

CANADIAN SOCIETY OF HAND THERAPISTS (CSHT)

BYLAWS/CHARTER

ARTICLE I: NAME

The name of the organization shall be "Canadian Society of Hand Therapists" (CSHT). Founded on January 30, 1987 in TORONTO, CANADA governed by a voluntary rotating executive. This Society unites all individuals and groups interested in Hand Therapy. Each participating individual and group retains its own autonomy.

ARTICLE II: PURPOSE

The Canadian Society of Hand Therapists Mission Statement declares:

"We are a group of Occupational Therapists and Physiotherapists with a special interest in rehabilitation of the hand. We are dedicated to the enhancement of hand therapy within Canada through the promotion of quality of care, education and information sharing."

Its primary purposes are:

1. To coordinate activities by maintaining a liaison with the various Regional Representatives;
2. To promote the exchange of knowledge among the participating members;
3. To adhere to recommended and standardized nomenclature, classification and standards of appropriate evaluation and treatment;
To exchange knowledge through publications;
4. To further cooperation between hand surgeons and hand therapists;
5. To further the practice of Hand Therapy throughout the country;
6. To promote the advancement of the practice of Hand Therapy nationally.

ARTICLE III: MEMBERSHIP

SECTION 1 - CLASSES OF MEMBERSHIP

There shall be four (4) classes of membership in CSHT. They are:

- A. Full Membership
- B. Affiliate Membership
- C. Commercial Membership
- D. International Membership

SECTION 2 - MEMBERSHIP CRITERIA and PRIVILEGES

A. Full Membership

1. Membership Criteria: Full Membership is limited to individuals whose interests are related to the advancement of hand therapy. Members must be therapists who are eligible to register and practice as qualified physical or occupational therapists within their designated province.

2. Membership Liaison & Privileges: Each active regional membership group shall designate one (1) person to act as a regional representative for the purpose of communication exchange with the CSHT. The delegate, or their designated alternate, shall also act as the primary contact person between CSHT and the representative society if appropriate. Individual members may contact executive members directly via the CSHT website. Each member will receive a quarterly newsletter, information exchange and networking opportunities via the CSHT website.

B. Affiliate Membership

1. Membership Criteria: Affiliate Membership is limited to small groups or individuals within a designated province or country whose interests are related to the advancement of hand therapy but who are not qualified physical or occupational therapists.

2. Membership Privileges: Each affiliate membership group in good standing shall designate one (1) person to act as the primary contact person between CSHT and the representative group. Affiliate memberships will not have a

delegate on the Executive, nor participate in any committee within CSHT as a representative of their business.

C. Commercial Membership:

1. Membership Criteria: Commercial Membership is limited to individuals or companies whose business interests are related to the advancement of hand therapy.
2. Membership Privileges: Commercial memberships will not have a delegate on the Executive, nor may an individual from the company run for office or participate in any committee within CSHT as a representative of their business. A designated representative of a commercial member may attend council meetings as a guest, with no voting rights. Commercial members may have access to CSHT publications

C. International Membership:

1. Membership Criteria: International Membership is limited to small groups or individuals within a designated country whose interests are related to the advancement of hand therapy and who are qualified physical or occupational therapists.
2. Membership Privileges: Members of the group must be therapists who practice as fully registered and / or qualified physical or occupational therapists within the designated country.

SECTION 3 - APPLICATION

- A.** A society, group or individual wishing to apply for any class of membership in CSHT may obtain an application for membership form from the CSHT website and submit it to the Vice President in charge of membership. The Vice President will do an initial review of applications for completeness and content and contact the applicant in writing about their membership status, once all fees are paid in full. Any application in question will be brought forward to the Executive committee for review.
- B.** The Society's bylaws can be accessed on the CSHT website for members only.

SECTION 4 - FEES

A. The annual fees for each class of membership will be determined by the Executive and will be reviewed at annually.

B. Fees for all classes of membership are due in advance, and shall be paid in full at the time of application for membership. Fees due in advance are to be paid by 31 May each year.

C. Delinquent membership payments, for all classes of membership, will be reviewed at each Executive meeting. After review, the council may confer a designation of 'membership not in good standing' for non-payment of membership fees. Members 'not in good standing' will lose all rights to CSHT correspondence, and will lose any Executive and / or committee voting privileges that they may have. Membership privileges will be re-instated at the time the Treasurer receives payment of delinquent fees.

ARTICLE IV: EXECUTIVE

A. The CSHT Executive shall consist of the Executive Committee, one (1) President, one (1) Vice President, one (1) Past President, one (1) Secretary, one (1) Alternate Secretary to facilitate bilingual issues (French/English) if necessary, one (1) Treasurer, one (1) Newsletter Editor and one (1) Assistant Editor. Representatives from all classes of Memberships are entitled to attend Executive meetings as guests.

The executive shall receive one free year of membership for their service.

B. Non-voting Delegate: A non-voting delegate, who is designated by his/her group, may represent each Affiliate and International member group in CSHT. Each non-voting delegate in good standing shall be encouraged to participate in Executive discussions, but shall not have a vote in council.

ARTICLE VI: OFFICERS

SECTION 1 - OFFICERS

- A.** The officers of CSHT shall be President, Past President, Vice President, Primary and Alternate Secretaries, Treasurer and Editor and Assistant Newsletter Editors. All officers shall serve on the executive committee.
- B.** All Officers shall serve one three-year term, and continue in their office until their successor has duly assumed office. The Past President shall continue in office for one year following the appointment of the new executive.

SECTION 2 - OFFICERS' EXPENSES

- A.** Officers shall be reimbursed for out-of-pocket expenses for telephone, fax, stationery and other office expenses related to CSHT business.
- B.** If sufficient profit is realized from the Executive meeting, the Executive shall review either a partial or complete reimbursement the President's travel and accommodation expenses for his / her attendance at relevant CSHT conferences or meetings ie. IFSHT
- C.** The Executive committee shall have the authority to approve payment of travel expenses of the CSHT President, or an Executive committee alternate, to any meeting that may be deemed to be of essential value to CSHT. The President, or the Executive committee alternate, will provide a report from these meetings at the next Executive meeting.

SECTION 3 - TERMS AND RESPONSIBILITIES

A. President

1. Shall assume this office on a volunteer basis. At the completion of his / her three (3) year term of President, he/she will carry on for one year as the Past President.
2. Shall serve in this office for three (3) years. The term shall begin May 1st or on a mutually agreed upon date.
3. Shall organize executive meetings and set agendas;

4. Shall preside at meetings of the society;
5. Shall make, with the consent of the Executive, all appointments to committees;
6. Shall initiate ongoing development of the society with emphasis on improving recognition nationally and internationally;
7. Shall act as liaison with the IFSHT delegate and professional groups eg. ASHT, MANUS, La Federacion de la Mano;
8. Shall represent the CSHT in general public relation activities;
9. Shall assist with the publication of the newsletter.

B. Past President

1. Shall remain in office for one year of the completion of his/her 3 year term as President, to facilitate the transfer of function to the new executive committee
2. Shall act as a resource person and may be contacted after one year, simply on an "as necessary" basis.

C. Vice President

1. Shall be a volunteer on the Executive for three (3) years. The term shall begin on May 1st; or mutually agreed upon date;
2. Shall assume the office of president in the event of resignation or incapacitation of the current President;
3. Shall maintain and update the membership database on an annual basis;
4. Shall maintain and update membership application forms;
5. Shall provide current mailing addresses/labels for the newsletter and bulletins;
6. Shall participate in the marketing of CSHT memberships;
7. Shall assist with the publication of the newsletter.

D. Primary and Alternate Secretaries

1. Shall be volunteers on the Executive for three (3) years. The terms shall begin on May 1st or mutually agreed upon date.
2. Shall preside at the meetings of the society, council, or Executive committee in absence or at the request of the President;
3. Shall keep a record of proceedings of all Society meetings, and copy and distribute minutes of executive meetings no later than sixty (60) days following an executive meeting;
4. Shall send out notices of meetings;
5. Shall field and respond to communication, correspondence and delegate correspondence as necessary, including reviewing emails on a weekly basis, or as necessary;
6. Shall receive and review all committee reports and distribute to executive members no later than sixty (60) days prior to executive meetings;
7. Shall keep the CSHT website up dated;
8. Shall assist with the publication of the newsletter.
9. An alternate secretary will be appointed to facilitate bilingualism as necessary.
10. Shall solicit advertising for Newsletter and forward to the Editor.

E. Treasurer

1. Shall be a volunteer on the Executive for three (3) years. The term shall begin May 1st or mutually agreed upon date;
2. Shall act as Treasurer, receiving all funds, and depositing them in a bank designated by the Executive;
3. Shall be responsible for all financial transactions on behalf of the CSHT, pay all bills of the Society and keep an itemized account of receipts and expenditures;

4. Shall keep a record of all member groups/individuals paying dues;
5. Shall prepare and present an annual financial report to the CSHT executive of the financial status of the CSHT;
6. Shall have the account reviewed by a certified public accountant on an annual basis;
7. Assist with the publication of the newsletter.

F. Newsletter Editor

1. Shall be a volunteer on the Executive for three (3) years. The term shall begin May 1st; or mutually agreed upon date;
2. Shall be responsible for the layout and publication of the CSHT newsletter on a quarterly basis;
3. Shall encourage submissions for publication in the newsletter from provincial and regional representatives;
4. Shall arrange for mailing out newsletters to the membership.

G. Assistant Editor

1. Shall be a volunteer on the Executive for three (3) years. The term shall begin May 1st; or mutually agreed upon date;
 2. Shall be responsible for maintaining contact with provincial and regional representatives to encourage contribution to the newsletter;
 3. Shall explore educational opportunities and “Clinical Corner” ideas for publication in the newsletter;
- E. Shall assist with the layout and publication of the CSHT newsletter on a quarterly basis.

ARTICLE VIII: APPOINTMENT OF OFFICERS OF EXECUTIVE COMMITTEE

SECTION 1 - PROCEDURE

- A.** Officers volunteer for the various positions/offices on the CSHT Executive.
- B.** Provincial and regional representatives are encouraged to volunteer as Executive committee members every three (3) years, so that there is national representation on the CSHT.

SECTION 2 - REMOVAL / RESIGNATION

- A.** Officers of CSHT may be removed from office with a two-thirds (2/3) vote of the Executive, when just cause has been established.
- B.** Any officer may resign at any time upon written notification to the executive committee.

ARTICLE IX: MEETINGS

SECTION 1 - EXECUTIVE MEETINGS

- A.** The Executive will meet at least FOUR (4) TO SIX (6) times/year at such place and time, as it shall decide.
- B.** The President and the Secretary under particular circumstances can call a special council meeting. Written notice of the meeting shall be emailed to each Executive committee member.

SECTION 3 - ROBERT'S RULES OF ORDER

- A.** The meeting and proceedings of the CSHT shall be regulated and controlled according to the most current *Robert's Rules of Order* for parliamentary procedure, except as may be otherwise provided by the Bylaws.

ARTICLE X: BYLAWS AMENDMENTS

- A.** The Bylaws/Charter may be amended by a two-thirds (2/3) vote of the members of the Executive present. Such amendments shall be submitted at least sixty (60) days in advance of the Executive meeting.
- B.** With unanimous consent of council, the Bylaws/Charter may be amended without a sixty (60) day notification at any regular or special council meeting.

ARTICLE XI: FINANCES

SECTION 1 - SOCIETY EXPENSES

- A.** The constituent member groups shall share expenses of the CSHT equally. Each organization will be responsible for the expenses of its own delegate.
- B.** All the members of council shall serve without pay.

SECTION 2 - AUTHORITY

- A.** The President and / or Treasurer shall hold the signature of the CSHT cheque book.
- B.** The Executive shall have the authority to accept on behalf of the CSHT donations of funds from various sources.
- C.** In the event that the CSHT ceases to function, all funds remaining in the Treasury shall be donated to an organization mutually agreed upon by the presiding executive committee.

SECTION 3 - FEES

- A.** Each constituent member group shall be expected to pay fees as designated by the Executive.
- B.** The Executive may forgive delinquent fees, as it deems appropriate.
- C.** The Executive members shall have their fees waived during the term in which they hold office.

ARTICLE XII: LEGAL REPRESENTATION

A. The President and the Primary Secretary represent the CSHT in areas of justice and civil matters. The one and the other have the whole power to receive charged mail and registered mail and to collect the total of the orders and to manage the current account together with the Treasurer.

ARTICLE XIII: COMMITTEES

SECTION 1 - COMMITTEES AND RESPONSIBILITIES

A. Committees will be struck on an ad hoc basis. Unless otherwise stated in the bylaws, each standing committee will have a chair and any additional members as deemed necessary by the Executive. Once appointed to committee, the term will be determined based on the purpose of the committee, but not to a term longer than three (3) years.

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