee from both the teaching and non-teaching hospitals. The function of this committee will be to organize the educational component of the Annual General Meeting and to encourage the Sectional involvement in Continuing Medical Education for Emergency Physicians.