PATHOLOGISTS’ ASSISTANTS SECTION of the CANADIAN ASSOCIATION OF PATHOLOGISTS

BY-LAWS

The bylaws of the Pathologists’ Assistants (PA) Section are a living document. This version is current as of the above date. The Executive Committee of the Section has the responsibility to keep the document fluid. Revisions or changes may have been approved but may have not yet been made public. To determine whether the contents are current, please contact the section Secretary.

MISSION STATEMENT

The Section of Pathologists’ Assistants within the Canadian Association of Pathologists (CAP-ACP), hereafter referred to as the “PA Section”, is dedicated to establishing standards of professional ethics, education, and core competencies, leading to national certification of Pathologists’ Assistants. We promote and support excellent standards of practice, to ensure the highest quality of patient care in anatomic pathology.

MEMBERSHIP

In effect as of the 2016 Annual General Meeting (AGM):

The membership of the Section shall consist of Ordinary Members, Junior Members, Corporate Members, and Retired Members.

Ordinary Members are those persons who are certified via the Canadian Certification Council of Pathologists’ Assistants (CCCPA) that have applied for and are granted membership to the PA Section via the general CAP-ACP application form; OR those persons that applied for and were granted membership to the PA Section as of the 2014 AGM via the specific PA Section application form; OR those persons that applied for and were granted membership prior to the 2014 AGM that have not yet exceeded their deadline for application for certification (see the CCCPA website for application deadlines).

Ordinary members will include subject certified PAs and non-subject certified PAs.

Ordinary members are voting members.

Junior Members may include those persons who are students presently enrolled in a Pathologists’ Assistant training program. Members in this category may apply for Ordinary Membership following completion of their training program and following certification.

Junior members are non-voting members.

Corporate Members may include those corporate entities who:

a) Have interests in common with Pathologists’ Assistants;

b) Have interests in laboratory medicine in general;

c) Have interests in the advancement of laboratory diagnostics.

Corporate members are non-voting members.
Retired Members will include any persons who have previously held Ordinary membership and who wish to have that membership changed to reflect their status. Retired members are non-voting members.

MEMBERSHIP DUES
Dues are set by the CAP-ACP and are collected through their head office. Additional fees may apply.

CERTIFICATION
Certification and certifying exam is completed by the CCCPA (Canadian Certification Council of Pathologists’ Assistants). CCCPA (Canadian Certification Council of Pathologists’ Assistants) will assume application review process.

RESIGNATION, SUSPENSION, AND EXPULSION
No resignation shall be accepted while the member concerned is indebted to the CAP-ACP in any way or while any charge brought by the PA Section is pending against them. Any member who fails to pay his/her dues by April 1st in any year shall be liable to suspension, in which case they will be advised in writing from the PA Section Chair that their name will be removed from the membership roll and mailing list. Any member suspended for non-payment of dues or who has resigned may be reinstated upon payment of arrears, and the dues for the current year.

If the PA Section becomes aware that a member has been revoked of their certification status, the individual will automatically be suspended from membership within the PA Section. If the individual regains certification status, the person may apply to be reinstated as a PA Section member. Any portion of membership dues remaining for the suspended member shall be refunded.

EXECUTIVE COMMITTEE
The Executive Committee of the PA Section (hereafter the “Executive”) acts as a Board of Directors and is composed of the Chair, Vice Chair, Secretary, and Past Chair. The Past Chair is a nonvoting member of the Executive.

All members of the Executive are elected at the PA Section Annual General Meeting or via secure electronic voting preceding the PA Section AGM and serve for a two (2) year term, to begin following the PA Section conference during which the PA Section AGM was held. The Executive shall exercise all powers and duties delegated to it by the PA Section and may co-opt any member onto it in an ex-officio CAP-ACP capacity.

Meetings of the Executive may be held at any time and place on the direction of the Chair or on the written request by two other members of the Executive. The Secretary shall, upon receipt of such a direction, summon a meeting of the Executive. At least 14 days’ notice shall be given of any such meeting.

Vacancies created on the Executive for whatever reason may be filled by the remaining Executive members until the next Annual General Meeting. This is the only time a single member may hold more than one position on the Executive. In this instance the individual is only entitled to one vote during meetings.
DUTIES OF THE EXECUTIVE
The Executive will ensure that correct parliamentary procedures govern all PA Section activities. The Executive will maintain current section By-laws.
The Chair shall preside over all business meetings of the membership. The Chair shall have the authority to exercise general charge and supervision of the affairs of the PA Section, and to take such actions necessary for the proper administration of PA Section affairs. The Chair shall also be responsible for presenting the annual report at the CAP-ACP council meeting. The Chair will sit on the CAP-ACP Executive Committee for the duration of their term and shall attend other CAP-ACP meetings as required.
The Vice Chair at the request of the Chair or in the event of the Chair’s absence or disability, shall perform the duties and possess and exercise the powers of the Chair. The Vice Chair will perform other duties as shall be necessary from time to time.
The Secretary will attend and keep the minutes of all Section meetings, tabulate the votes when required, and maintain membership correspondence.
The Past Chair will help to ensure continuity and flow of business as a new Chair takes charge of the PA Section. This individual will provide valuable information on the tasks at hand by bringing much valued experience to the committee table. The Past Chair is a non-voting member of the Executive.

MEETINGS
The ultimate authority in PA Section matters shall be a convened PA Section Annual General Meeting (AGM). In cases of extreme importance, a special general meeting may be called by the PA Section Chair. At least one-month notice will be given for such meetings.

The PA Section AGM and conference will coincide with the CAP-ACP’s AGM and conference. The CAP-ACP will dictate when and where this meeting will take place. The business of the PA Section AGM shall be to receive and consider the year-end reports from each of the Standing Committee Chairs. A quorum at any general meeting shall consist of no less than 15 section members from no less than 3 provinces or territories. No business shall be transacted at a general meeting unless a quorum of members are present. If within one-half hour from the time appointed for the meeting, a quorum is not present, the meeting shall commence as a Committee of the Whole. The business transacted during this meeting shall be confirmed by web-based vote of the general membership or will be tabled until the following annual general meeting before any action is instituted.
The Section Chair, or Vice Chair if so delegated, shall preside as Chair at every general meeting. If neither of these individuals is present within fifteen minutes of the meeting start time, the members present shall choose someone amongst them to act as Chair.
At any general meeting, a resolution put to the vote of the meeting shall be decided by a show of hands, unless a written poll is deemed preferable by the Chair or demanded by at least 25% of the members present. A resolution will be considered carried by a simple majority of the voting members.
Every voting member shall have one vote. No votes may be given by proxy. In the case of equality of votes the resolution shall be deemed as having been defeated. In the period
between general meetings, the Executive shall have full power to act for the Section in accordance with the terms of these by-laws, except where the act requires a meeting. At the PA Section AGM, in addition to the business of the PA Section, there will be an educational program and conference arranged by a committee appointed for this purpose. The educational program at the PA Section AGM will ordinarily be self-financing. Surplus funds revert to the CAP-ACP. The CAP-ACP shall be responsible for any deficit incurred at a PA Section AGM.

AMENDMENT OF BY-LAWS
The by-laws may be altered or amended by a majority vote of the members present at any general meeting. Proposed changes shall be submitted to the Secretary in writing, at least 90 days before such meeting and shall be circulated to all members at least 30 days before the date of such meeting. Notwithstanding the above, the Executive shall have the discretionary power to make minor changes of a grammatical, editorial, gender, plurality, or administrative nature. These changes may not impact on the basic intent of the by-laws without regular membership approval.

STANDING COMMITTEES
There shall be certain standing committees of the Section, whose membership, duties and responsibilities are defined and may be revised by the Executive from time to time. The standing committees of the Section are currently the Continuing Education and Membership committees.

CONTINUING EDUCATION COMMITTEE
This committee will research and implement continuing professional development requirements for PA’s as well as develop and provide access to (organize and implement) continuing education programs and activities that facilitate (allow Section members to maintain) the highest professional standards for CAP-ACP PA members. This committee will also coordinate all aspects of the annual conference. The Chair(s) of this committee will serve as the moderator of the conference and will sit on the CAP-ACP Annual Meeting Committee and will provide the Executive with a summary of each meeting as it relates to the PA Section. In the committee chair’s absence, the Executive Chair will attend the CAP-ACP Annual Meeting Committee on their behalf. The Chair/Past Chair of this committee will provide a financial report of the previous conference, unless this task is performed by the CAP-ACP. The Chair(s) of the committee will coordinate the submission of candidates, voting and the presentation of the Lloyd A. Kennedy Pathologists’ Assistant Award.

MEMBERSHIP COMMITTEE
The objectives of this committee are to closely monitor all activities of the Section, and to disseminate information to the membership as directed by the Executive. This committee provides the information required for members and non-members, be they individuals or groups. The Membership Committee shall conduct membership surveys as needed and shall ensure the membership requirements are reviewed from time to time and propose amendments as necessary. The Chair of the Membership Committee shall sit on the CAP-ACP
Membership Committee and will provide the Executive with a summary of each meeting as it relates to the PA Section. In the committee chair’s absence, the PA Section Chair will attend the CAP-ACP Membership Committee on their behalf.

COMMITTEE CHAIRS
Each committee shall have a Chair.
1. Selection - The Executive shall appoint a Chair for each of the standing committees from the active voting Members. The Executive shall endeavour to appoint a Chair from amongst the committee’s members.
2. Number - A member may Chair only one committee, but may also serve on the Executive, or as a member of another committee.
3. Term - The position of Chair of a standing committee is stable in nature and subject to change only as the Executive deems necessary. The removal and replacement of a Chair may occur at any time at the discretion of the Executive by announcing such change in writing.
4. Termination - Any Chair of a standing committee may resign from that position at any time by informing the Executive in writing. Resignation does not relieve them from any obligation incurred during their period as Chair. Any Chair may be suspended or involuntarily removed from such a position at the discretion of the Executive.

COMMITTEE MEMBERS
An active voting member is eligible to participate as a voting member of a committee or committees. The committee Chair shall maintain the authority to appoint such members as deemed appropriate to their committee. A member may request to make their services available to a committee(s) by contacting the Chair(s) in writing. If appropriate action regarding a member’s request to join a committee is not taken by the Chair of that committee within a reasonable length of time, said request shall be forwarded to the Executive for final determination.
Committee reports shall be issued to the Secretary as requested. Copies of the committee reports shall be distributed amongst all the standing committee Chairs and Executive. The annual committee reports shall be presented by the Committee Chairs to the membership at the AGM.