# Bylaws of the College of Family Physicians of Canada

**Ratified at the Annual General Meeting November 16, 2012.**

## Bylaws of the College of Family Physicians of Canada

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BYLAW I - GENERAL

Bylaw I – Article 1 NAME

I-1.1 The name of the Corporation (hereinafter called "the College") shall be "The College of Family Physicians of Canada" / "Le collège des médecins de famille du Canada".

Bylaw I – Article 2 OBJECTS

The objects of the College shall be as follows:

I-2.1 to promote the highest quality of medical care for the people of Canada;
I-2.2 to sustain and improve the professional qualifications of members of the medical profession who are engaged in family practice in Canada;
I-2.3 to promote high standards in family medicine in the provinces/territories of Canada through the medium of provincial Chapters of the Corporation;
I-2.4 to enlighten and direct public opinion in Canada in relation to family medicine;
I-2.5 to relate to and collaborate with other medical and health care organizations and governments on matters related to family medicine.
I-2.6 to encourage and ensure the provision of a high standard of teaching and training for undergraduate medical students and postgraduate residents who may become engaged in family practice in Canada;
I-2.7 to establish a register of members of the Corporation and to publish and revise the same from time to time;
I-2.8 to conduct, direct, encourage, support or provide for research in matters relating to family medicine;
I-2.9 to publish and encourage publication of journals, reports and treatises on matters relating to family medicine and allied subjects;
I-2.10 to undertake all such other lawful acts and endeavors as are incidental or conducive to the attainment of the foregoing objects.
Bylaw I- Article 3 HEAD OFFICE

I-3.1 The head office of the College shall be located in the City of Mississauga, Regional Municipality of Peel, Province of Ontario or other such place in Canada as authorized by a special resolution, and within the City of Mississauga at such address as determined by the Board from time to time.

Bylaw I – Article 4 DEFINITIONS

I-4.1 ADMINISTRATOR means the Administrative head of a Chapter.
I-4.2 BOARD means the National Board of Directors of the College.
I-4.3 BYLAW means any Bylaw of the College presently in force and effect.
I-4.4 CHAPTER means a provincial/territorial corporation having the same objects and purposes as the College and established in accordance with Article V of these bylaws.
I-4.5 COLLEGE means the College of Family Physicians of Canada.
I-4.6 COMMITTEE unless otherwise specified means: Committee, Sub Committee, Working Group and Task Force.
I-4.7 DIRECTOR means an elected or acclaimed voting member of the Board.
I-4.8 EXECUTIVE means Executive Committee of the College.
I-4.9 EXECUTIVE DIRECTOR means the person appointed by the Board to act as the Chief Executive Officer of the College.
I-4.10 EX OFFICIO means holding membership on a committee as a result of having been elected or appointed to another office or position within the College, and carries responsibilities equal to other committee members, including voting privileges, unless otherwise specified.
I-4.11 IN-CAMERA MEETING means a confidential meeting of the Board or its Committees at which attendance is restricted to voting directors/committee members plus others specifically invited by the Chair.
I-4.12 LETTERS PATENT means the Charter granted by the Federal Minister of Consumer and Corporate Affairs to incorporate the College.
I-4.13 OBSERVERS AND/OR GUESTS are individuals who are not elected or appointed to serve as Board Directors or Committee members. They may attend and participate in meetings at the discretion of the meeting Chair, but may not vote.
OFFICER means a person elected or acclaimed to one of the Offices established by the Bylaws.

REGIONS (5) of the College shall be as follows: 1. British Columbia/Alberta; 2. Saskatchewan/Manitoba; 3. Ontario; 4. Quebec; 5. Atlantic Canada.

REGULATIONS means authoritative rules dealing with details and procedures for operation of the College.

SECTION means a group of College members with common interests who form a National Board approved entity with an executive committee representing them and reporting to the National Board and whose chair is a National Director.

I-4.18 INTERPRETATION

In these Bylaws where the context requires, words importing the singular include the plural and vice versa and words importing gender include the masculine, feminine and neuter genders.

The Bylaws of the College shall be printed in English and French and both language versions shall be equally authoritative.

Bylaw I – Article 5 COAT OF ARMS, CREST, CORPORATE SEAL AND LOGO

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

Bylaw I – Article 6 ROBES OF OFFICE

The College shall possess robes, hoods, and chains of office, pins and other items of regalia to identify and distinguish members of the College as determined by the Board.

Bylaw I – Article 7 COLLEGE MOTTO

The College's motto shall be: Nostrum in Studiis Robur - In Study Lies Our Strength.

Bylaw I – Article 8 ETHICS

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

The College and its Chapters, their Boards, Committees, Sections, and employees thereof, will act in accordance with the
CFPC’s policies on Equity and Diversity.

**Bylaw I – Article 9 OFFICIAL LANGUAGES**

I-9.1 English and French shall be the official languages of the College.

I-9.2 The Board shall establish policies to guide the use of the official languages.

**Bylaw I – Article 10 OFFICIAL PUBLICATIONS**

I-10.1 The official publication of the College shall be Canadian Family Physician/Le Médecin de famille canadien. The responsibility for overseeing the development of editorial policy for the College shall rest with an Editorial Advisory Board established by the College’s Board of Directors.

**Bylaw I – Article 11 COLLEGE CERTIFICATES**

I-11.1 Certificates may be issued by the College to acknowledge Membership, Certification, Fellowship, Special designations and other achievements as determined by the Board.

I-11.2 Certificates shall be printed in the official language of the member’s choice, in such form as determined by the Board. They shall be signed by the President and the Executive Director. Title to each certificate, shall remain at all times with the College.

**Bylaw I – Article 12 BYLAWS**

*Amendments by the Board*

I-12.1 The Directors may pass, repeal and amend Bylaws not contrary to the Letters Patent of the College governing: granting, suspension, revocation, and restoration of membership; categories of membership; membership fees, continuing professional development requirement for members, meetings of the members and of the Board, the composition and functioning of the Board; election, appointment and removal of Directors to the Board; funds and appropriations; the appointment and duties of Committees and Sections; the election, appointment, remuneration, functions, duties and removal of officers, agents and employees of the College; and, any other governance or management issues of the College as determined by the Board.

I-12.2 The members of the College shall, at an Annual or Special General Meeting, confirm, reject, amend, or otherwise deal with any Bylaw passed, repealed or amended by the Board as per subsection 12.1 above.
I-12.3  A Bylaw passed or repealed or an amendment as per subsection 12.1 above, is effective only until confirmed at the next Annual or Special General Meeting of the membership. In default of such confirmation at an Annual or Special General Meeting a Bylaw passed or a repealed or an amendment as per subsection 12.1 ceases to have effect at and from that time and, in that case, no new Bylaw of the same or like substance has any effect until confirmed at a General Meeting of the membership.

I-12.4  An affirmative vote of at least 2/3 of the members present and voting at an Annual or Special General meeting shall be required for adoption, repeal or amendment of any Bylaw.

I-12.5  No act done or right acquired under a Bylaw passed or amended by the Board shall be prejudicially affected by rejection, amendment, or other dealing of said Bylaw by the members at an Annual or Special General Meeting.

I-12.6  Pursuant to section 155 of the Canada Corporations Act, repeal or amendment of Bylaws not embodied in the letters patent shall not be enforced or acted upon until the approval of the Minister has been obtained.

Amendments by the Membership

I-12.7  Any ten (10) or more voting members in good standing may propose, in writing, an amendment to the Bylaws, by submitting the same to the Executive Director at least sixty (60) days prior to the meeting of the members at which the same is to be considered.

I-12.8  Notice of such a proposed amendment shall be communicated by the Executive Director to all members, together with the time and place of the meeting, at least fifteen (15) days before the meeting at which the proposed amendments are to be considered.

General

I-12.9  Any provision of any Bylaw of the College which is in conflict with the Statutes, Regulations, or Rules of the licensing body of the medical profession in any province of Canada shall be deemed to be void and of no effect.

I-12.10  Every proposal to amend the Letters Patent or Bylaws, shall be referred to the Bylaws 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 Letters Patent or the Bylaws not intended to be amended.
I-12.11 Any amendment to the Letters Patent originating by way of these Bylaws shall be referred to the Board for its consideration, who may, in consultation with the Bylaws Committee, make such revisions to the proposed amendment as it thinks advisable.

Bylaw I – Article 13 FINANCIAL ACCOUNTABILITY

I-13.1 The income and property of the College shall be applied solely towards the promotion of its objects as set forth in its Letters Patent.

I-13.2 All cheques, promissory notes, drafts, bills of exchange, and other negotiable or transferable instruments, and all receipts for the monies paid to the College, shall be signed, drawn, accepted, endorsed, or otherwise executed, as determined by the Board.

I-13.3 The Board shall cause to be kept books of account as are necessary to give a true picture of the state of the College affairs and to explain its transactions. These books shall be kept with respect to:

I-13.3.1 all sums of money received and expended by the College, and the matters in respect of which the receipts and expenditures take place;

I-13.3.2 the assets and liabilities of the College;

I-13.3.3 all sales and purchases of the College;

I-13.3.4 all other transactions affecting the financial position of the College.

I-13.4 The books of account shall be audited annually by an external certified Chartered Accountant.

Bylaw I- Article 14 CONFLICT OF INTEREST

I-14.1 When personal or other vested interests in an issue arise, a Director, Officer, College member serving on a College Committee shall declare a conflict of interest.

I-14.1.1 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.

I-14.1.2 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 aware of such issue.

I-14.1.3 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.

I-14.1.4 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.

I-14.1.5 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.

Bylaw I – Article 15 INDEMNIFICATION

I-15.1 All Directors, Officers, College members serving on Board Committees, 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:

I-15.1.1 All costs, charges and expenses whatever which Directors, Officers, College members serving on Board Committees, or staff sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against them, for or in respect of any act, deed, matter or thing whatever made, done or permitted by them in or about the execution of the duties on behalf of the College or a corporation controlled by the College;

I-15.1.2 All other costs, charges and expenses that they may sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

I-15.1.3 Such other circumstances as the law permits or requires. Nothing in this Bylaw shall limit the right of any person entitled to
indemnity to claim indemnity apart from the provisions of this Bylaw to the extent permitted by the law.

I-15.2 The College may purchase and maintain insurance for the benefit of any person referred to in Article 16.1.1 against any liability incurred by that person:

I-15.2.1 in that person’s capacity as a director, officer, College members serving on Board Committees, or staff member of the College, except where the liability relates to that person’s failure to act honestly and in good faith with a view to the best interests of the College; or

I-15.2.2 in that person’s capacity as a director, officer or staff member of another body corporate or organization where that person acts or acted in that capacity at the College’s request, except where the liability relates to that person’s failure to act honestly and in good faith with a view to the best interest of the body corporate or organization.

Bylaw I – Article 16 MEETINGS

I-16.1 Annual and Special General Meetings

I-16.1.1 An Annual General Meeting of the members shall be held at such time and place as may be decided by the Board or the Executive. No more than fifteen (15) months shall elapse between any two Annual General Meetings.

I-16.1.2 At least 30 days notice of Annual or Special General Meetings shall be given to the members in writing and/or by electronic means. The notice shall specify the date(s), place, hour and business to be conducted at the meeting and shall contain a proxy for the member.

I-16.1.3 Fifty (50) members of the College present at an Annual or Special General Meeting shall constitute a quorum.

I-16.1.4 The business of an Annual General Meeting of the members shall, at a minimum, include the following:

Audited financial report and appointment of the auditor
Executive Committee Report,
Annual Committee Reports,
Election of officers,
Election of directors
Any other items as determined by the Executive Committee and/or the Board.
I-16.1.5 Special General Meetings may be held upon the call of the Board at such times and places as it may designate. A Special General Meeting must be held if a written request is received by the Honorary Secretary from at least 5% of the members. Such meetings must be held within 60 days after the filing of such a request with the Board.

I-16.1.6 The business to be transacted at such Special General Meetings shall be stated in the notice thereof, and no other business may be considered at those meetings.

I-16.1.7 The accidental omission to give notice of any Annual or Special General Meeting or any irregularity in the notice of these meetings or the non-receipt of any notice by any member or members shall not invalidate any resolution passed or any proceedings taken at those meetings, unless an objection to such resolution or proceeding is raised by a member and supported by a majority of the membership at the next Annual General Meeting or at a special meeting of the members held prior to the next Annual General Meeting.

I-16.1.8 College members in good standing are entitled to attend and vote at Annual or Special General Meetings in keeping with the rights defined by their categories of membership. Observers/guests may attend at the invitation of the Chair and may speak at the invitation of the Chair but shall not vote.

I-16.1.9 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.

I-16.1.10 Votes at Annual or Special General Meetings of the members may be given either personally or via proxy, with each member and proxy entitled to one vote. A proxy must be authorised in writing by the member.

I-16.1.11 All Annual or Special General Meetings shall follow Canadian Parliamentary procedure as described in Bourinot’s Rules of Order.

I-16.1.12 At all Annual or Special General Meetings there shall be a Resolutions Committee appointed by the Chair. This Committee will be responsible for receiving all resolutions from the floor.

I-16.2 Other Meetings

I-16.2.1 All meetings of the membership, the Board, Executive, Committees and Sections shall follow Canadian Parliamentary procedure as described in Bourinot's Rules of Order.

I-16.2.2 Voting rights of members shall be as outlined in Bylaw IV, Article 3. Observers/guests may attend meetings at the invitation of the Chair and may have the privilege of the floor but shall not vote.

I-16.2.3 The Chair shall be a voting member and in the case of a tie, shall cast a second or tie breaking vote.

I-16.2.4 At meetings of the Board, Executive, Committees and Sections a majority of the voting members eligible to attend the meeting shall constitute a quorum.

I-16.2.5 The passage of motions and/or resolutions at meetings of the Board, Executive, Committees and Sections shall require a simple majority, unless otherwise required by the Bylaws.

Bylaw I – Article 17 ELECTIONS AT THE ANNUAL GENERAL MEETING

I-17.1 Elections shall be held at the Annual General Meeting for directors and officers as set out in these Bylaws.

Nominations:

I-17.2 The slate of directors, officers and Executive members for the next term of office shall be presented by the Nominating Committee to a meeting of the Board prior to the Annual General Meeting. The Board may add nominations for each of these
positions other than President and Past President. The Board shall confirm the names of the nominees to be forwarded for election by the members at the time of the Annual General Meeting.

I-17.3 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.

I-17.4 At the Annual General Meeting, the Nominating Committee shall present to the members one or more nominations for each of the individual or combined offices of President Elect, Chair of the Board, Honorary Treasurer, Honorary Secretary and Member(s)-at-large, as set out in Bylaw III. Further nominations for each of these offices shall be permitted from the floor at the Annual General Meeting.

I-17.5 Any position for which there is more than one nomination shall be decided by poll of all members present at the Annual General Meeting who are eligible to vote.

I-17.6 The successful candidate shall be the one receiving the most votes or acclaimed.

I-17.7 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.

**BYLAW II - BOARD OF DIRECTORS**

**Bylaw II – Article 1 DUTIES AND RESPONSIBILITIES OF THE NATIONAL BOARD**

II-1.1 The affairs of the College shall be governed by a National Board of Directors.

II-1.2 The National Board may pass, repeal and amend Bylaws not contrary to the Letters Patent.

II-1.3 The National Board shall be responsible for governance issues of the College related to membership, fees, official languages, accreditation of residency training programs, Bylaws, continuing professional development, examinations, certification and fellowship, awards, publications, annual meetings, research, health policies, communications, finances, committees of the National Board, Chapters, election and removal of officers, appointment of executive director and any other issues.
determined by the National Board or these Bylaws.

II-1.4 The National 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 Objects and Bylaws.

II-1.5 The National Board shall identify the roles and responsibilities of the College and the Chapters for the implementation of each approved policy, program or activity.

II-1.6 The National 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 National Board, are of immediate practical consequence to the members of the College and the public. The result of such a referendum, when determined by a simple majority vote of the members, shall direct the acts of the College and its officers, National Board and committees.

II-1.7 The Executive Committee of the College shall serve as the Executive Committee of the National Board. Between meetings of the National Board the Executive may act on behalf of the National Board.

II-1.8 The National Board may from time to time establish or discontinue a committee or Section, set and amend its terms of reference and vary its number and composition.

II-1.9 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.

II-1.10 Any vacancy on the National Board of Directors as a result of death, disability, resignation, dismissal, or otherwise of a Director, shall be filled (i) pursuant to the bylaws of the Chapter that elected/appointed such Director, (ii) by the executive of the Section that appointed such Director, (iii) by the Committee that appointed such Director, or (iv) by such other party that elected/appointed such Director, and shall be approved by the National Board of Directors so long as a quorum of directors remain in office.

Bylaw II – Article 2 BOARD MEETINGS

II-2.1 The National Board shall meet immediately preceding each Annual General Meeting of the College and at such other times and at such places as determined by the Executive.

II-2.2 A majority of the Directors shall constitute a quorum.
II-2.3 At each of its meetings the National Board shall establish a Resolutions Committee to be responsible for resolutions from the floor.

II-2.4 The agenda of each National Board meeting shall include reports from the Executive, Finance and Audit and other Committees and Sections, along with other business as determined by the National Board.

II-2.5 Motions and/or resolutions of the National Board shall require a simple majority to pass with the exception of those related to fees, Bylaws, and suspension and/or removal of Officers, Directors or Executive members which shall require a 2/3 majority.

II-2.6 Any Director may participate in a meeting of the National Board by means of conference telephone or other communication facility that permits satisfactory communication and response among all participants. A Director participating in accordance with these Bylaws shall be deemed to be present at the meeting.

II-2.7 A motion or resolution approved in writing, including electronically-transmitted text, by a majority of the Directors shall be as valid and effective as if it had been passed at a meeting of the National 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 National Board and shall be effective on the date stated thereon or on the latest date stated on any counterpart.

Bylaw II – Article 3 BOARD OF DIRECTORS

II-3.1 General Issues
II-3.1.1 The National Board shall be composed of the following Directors: Members of the Executive; two (2) National Board Directors elected from each Chapter; with the exception of Ontario and Quebec which shall each elect three (3) Directors; Chairs of each of the College Sections; two (2) additional Representatives from the Section of Residents; one (1) other representative from the Section of Medical Students; the Chair of the National Association of Canadian Chairs of Family Medicine; and at least three (3) public directors; and others as elected by the membership.

II-3.1.2 Directors shall serve as the membership of the Research and Education Foundation of The College of Family Physicians of Canada.

II-3.1.3 Directors shall be required to attend all National Board meetings.

II-3.1.4 When a Director is unable to attend a National Board meeting another member may be appointed to act as an Observer (non-voting) for that meeting, subject to the approval of the Chair of the National Board.

II-3.1.5 Directors shall be reimbursed for the expenses they incur for attendance at meetings of the National Board as determined by the National Board.

II-3.2 Directors Elected by Chapters
II-3.2.1 Each Chapter, at its Annual General Meeting, shall elect two (2) of its members to serve as National Board Directors with the exception of Ontario and Quebec, which shall each elect three (3).

II-3.2.2 At least one of the National Board Directors elected by a Chapter shall serve as a member of the Chapter’s Executive and Board.

II-3.2.3 National Board Directors elected by a Chapter may also hold another Chapter Executive office, e.g. President, President Elect, Past President.

II-3.2.4 The National Board Directors elected by a Chapter shall be the official liaison between that Chapter and the National Board regarding National Board issues.

II-3.2.5 National Board Directors elected by a Chapter shall present regular reports to their Chapter Executives, Boards and Annual General Meetings regarding National Board issues.

II-3.3 Public Directors

II-3.3.1 The Nominating Committee of the Board shall be responsible for identifying the nominees for the Public Director positions on the Board. Election of Public Directors shall be carried out by members at the Annual General Meeting. Public Directors shall serve terms of office as determined by the Board.

II-3.3.2 A Public Director shall be granted status as an Associate member of the College, such status to be in effect only while serving as a Public Director. A Public Director may participate on one or more College committees according to the privileges, rights, duties and requirements of Associate Members defined by the Bylaws.

II-3.4 Observers/Guests

II-3.4.1 Individuals who are not elected or appointed Board Directors may be invited to attend meetings of the Board as observers/guests at the discretion of the Chair of the Board. They may participate in discussions at the discretion of the Chair but may not vote.

II-3.4.2 The Chair of the Board of The Research and Education Foundation shall be invited to attend all College Board meetings as an Observer.
II-3.5 Suspension or Removal of Directors

II-3.5.1 Any Director may be temporarily suspended or permanently removed from office for just cause before the expiration of his or her term by resolution passed by at least two-thirds (2/3) of the votes cast at a special meeting of the National Board provided that at least 30 days advance notice specifying the intention to pass such resolution has been given to the National Board members.

Bylaw II-Article 4 COLLEGE COMMITTEES

II-4.1 Classification

II-4.1.1 A Standing Committee is a committee approved by the Board to carry out its mandate with no predetermined time limit.

II-4.1.1.1 There shall, at minimum, be standing committees of the Board in the following areas: accreditation of residency training programs, annual forum and scientific assembly, Bylaws, continuing professional development (“CPD”), editorial advisory board for Canadian Family Physician, examinations, finance, honours and awards, membership issues, nominations, and postgraduate education.

II-4.1.2 An Ad hoc Committee is a time limited committee formed to address a specific task.

II-4.1.2.1 Ad hoc committees shall be established for a term of up to one year, renewable up to a maximum of 3 times.

II-4.1.2.2 Working Groups and Task Forces shall function as Ad hoc Committees.

II-4.1.2.3 An Ad hoc committee (i) recommended and approved by the Board shall report to the Board; or (ii) recommended by a Standing or Ad hoc Committee shall be approved by the Executive Committee and shall report to the Committee by which it was formed.

II-4.1.3 Subcommittees may be established by Standing or Ad Hoc Committees to address specific issues. A subcommittee may be ongoing or time limited. A Subcommittee recommended by a Standing or Ad hoc Committee must be approved by the College Executive Committee, but will report to the Committee by which it was formed.

II-4.1.4 Standing and Ad hoc Committees shall be sub-classified as:

(i) National: comprised of at least one College member from each of the College’s Chapters;
(ii) Regional: comprised of at least one College member from each of the College’s 5 regions;
(iii) Other: comprised of College members selected for their expertise, regardless of where they live or practice;
(iv) Conjoint/Collaborative: comprised of members appointed by both the College and one or more other organizations. Each committee member who has been officially appointed by one of the collaborating organizations may participate in meetings and may vote. Members of Conjoint/Collaborative Committees shall report and be accountable to the organization that appointed them.

II-4.1.5 The Chair of each Committee shall be nominated by the Executive and approved by the Board.

II-4.1.5.1 Chairs of Standing Committees shall be approved for terms of three years, renewable once at the discretion of the Board.

II-4.1.5.2 Chairs of Ad hoc Committees shall be approved for terms of up to 1 year, renewable three times at the discretion of the Board.

II-4.1.5.3 The Chair of a Committee may also serve as one of the National or Regional representatives, unless otherwise determined by the Board.

II-4.1.5.4 Chairs of Committees may be invited to Board meetings as observers.

II-4.1.6 The Terms of Reference of each Committee shall be approved by the Board.

II-4.2 Committee Membership

II-4.2.1 College members who are elected or appointed by the College to a committee may participate in all discussions and may vote if so allowed by the category of membership to which they belong.

II-4.2.2 Individuals who are not College members may be invited by a committee chair to attend committee meetings as observers or guests. They may participate in committee discussions, but may not vote*.

*Exception: On Conjoint/collaborative committees which report to both the CFPC as well as to other organizations, those who have been officially appointed to participate as the members of these committees by both the College and the other collaborating organization(s) may all vote.
Bylaw II – Article 5 SECTIONS

II-5.1 The National Board may establish Sections to address areas of major interest and/or involvement of College members. Criteria for the establishment of a Section shall be determined by the National Board. The Sections of the College will include at a minimum Sections of Teachers, Researchers, Residents, Medical Students, and Family Physicians with Special Interests or Focused Practices.

II-5.2 Each Section shall have:

II-5.2.1 a Chair, appointed by the National Board, who, in addition to carrying out the duties and responsibilities outlined in the Section's Terms of Reference, shall become a Director of the National Board.

II-5.2.2 a Council comprised of representatives of relevant jurisdictions +/- an Executive Committee to deliberate issues and act on behalf of the Council between meetings of the full Council.

II-5.2.3 Terms of Reference approved by the National Board. The Terms of Reference for each Section will at a minimum address the following:

Objectives
Governance
Membership
Committees
Meetings

The Terms of Reference for each Section will be included in the College Regulations.

BYLAW III - OFFICERS AND EXECUTIVE COMMITTEE

Bylaw III – Article 1 - ELECTION, APPOINTMENT, TERM OF OFFICE, AND VACANCY

III-1.1 The Officers of the College shall be those individuals elected or acclaimed at the Annual General Meeting to the following offices: President, President Elect, Past President, Chair of the National Board, Honorary Treasurer and Honorary Secretary. The offices of President Elect and Chair of the National Board may be combined. The office of Honorary Secretary may be combined with one of the other elected offices.
Bylaws of The College of Family Physicians of Canada
Ratified at the Annual General Meeting November 16, 2012.

III-1.2 The Executive Committee shall be composed of the elected and acclaimed officers and at least one elected Member-at-large.

III-1.3 The Executive shall serve as the Executive Committee of the National Board and may act on behalf of the National Board, between meetings of the National Board. National Board committees and sections shall report to the National Board through the Executive. The actions of the Executive shall be reported to each meeting of the National Board and to the Annual General Meeting. A majority of the Executive shall constitute a quorum.

III-1.4 Members-at-large shall serve as full voting members of the Executive and shall assume such duties and responsibilities as may be assigned by the National Board and/or the Executive.

III-1.5 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.

III-1.6 All Officers and Executive members shall assume their duties concurrently and shall hold office for one year or until their successors have assumed office.

III-1.7 Any vacancy of an officer’s or Executive member’s position as a result of death, disability, resignation, dismissal, or otherwise, shall be filled by a member appointed by the National Board, with the individual so appointed to serve for the unexpired term or a time interval defined by the National Board.

Bylaw III – Article 2 DUTIES OF OFFICERS

III-2.1 President
III-2.1.1 The President shall be the senior officer and a designated spokesperson for the College.

III-2.1.2 The President shall attend all meetings of the National Board, Executive and all Annual and Special General Meetings.

III-2.1.3 The President shall Chair all Executive, Annual and Special General Meetings and shall vote, and in the case of a tie shall cast a second tie-breaking vote.

III-2.1.4 In the absence of the Chair of the National Board the President shall perform the duties of the Chair.

III-2.1.5 The President shall be an ex officio member of all College Committees and Sections.

III-2.1.6 The President and the Executive Director/Chief Executive Officer or their designate shall act as the College's official representative(s) to the executives and boards of external organizations.

III-2.1.7 The President and the Executive Director shall ensure that the activities and programs of the College are consistent with the College's Mission, Goals and Objectives.

III-2.1.8 The President shall report to each National Board and Annual General Meeting on the actions taken by the Executive since the time of the last meeting.

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

III-2.1.10 The President shall be a Director of the College provided the individual holding the office was acclaimed by the membership.

III-2.2 President Elect
III-2.2.1 The President Elect shall be a designated spokesperson for the College.

III-2.2.2 In the absence or disability of the President, the President Elect shall perform the duties of the President.

III-2.2.3 In the absence or disability of the Honorary Secretary or Honorary Treasurer, the President Elect shall perform the duties of these officers.

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

III-2.2.5 The President Elect shall chair the Committee on Bylaws.

III-2.2.6 The President Elect shall succeed to the office of President at the expiration of the President's term as provided in Bylaw III Article 1.5.

III-2.2.7 The President Elect shall assume such other duties as may be required by the National Board and/or the Executive.

III-2.2.8 The President Elect shall be a Director of the College provided the individual holding the office was elected or acclaimed by the membership.

III-2.3 Past President

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

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

III-2.3.3 In the absence or disability of the President Elect, the Past President shall perform the duties of the President Elect.

III-2.3.4 The Past President shall Chair the Nominating Committee.

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

III-2.3.6 The Past President shall be a Director of the College provided the individual holding the office was acclaimed by the membership.

III-2.4 Chair of the National Board
III-2.4.1 The Chair of the National Board shall be a designated spokesperson for the College.

III-2.4.2 The Chair of the National Board shall preside over all meetings of the National Board.

III-2.4.3 The Chair of the National Board shall present a report of the National Board and its Committees to the Annual General Meeting of the membership.

III-2.4.4 The Chair of the National Board shall assume such other duties as may be assigned by the National Board and/or Executive.

III-2.4.5 The Chair shall be a Director of the College provided the individual holding the office was elected or acclaimed by the membership.

III-2.5 Honorary Treasurer

III-2.5.1 The Honorary Treasurer shall cause to be kept adequate and proper accounts of the funds of the College.

III-2.5.2 The Honorary Treasurer shall cause to be deposited all funds and other valuables in the name and to the credit of the College with such depositaries as may be approved by the National Board.

III-2.5.3 The Honorary Treasurer shall cause to be disbursed the funds of the College as may be ordered by the National Board.

III-2.5.4 The Honorary Treasurer shall cause to be rendered to the National Board, whenever the National Board may request it, an account of all transactions and of the financial condition of the College duly audited and signed by the auditors designated by the National Board.

III-2.5.5 The Honorary Treasurer shall Chair the Finance and Audit Committee and at the expiration of the term of office shall cause to be provided to the successor the books, and records of financial matters belonging to the College.

III-2.5.6 The Honorary Treasurer shall assume such other duties as may be assigned by the National Board and/or Executive.

III-2.5.7 The Honorary Treasurer shall be a Director of the College provided the individual holding the office was elected or acclaimed by the membership.
III-2.6  

Honorary Secretary

III-2.6.1 The duties and responsibilities of Honorary Secretary may be carried out independently or may be combined with the duties and responsibilities of any other elected executive position.

III-2.6.2 The Honorary Secretary shall attend all meetings of the National Board, Executive and all Annual and Special General Meetings, and shall cause to be recorded in the books kept for such purposes all facts and minutes of all proceedings at such meetings.

III-2.6.3 The Honorary Secretary shall cause to be distributed and presented to appropriate parties the minutes of meetings of the National Board, Executive, Annual and Special Meetings.

III-2.6.4 The Honorary Secretary shall cause notices to be provided to those required or invited to attend meetings of the: National Board; Executive; Annual General or Special Meetings of the College.

III-2.6.5 At the expiration of the term of office, the Honorary Secretary shall cause to be provided to the successor the books and minutes of proceedings belonging to the College.

III-2.6.6 The Honorary Secretary shall assume such other duties as may be assigned by the National Board and/or Executive.

III-2.6.7 The Honorary Secretary shall be a Director of the College provided the individual holding the office was elected or acclaimed by the membership.

Bylaw III – Article 3 Suspension or expulsion of Officers and Executive

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

Bylaw III-Article IV Duties of the Executive Director

III-4.1 The Executive Director shall be the Chief Executive Officer and shall be a designated spokesperson for the College.

III-4.2 The Executive Director shall be appointed by the National Board for a term or terms defined by the Board. The ED shall serve as a
full-time employee of the College and shall carry out such duties and responsibilities as assigned by the President and/or the Executive, and/or the National Board.

III-4.3 The Executive Director shall be accountable to the National 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 National Board, the Executive and all other bodies of the College.

III-4.4 The Executive Director shall be an ex officio member of the Executive and the National Board, and shall attend all Executive, National Board, Annual and Special General Meetings but shall not vote.

III-4.5 The Executive Director shall be an ex officio non-voting member of all College Committees and Sections.

III-4.6 The Executive Director and the President or their designates shall act as College representative(s) to the executives and boards of external organizations.

III-4.7 The Executive Director shall cause to be carried out the correspondence of the College and shall cause to be kept records identifying the members of the College and records of all changes in membership.

III-4.8 The Executive Director shall cause to be forwarded suitable notification to all candidates who have been approved as members of the College.

III-4.9 The Executive Director shall serve as the Executive Director of the REF.

III-4.10 The Executive Director shall be responsible for the employment, Supervision and dismissal of all personnel who attend to the business of the College.

III-4.11 The Executive Director shall have such other duties as may be prescribed by the National Board, Executive or these Bylaws and Regulations.

**BYLAW IV - MEMBERSHIP**

**Bylaw IV- Article 1**

**GRANTING AND MAINTENANCE OF MEMBERSHIP**

IV-1.1 The right to grant new and renewing memberships, assign
members to categories of membership, grant and award special
designations and remove any or all of the above shall remain at
all times with the College.

**IV-1.2** In order to remain a member in good standing an individual must
meet the requirements of the category of membership to which
he/she has been assigned, as determined by the National Board.

**IV-1.3** Chapter membership shall be assigned to College members as per
Bylaw V, Article 4.

**IV-1.4** Individuals whose main practice or residence is outside Canada
may be granted membership in the College. They must meet the
requirements of and be assigned to a category of membership of
the College. Regardless of the category of membership to which
they have been assigned, the following shall apply:

- Membership fees shall be as determined by the National Board
- Membership in a Chapter shall be optional
- They may not hold elected College office.

**Bylaw IV-Article 2 MEMBERSHIP FEES**

**IV-2.1** Members shall pay annual College membership fees as
determined annually by a two-thirds majority vote of the National
Board.

**IV-2.2** Such membership fees shall subsequently be ratified by a simple
majority of the membership eligible to vote at a General Meeting.

**IV-2.3** Membership fees shall be directed towards the cost of College
programs and activities, as determined by the National Board.

**Bylaw IV- Article 3 CATEGORIES OF MEMBERSHIP**

**IV-3.1** General Issues

**IV-3.1.1** There shall be specific categories of College and Chapter
membership as determined by the National Board, including:
Active, Affiliate Specialist, Associate, Honorary, Life,
Resident, Retired, Senior, Student and Sustaining.

**IV-3.1.2** Members in any category of membership may hold one or
more Special Designations as per Bylaw IV, Article 4

**IV-3.2** Active

An Active member shall:
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IV-3.2.1 be a licensed physician in good standing, engaged in the practice of family medicine;

IV-3.2.2 pay an annual membership fee as determined by the National Board.

IV-3.2.3 fulfil the College's CPD requirements as determined by the National Board.

IV-3.2.4 be entitled to the privilege of the floor and to vote at Annual and Special General Meetings, to chair and be a voting member of College committees, and to hold elected office.

IV-3.2.5 be designated as a Member of the College of Family Physicians of Canada and may append the initials MCFP to his or her name.

IV-3.3 Affiliate Specialist
An Affiliate Specialist member shall:

IV-3.3.1 be a licensed physician in good standing whose primary practice is in a specialty other than family medicine and who holds Certification from The Royal College of Physicians and Surgeons of Canada or another certifying body recognized by the College.

IV-3.3.2 have the right to choose whether or not to be a member of a Chapter.

IV-3.3.3 pay an annual membership fee as determined by the National Board.

IV-3.3.4 fulfil the CPD requirements determined by the National Board.

IV-3.3.5 be entitled to the privilege of the floor and to vote at Annual and Special General Meetings, and to chair and be a voting member of College committees, but may not hold elected office.

IV-3.3.6 be designated as a Member of the College of Family Physicians of Canada and may append the initials MCFP to his or her name.

IV-3.3.7 be assigned to the category of Honorary Membership if elected to be an Honorary Member of the College.

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IV-3.4  Associate

Associate Members shall include:

IV-3.4.1  Public Board Directors: members of the public who are serving as Directors of the National Board of the College,

        OR

IV-3.4.2  other health professionals or others who work in collaboration with family physicians in community practices or academic departments of family medicine.

IV-3.4.3  Associate Members shall not be required to meet the College’s CPD requirements.

IV-3.4.4  Associate Members (public) shall not be required to pay an annual membership fee. Associate members (those who work with family physicians) shall be required to pay an annual membership fee as determined by the National Board.

IV-3.4.5  An Associate Member may chair a College committee or Section Council and be entitled to vote in this capacity.

IV-3.4.6  Associate Members may attend an Annual or Special General Meeting and have the privilege of the floor, but may not vote, with the exception of Public Board Directors who may vote.

IV-3.4.7  Associate Members may be elected or appointed to the National Board but may not be officers or hold elected office – i.e. Executive Committee positions.

IV-3.4.8  Associate Members may be assigned to the category of Honorary Membership if elected to be an Honorary Member of the College.

IV-3.5  Honorary

Honorary membership shall:

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IV-3.5.1 be conferred on individuals of distinction who are not family physicians in Canada, 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 in and or outside Canada.

IV-3.5.2 be restricted to non-members of the College, except for those who are members of the College in the categories of “Associate” or “Affiliate Specialist”.

IV-3.5.3 be conferred to no more than five (5) individuals annually.

An Honorary Member shall:

IV-3.5.4 not be required to pay an annual membership fee.

IV-3.5.5 not be required to meet the College's CPD requirements.

IV-3.5.6 be entitled to attend and have the privilege of the floor, but shall not be entitled to vote at Annual and Special General Meetings.

IV-3.5.7 be entitled to be a voting member or chair a College committee but may not hold elected College office.

IV-3.6 Life

IV-3.6.1 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.

IV – 3.6.2 Life Members shall not be required to pay annual membership fees.

IV-3.7 Resident

Resident members shall:

IV-3.7.1 Include physicians enrolled as residents in approved postgraduate training programs in family medicine; and physicians who were previously members of the College and are now enrolled as residents in approved postgraduate training programs in medical disciplines other than family medicine.
IV-3.7.2 be required to pay an annual membership fee as determined by the National Board.

IV-3.7.3 not be required to meet the College's CPD requirements.

IV-3.7.4 be entitled to the privilege of the floor and to vote at Annual and Special General Meetings, to chair and be voting members of College committees, but may not hold elected College office.

IV-3.8 Retired
A Retired member shall:

IV-3.8.1 be a physician who is no longer actively engaged in providing medical care to patients or actively involved in any other medical or medically related field of endeavour.

IV-3.8.2 not be required to pay an annual membership fee.

IV-3.8.3 not be required to meet the College's CPD requirements.

IV-3.8.4 be entitled to the privilege of the floor and to vote at Annual and Special General Meetings, to chair and be a voting member of College committees, but may not hold elected College office.

IV-3.8.5 be entitled to continue to use any special designation held at the time of retirement.

IV-3.9 Senior
A Senior member shall:
IV-3.9.1 be a licensed physician in good standing, aged 65 or over, who is actively engaged in providing medical care to patients or who is 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.

IV-3.9.2 be required to pay an annual membership fee equal to 50% of the fee established for “active” members.

IV-3.9.3 be required to meet the College’s CPD requirements.

IV-3.9.4 be entitled to the privilege of the floor and to vote at Annual and Special General meetings, to chair and be a voting member of a College committee and to hold elected College office.

IV-3.9.5 be designated as a Member of the College of Family Physicians of Canada and may append the initials MCFP to his or her name.

IV-3.10 Student

A Student member shall:

IV-3.10.1 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.

IV-3.10.2 be required to pay an annual membership fee as determined by the National Board.

IV-3.10.3 not be required to meet the College's CPD requirements.

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

IV-3.11 Sustaining

A Sustaining member shall:
IV-3.11.1 be a physician who is not actively engaged in providing medical care to patients, but who is actively engaged in another medical or medically related field of endeavour.

IV-3.11.2 be required to pay an annual membership fee as determined by the National Board.

IV-3.11.3 be required to fulfil the College’s CPD requirements as determined by the National Board.

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

Bylaw IV-Article 4 CERTIFICATION, FELLOWSHIP AND CERTIFICATES OF SPECIAL OR ADDED COMPETENCE

IV-4.1 Certification in the College of Family Physicians of Canada

IV-4.1.1 Certification in the College of Family Physicians of Canada (“CCFP”) may 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 OR (iii) successfully completed discipline specific training in family medicine in a jurisdiction other than Canada that has been approved by the College 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 has been judged by the College to be comparable to Certification in the College of Family Physicians of Canada (“CCFP”).

IV-4.1.2 Those members who have earned Certification in the College of Family Physicians of Canada (CCFP) shall receive a certificate recognizing their achievement.

IV-4.1.3 Members who have earned Certification in the College of Family Physicians of Canada shall have all other privileges, rights, duties and requirements as are defined by these Bylaws for the category of membership to which they individually belong.

IV-4.2 Fellowship in The College of Family Physicians of Canada
VI-4.2.1 Fellowship in The College of Family Physicians of Canada may be granted to a College member who: (i) holds Certification in The College of Family Physicians of Canada (“CCFP”) in good standing and (ii) who has met the CPD requirements for the awarding of Fellowship for the immediate past 10 consecutive years; and (iii) meets all other criteria for Fellowship approved by the National Board.

VI – 4.2.2 To be awarded Fellowship, a nominee must agree to accept this award and agree to commit to the Maintenance of Fellowship Program as determined by the National Board.

VI-4.2.3 To maintain Fellowship and continue to have the right to use the Special designation FCFP, physicians are required to maintain their membership in the College and must fulfil the requirements of the College’s Maintenance of Certification and Maintenance of Fellowship Programs as defined by the National Board and these bylaws.

VI – 4.2.4 College members who have been awarded Fellowship shall have all other privileges, rights, duties and requirements as are defined by the Bylaws for the category of membership to which they individually belong.

VI – 4.2.5 The National Board 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.

IV-4.3 Certificates of Special or Added Competence

IV-4.3.1 Certificates of Special (or Added) Competence in designated areas approved by the National Board may be granted to College members who hold CCFP status in good standing AND who have met the eligibility requirements for a Certificate of Added Competence as approved by the Board.

IV - 4.3.2 College members holding Certificates of Special (or Added) Competence in designated areas approved by the National Board shall have all other privileges, rights, duties and requirements as are defined by the Bylaws for the category of membership to which they individually belong.
The following Special Designations may be conferred upon College members as determined by the National Board.

IV – 5.1 Member of the College of Family Physicians of Canada (MCFP)

IV - 5.1.1 The special designation MCFP (Member of the College of Family Physicians of Canada) shall be granted to and may be used by 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.

IV - 5.1.2 Members holding the special designation Member of the College of Family Physicians of Canada may append the initials “MCFP” to their name.

IV - 5.1.3 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 National Board and as defined by these Bylaws for the category of membership to which they individually belong.

IV-5.2 Certification by The College of Family Physicians of Canada (CCFP)

IV-5.2.1 Members who have been granted Certification by The College of Family Physicians of Canada may append the Special Designation “CCFP” (Certification in the College of Family Physicians of Canada) to their names.

IV - 5.2.2 In order to continue to use the Special Designation CCFP, a member must fulfil the requirements of the College’s Maintenance of Certification Program as determined by the National Board and as defined by these Bylaws for the category of membership to which they individually belong.

IV - 5.3 Fellowship in The College of Family Physicians of Canada

IV - 5.3.1 Members holding Fellowship in The College of Family Physicians of Canada may append the Special Designation “FCFP” following their names and their CCFP designation.

IV – 5.3.2 In order to continue to use the Special Designation FCFP, a member must 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.

IV - 5.4 Life Membership

IV-5.4.1 Life Members may append the special designation “LM” following
their names and their MCFP and/or CCFP and/or FCFP
designations.

IV-5.5 Honorary Membership

IV-5.5.1 Individuals conferred the distinction of honorary membership may
append the initials MCFP(Hon) after their names.

IV-5.6 Certificates of Special (or Added) Competence

IV – 5.6.1 Members who have been awarded a Certificate of Special (or
Added) Competence in designated areas approved by the
National Board may be granted a Special Designation by the
College and may append such special designation in brackets
following the special designation “CCFP”, e.g. CCFP (EM).

IV – 5.6.2 Members who were awarded a Certificate of Special Competence
in Emergency Medicine prior to 1987, the date of the College’s
requirement that they must first hold Certification in The College
of Family Physicians of Canada, may use the Special Designation
(EM) following the special designation MCFP, i.e. MCFP (EM).

IV – 5.6.3 In order to continue to use a Special Designation granted by the
CFPC, those holding Certificates of Special (or Added)
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 National Board and these Bylaws.

Bylaw IV – Article 6 SUSPENSION, REVOCATION AND RESTORATION OF
MEMBERSHIP/SPECIAL DESIGNATIONS

IV-6.1 Suspension or Revocation of Membership/Special Designations

IV-6.1.1 Individuals who fail to comply with the College’s membership
requirements, including those related to annual membership fees
and/or continuing professional development: (i) shall have their College membership, Certification, Fellowship and any Certificates of Added or Special Competence suspended or revoked; and (ii) shall lose the right to continue to use any College Special Designations until such rights have been reinstated by the College.

IV-6.1.2 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 that member’s College membership and special designations and shall notify the member of this action.

IV-6.1.3 Each College member agrees to the right of the College to suspend or revoke his or her membership and special designations according to these Bylaws and/or Regulations and specifically waives any right or claim to damages as the result of this action.

IV-6.2 Restoration of Membership/Special Designations

IV-6.2.1 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.

IV-6.2.2 To have membership and/or special designations restored a physician must (i) submit the membership fee for the current year, (ii) provide evidence of having carried out continuing professional development which meets the requirements of the College as determined by the National Board. A physician whose license has been suspended or revoked by a licensing authority must also provide evidence of such license having been reinstated.

**BYLAW V - CHAPTERS**

Bylaw V- Article 1 ESTABLISHMENT/APPROVAL OF A CHAPTER

V-1.1 A Chapter may only be established with the approval of the National Board.

V-1.2 The National Board may establish a Chapter in each Province/Territory within Canada provided there are 20 or more active College members residing and/or practising in that
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jurisdiction.

V-1.3 No more than one Chapter shall be approved for any Province or Territory.

V-1.4 A Chapter shall be known as The (name of Province/Territory) Chapter of the College of Family Physicians of Canada.

V-1.5 A Chapter may be legally incorporated within its own province/territory. The full legal name of an incorporated Chapter shall be: "The (name of Province/Territory) College of Family Physicians – a Chapter of the College of Family Physicians of Canada".

Bylaw V – Article 2 CHAPTER BYLAWS

V-2.1 Each Chapter shall establish its own Bylaws which must be approved by the National Board and which must comply with the Bylaws of the National College. Should there be any discrepancy between the Chapter and College Bylaws, the National College Bylaws will prevail, provided that the National College bylaw is not contrary to the act or any other laws, rules or regulations in force in the Chapter’s province.

V-2.2 Chapter Bylaws at a minimum shall include reference to the following:

Objects of the Chapter;
Relationships with and responsibilities to the National College;
Chapter Governance including Board of Directors, Executive, other Committees and Committee Chairs;
Establishment of fees;
Membership;
Elections & meetings;
Legal, ethical and financial guidelines;
Chapter Administration.

Bylaw V – Article 3 CHAPTER GOVERNANCE, OFFICERS AND EXECUTIVE

V-3.1 Each Chapter shall be governed by a Board of Directors ("Chapter Board of Directors") comprised at a minimum of an Executive and other duly elected Representatives.

V-3.2 A Provincial/Territorial Chapter may identify regions within the boundaries of its province/territory and may appoint/elect representatives of these regions to the Chapter Board of Directors. Regional governance and administration shall be subject to the overall direction of the Chapter Board of Directors.
V-3.3 The following Officers shall be elected by the members of the Chapter at the time of the Chapter’s Annual General Meeting:

President,
Past-President
President Elect
Honorary Secretary
Honorary Treasurer.

The offices of Honorary Secretary and Honorary Treasurer may be independent of one another or combined.

V-3.4 Each Chapter shall elect Directors to the National Board in accordance with Bylaw II, Article 3.2.

V-3.5 The Chapter Executive shall be comprised at a minimum of the Officers of the Chapter plus at least one (1) of the National Board Directors elected by the members of the Chapter. The position(s) of National Board Director(s) may be independent or combined with any other Chapter Executive position(s).

V-3.6 The Chapter Board shall ensure that the Chapter meets the College’s Objects and Purposes and that the Chapter fulfills its roles and responsibilities in the implementation of the policies, programs and activities of both the Chapter and the College.

V-3.7 The Chapter Board shall at a minimum establish committees, develop policies, carry out activities and employ staff to meet the needs of its members and to fulfill its requirements as a Chapter of the College.

Bylaw V – Article 4 CHAPTER MEMBERSHIP AND FEES

V-4.1 College members, other than Affiliate Specialists, who reside and/or practice in a Province or Territory with a Chapter shall become members of both the National College as well as the Chapter in the area in which they reside and/or practice.

V-4.2 College members in the Affiliate Specialist category of membership may choose whether or not they shall become members of the Chapter in the Province/Territory, in which they reside and/or practice.

V-4.3 Chapter membership categories shall be established in accordance with the College membership categories approved by the National Board.

V-4.4 Chapter membership fees for members in the Active membership category shall be as determined by the Board of each Chapter. The Chapter membership fee for all other categories of membership shall bear the same relationship to the Active membership fee, as has been established by the National Board.
V-4.5 College members, who have residences and/or practices in more than one Province or Territory where there is a Chapter, must choose which Chapter to which they will belong.

V-4.6 College members who reside and/or practice outside Canada or in a Province/Territory without a Chapter may choose not to join a Chapter or may become members of any of the College's Chapters.