

*Constitution*  
*Of the*  
*Ontario Association for Amputee Care*

Article I

The name of this Association shall be the Ontario Association for Amputee Care. This is submitted October 1977.

Article II

The purpose of this Association shall be to create a forum for its members in order to improve the care of amputees in the Province.

Article III

Membership shall be open to all health professionals interested in amputee care.

The boundaries of the Association shall be those of the Province of Ontario.

Voting privileges shall be granted to all members who have current registration in the Association.

Article IV

An annual membership fee shall be paid, such fee to be established by the members at the Annual General Meeting.

A member shall be registered upon payment of the annual membership fee.

## Article V

### Section 1: Officers

The officers of the Association shall be the Chairman, Treasurer and Registrar.

The term of office of all officers shall be one year.

### Section 2: Election

Election of officers shall take place at the Annual General Meetings and they shall take office immediately thereafter.

Nominations may be made to the Chairman prior to, as well as at, the Annual General Meeting, provided that the nominee has accepted the nomination.

Voting shall be by a show of hands, unless a ballot is requested by a majority vote of those present, eligible to vote and voting. A simple majority shall determine the outcome of the vote.

### Section 3: Duties

#### a. Chair

The Chair shall:

1. Have supervision of all the affairs of the Association
2. Appoint the Conference Committee for the Annual Conference.
3. Perform such other duties as usually pertain to the office of the Chair.

#### b. Registrar

The Registrar shall:

1. Maintain the central registry of all current members of the Association
2. Maintain the central registry of historical data, Constitution, and bylaws of the Association.
3. Record and circulate the minutes of the Annual General Meeting to the membership.
4. Circulate correspondence, as deemed necessary by the Chair, on behalf of the Association.
5. Perform such other duties as may be required by the Association.

#### c. Treasurer

The Treasurer shall:

1. Bank all monies received by the Association.
2. Maintain the keeping of accurate records of all financial transactions of the Association.
3. Submit a financial statement to the membership at every Annual General Meeting\*.
4. Perform such other duties as may be required by the Association.

\*In the event that the Treasurer does not attend the Annual General Meeting, his/her delegate shall fulfill this role.

## Article VI

### A. Executive Committee

#### Section 1: Composition

The Executive Committee shall consist of the Chairman of the Annual Conference, Registrar, and Treasurer of the Association.

#### Section 2: Meetings

1. A minimum of one (1) shall be held each year.
2. This meeting shall be called by the Chairman.

#### Section 3: Quorum

At any Executive Committee meeting, a quorum shall consist of a majority of the members.

#### Section 4: Powers

1. The Executive Committee may, at its discretion, exercise all the rights and powers of the Association.
2. Should any office become vacant, the Executive Committee shall have the power to fill any vacancy by appointment.
3. The Executive shall have the authority to appoint such individuals and committees as may be necessary to conduct the business of the Association.

## B. Conference Committee

The annual conference site will be chosen through voluntary submission of intent at the Annual General Meeting of the Association.

### Section 1: Composition

1. The Conference Committee shall consist of the Chairman (for the volunteered site), as well as other members of the Association as may be appointed by the Chairman.
2. The Chairman shall prescribe the duties of those other members appointed to the committee.

### Section 2: Meetings

1. A minimum of one (1) shall be held each year.  
**\*\* amended 2009**
2. This meeting shall be called by the Chairman.

### Section 3: Quorum

At any Conference Committee meeting, a quorum shall consist of a majority of the members.

### Section 4: Duties

1. The Conference Committee shall organize the Annual Conference of the Association.
2. The Conference Committee shall send out a call for papers at least one hundred and twenty (120) days prior to the proposed date of the conference.
3. The Conference Committee shall send out the registration packages at least thirty (30) days prior to the proposed date of the conference.
4. The Conference Committee shall keep an accurate record of all financial transactions of the Annual Conference, and submit to the Treasurer of the Association.

## Article VII

### Annual General Meeting

#### Section 1: Notification

1. An Annual General Meeting shall be held.
2. Notice of the Annual General Meeting shall be given to the members thirty (30) days prior to the proposed date of the meeting.
3. The meeting shall be announced by the Chairman of the Conference Committee.

#### Section 2: Quorum

At all Annual General Meetings, ten (10) members shall constitute a quorum, provided that the Conference Committee members do not constitute a majority of the members present.

#### Section 3: Voting

1. In all cases, a majority vote of those present eligible to vote and voting shall decide all questions put to the vote.
2. Voting may be by a show of hands, unless a ballot is requested by a majority vote.
3. A simple majority shall determine the outcome of the vote.

## Article VIII

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

## Amendments

Note 1(1992): Article V, Section 3(b) – A central registry is to be established, to be based in Toronto. This registry will hold the current OAAC membership mailing list, as well as the OAAC Constitution, and any other historical items deemed pertinent to the Association.

Note 2 (1992): Article V, Section 3(b) – The minutes of the Annual General Meeting will be distributed within three months of the meeting date to the general membership by the Registrar.

Note 3 (1994): Article V, Section 3(b) – The Registrar shall have an annual budget of \$100 to maintain the registry.

Note 4 (1995): Article VI, B, Section 4(5) – The Conference Committee must submit all funds post conference to the office of the Treasurer (profit or loss).

Note 5 (1995): Article V, Section 3(d) – Positions of the Registrar and Treasurer are to be reviewed at the Annual General Meeting.

If the current officers wish to remain, voting may be by a show of hands. A simple majority shall determine the outcome of the vote.

If the current officers wish to retire, nominations should be submitted to the current Chair of the Conference Committee. Voting may be by a show of hands. A simple majority shall determine the outcome of the vote.

Note 6 (2009): Article VI, B, Section 2(1) – A minimum of one annual general meeting shall be held on a biennial basis.