**[NAME] DISTRICT CONSTITUTION**

**I** **NAME**

The name of this District shall be the "\_\_\_\_\_ District of the Ontario Physiotherapy Association".

**II** **OBJECT**

**III** **BOUNDARIES**

**IV** **MEMBERSHIP**

1. The membership shall consist of all members of the OPA residing in the District, and those who have been accepted for membership in the District from another District or Branch in accordance with the related policies of the OPA. (Must reside or work in the District)

2. If membership in the District falls below \_\_\_\_ members, the District shall automatically be dissolved.

3. Voting privileges for all members shall comply with the related Bylaw of OPA.

**V** **FEES**

Members shall not be required to pay fees over and above the membership fees of CPA and OPA.

**VI** **OFFICERS**

1. **OFFICERS**

1. The officers of the District shall be \_\_\_\_\_.

2. The term of office shall be \_\_\_\_\_\_

3. No officer shall hold the same office for more than two terms.

2. **NOMINATIONS AND ELECTIONS**

1. Nominating Committee

a) The Nominating Committee Chair shall be appointed by the Executive Committee at least two months prior to the election of officers.

b) The Committee shall have at least two other members who shall be appointed by the Executive Committee in consultation with the Chair.

2. Nominations

a) The Nominating Committee shall submit a list of nominees and their biographies to the members (when ...needs to work for the District)

b) Further nominations may be made at the General Meeting provided that any such nominee who is not present has given written acceptance of the nomination.

3. Election

a) Election of officers shall take place at the General Meeting \_\_\_\_\_\_ and they shall take office \_\_\_\_\_\_.

b) Voting shall be by ballot; when there is only one nominee for an office, acceptance of the slate may be by show of hands.

3. **VACANCIES**

1. An officer should remain in office until her/his successor is elected.

2. If an office becomes vacant, the Executive Committee may fill the vacancy by appointing a member of the District to complete the term of office.

4. P & P ASSEMBLY REPRESENTATIVES

5. REMOVAL

6. DUTIES

VII **COMMITTEES**

1. **EXECUTIVE COMMITTEE**

2. **OTHER COMMITTEES**

1. Composition

2. Mandate and Authority

VII **MEETINGS**

1. **EXECUTIVE COMMITTEE MEETINGS**

(When, how many, called by whom, quorum, etc.)

2. **GENERAL MEETINGS**

1. General Meetings

2. Annual General Meeting

3. Special General Meeting

4. Essentials of all meetings

a) Notice

b) Quorum

c) Voting

VIII **FINANCE**

1. **FISCAL YEAR**

The fiscal year of the District shall be consistent with the fiscal year of the Ontario Physiotherapy Association.

2. **BANKING AND INVESTMENT**

1. All monies received by the Treasurer are to be deposited in the name of the District in any deposit taking institutions where deposits are insured by the Canada Deposit Insurance Corporation.

2. The Executive Committee may invest monies in instruments of deposit taking institutions providing the total of the investments in each institution does not exceed the amount protected by the insurance of that institution.

3. **PAYMENT OF BILLS AND ACCOUNTS**

1. The Treasurer shall be responsible for examining all bills and accounts rendered to the District.

2. All accounts shall be paid by cheque.

3. The Treasurer and two other officers, appointed by the Executive Committee, shall be the signing officers of the District.

4. The signature of any two signing officers shall be required on cheques.

5. The Executive Committee shall monitor the payment of accounts through its examination of financial statements provided by the Treasurer on a regular basis.

4. **AUDIT**

1. A financial reviewer, who shall not be an OPA member, shall be appointed by the Executive Committee prior to the end of the fiscal year.

2. The reviewer shall conduct a full review of the financial transactions of the District at the end of the fiscal year and at the end of the Treasurer's term of office.

3. The prepared annual balance sheet, and related statement of receipts and disbursements shall be presented at the Annual General Meeting and a copy provided to the OPA.

5. **MEMORANDUM OF AGREEMENT**

6. **BORROWING OR LENDING**

**IX** **LIAISON**

**X** **AUTHORITY**

The OPA shall have a general power of supervision and control over the District.

**XI** **AMENDMENTS TO THE CONSTITUTION**

1. **AMENDMENTS**

Amendments to the Constitution may be made at any General Meeting of the District.

2. **METHOD OF AMENDING**

1. **NOTIFICATION OF AMENDMENTS**

**INTERPRETATION**

The Constitutions shall be read with all grammatical changes as are necessary to apply to all members.