

**PARAMEDIC ASSOCIATION
OF NEW BRUNSWICK**

BY-LAWS

October 15, 2015

BY-LAWS
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PARAMEDIC ASSOCIATION OF NEW BRUNSWICK

BY-LAWS

DEFINITIONS

In these by-laws and in any rules made by the Board unless the context otherwise requires;

“Act” means the Paramedic Act;

“advanced care paramedic” means a paramedic whose name is entered in the specialists register as an advanced care paramedic; [Oct. 16, 2010]

“Association” means the Paramedic Association of New Brunswick;

“Board” means the Board of the Association;

“director” means voting member on the Board which includes the President, Vice-President, Immediate Past President, Treasurer, Secretary, Chapter Representatives and Lay Representatives;

“member” means a paramedic and any person whose name is entered in the temporary register or in any of the rosters established and maintained pursuant to the Act, the by-laws and rules;

“officer” means a member who holds the office of President, Vice-President, Immediate Past President, Secretary, Treasurer, or Registrar;

“paramedic” means a person whose name is entered in the register;

“prescribed” means prescribed by by-laws and rules made under the Act by the Board;

“professional misconduct” includes the acts or omissions specified in the Act;

“register” means the register kept pursuant to paragraph 10(1)(a) of the Act;

“Registrar” means the person holding the office of Registrar under subsection 9(2) of the Act;

“registration” means the entry of the name of a person in the register;

“rosters” means the rosters kept pursuant to paragraph 10(1)(d) of the Act;

“rule” means a rule made by the Board pursuant to section 6 of the Act;

“specialist” means a paramedic whose name is entered in the specialists register as an advanced care paramedic and is the holder of an advanced care paramedic registration certificate/membership card issued by the Registrar; [Oct. 16, 2010]

“specialists register” means the specialists register kept pursuant to paragraph 10(1)(c) of the Act; [Oct. 16, 2010]

“temporary register” means the register kept pursuant to paragraph 10(1)(b) of the Act;

Any words importing the singular number shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neuter genders and vice versa wherever the context so requires.

Any words used in these by-laws or in the rules which are defined in the Act shall have the meaning set out in the Act.

BY-LAW NO. 1

HEAD OFFICE AND FISCAL YEAR

- 1.01** The head office of the Association shall be at such place as may be determined by the Board from time to time by rule. All notifications, notices, correspondence and any other directions shall be made to the Association or the Board at the head office.
- 1.02** The fiscal year of the Association shall terminate on the 31st day of December in each year, which date may be changed from time to time by resolution of the Board.

BY-LAW NO. 2

SEAL

- 2.01** The corporate seal of the Association shall be in such form as the Board may approve from time to time.

BY-LAW NO. 3

OFFICERS

- 3.01** The officers of the Association shall be the President, Vice-President, Immediate Past President, Secretary, Treasurer, and Registrar.
- 3.02** The President and Treasurer shall be elected bi-annually in odd numbered years and the Secretary and Vice-President shall be elected bi-annually in even numbered years by the members of the Association at the annual meeting of the Association.
- 3.03** The Registrar shall be appointed by the Board, shall be a paramedic, shall not be a member of the Board of the Association and shall hold office during the pleasure of the Board.
- 3.04** The Immediate Past President shall serve as an officer during the period in which his/her successor remains in office.
- 3.05** Subject to section 3.06 if any vacancy in any of the offices of the Association shall occur for any reason the Board shall fill such vacancy and such person shall hold office until his/her successor is elected or appointed.

- 3.06** If a vacancy occurs in any office the Board shall fill the vacancy and such person shall hold office until the end of the next following annual meeting at which meeting an election will be held to fill the vacated offices.
- 3.07** Upon termination of office, all officers of the Association shall promptly surrender all books, seals, monies, and other properties of the Association to his/her successor or to any officer of the Association and no later than 30 days after his/her term of office has expired.

BY-LAW NO. 4

DUTIES OF OFFICERS

4.01 President

The President shall,

- (a) be the Chief Executive Officer of the Association,
- (b) preside at all meetings of the Association and Board,
- (c) supervise the affairs of the Association,
- (d) prepare the agendas of general and Board meetings,
- (e) establish dates of meetings,
- (f) answer correspondence of the Association when required,
- (g) act as a signing officer,
- (h) perform such other duties as may be delegated to him/her under the by-laws or by the Board for the efficient management of the Association,
- (i) be an ex officio member of all committees, and
- (j) have a second casting vote in the event of a tie at any meeting at which he/she presides.

4.02 Vice-President

The Vice-President shall,

- (a) assume the duties of the President in his/her absence or inability to act,
- (b) act as a signing officer,
- (c) be an ex officio member of all committees, and

- (d) perform such other duties as may be delegated to him/her under the by-laws or by the Board for the efficient management of the Association.

4.03 Secretary

The Secretary shall,

- (a) arrange for the maintenance of all records of the Association,
- (b) take and maintain minutes of all general and Board meetings,
- (c) act as a signing officer, and
- (d) perform such other duties as may be delegated to him/her under the by-laws or by the Board for the efficient management of the Association.

4.04 Treasurer

The Treasurer shall,

- (a) collect and disburse the funds of the Association with the approval of the Board,
- (b) present a report and the Annual Financial Statements at the annual meeting,
- (c) prepare and administer the Association Budget,
- (d) be the Chairperson of the Admin & Finance Committee,
- (e) act as a signing officer, and
- (f) perform such other duties as may be delegated to him/her under the by-laws or by the Board for the efficient management of the Association.

4.05 Immediate Past President

The Immediate Past President shall,

- (a) serve as a consultant to the Board,
- (b) act as a signing officer, and
- (c) perform such other duties as may be delegated to him/her by the President or the Board for the efficient management of the Association.

4.06 Registrar

The Registrar shall,

- (a) issue a certificate of registration to registered members and a certificate and/or written notification of membership to all other members upon admission to membership and from time to time and in such form or forms as the Board may approve by resolution, to such persons who have met the requirements of the Act, by-laws and rules and have paid all required fees,
 - (b) issue annually a renewal of registration and membership in such form or forms as the Board may approve by resolution, to such persons who have met the requirements of the Act, by-laws and rules and have paid all required fees,
 - (c) accurately keep or cause to be kept the register, temporary register and rosters of the Association and shall record or cause to be recorded all information required to be kept in such registers and rosters,
 - (d) perform all duties and exercise all powers assigned to the Registrar in the Act, by-laws and rules and perform such other duties and exercise such other powers as may be directed from time to time by the Board,
 - (e) deliver to his/her successor in office all books, papers and other property of the Association and Board, and
 - (f) act as a signing officer.
- 4.07** All certificates of registration and membership and all renewals of registration or membership, in such forms as the Board may approve, shall be and remain the property of the Association and shall be returned to the Association immediately upon demand by the Registrar.
- 4.08** The Board may appoint an Executive Director to carry out such duties as the Board may direct from time to time for the efficient management of the Association and to be responsible for the business affairs of the Association not otherwise committed to the Board or the officers. The Registrar shall carry out all the duties of the Executive Director until such time as a person is appointed to a separate Executive Director position by the Board.

BY-LAW NO. 5

PAYMENT OF EXPENSES OF OFFICERS, DIRECTORS AND COMMITTEE MEMBERS

- 5.01**
- (a) The reasonable out-of-pocket expenses of officers, directors and persons acting on committees of the Association, incurred while carrying out business on behalf of the Association shall be paid by the Association subject to such rules as may be prescribed by the Board from time to time.
 - (b) The Board may by resolution approve the payment of a per diem allowance to the directors and the members of the Complaints, Fitness to Practice and Discipline Committees who are not members of the Association.

- (c) The Board may by resolution approve the payment of an allowance for wage maintenance for directors, the Complaints Committee, the Discipline Committee and the Fitness to Practise Committee if wages are lost by such persons in order to attend to their duties on behalf of the Association.

BY-LAW NO. 6

MEETINGS

6.01 Annual

The annual meeting of the Association shall be held each year on such date and at such place as the Board may determine.

6.02 Special

Special meetings of the Association shall be convened by order of the President or on written demand signed by five percent of the registered members at such time and place as may be determined by the President and in no case later than 90 days following receipt of such written demand by the President.

6.03 Board

- (a) Face-to-face meetings of the Board shall be held at least three (3) times yearly at any time or place determined by the President.
- (b) Additional meetings of the Board shall be determined by the President, and shall be held on the written request of two directors, at a time and place determined by the President, and in no case later than 30 days following receipt of such written request by the President.
- (c) The Registrar of the Association shall be permitted to attend meetings of the Board as an observer.

6.04 Notice of Annual, General and Special Meetings of the Association

- (a) Notice of annual, general or special meetings of the Association shall be mailed, telegraphed or delivered to each member of the Association at his/her last known address in New Brunswick at least 14 days before the holding of the meeting and the notice shall designate the time and place of such meeting.
- (b) In the case of a special meeting of the Association, such notice shall specify the nature of the proposed business to be transacted and no other business shall be transacted at such meeting or any adjournment thereof.

6.05 Notice of Board Meetings

- (a) Notice of the time and place of Board meetings shall be given to each Board Member not less than ten (10) days before the date of such meeting.
- (b) Notwithstanding the foregoing, a meeting of the Board may be held at any time or place without formal notice if all Board of Directors are present or have waived notice of the meeting.
- (c) Notwithstanding the foregoing, a meeting of the Board shall be held each year following the annual meeting.

6.06 Quorum – Association, Board, Committees

The Quorum for meetings shall be in the case of,

- (a) The Association – 25 registered paramedics in good standing,
- (b) the Board – a majority of the directors, provided that at least two (2) of the President, Vice-President Secretary and Treasurer shall be present, and [October 18, 2014]
- (c) Committees - unless otherwise provided, a majority of the members of the Committee.

6.07 Voting

- (a) Unless otherwise provided by the Act, by-laws or rules, voting on any question at any meeting of the Association, the Board or any committee shall be determined by the majority of votes cast on such question.
- (b) Subject to paragraph 6.07(c), voting at all meetings of the Association shall be by show of hands unless ten (10) registered members present in person request a secret ballot in which case the President shall appoint three (3) scrutineers for the purposes of taking the secret ballot.
- (c) Voting for the election of officers shall be by secret ballot in accordance with the provisions of section 6.09 and such rules which may be made by the Board.
- (d) Voting rights at members meetings shall be one vote per registered member in good standing.
- (e) A member may, by means of a written proxy, appoint a proxy holder to attend and act at a specific meeting of members, in the manner and to the extent authorized by the proxy, whether relating to specific or non-specific business items. A proxy holder must be a registered member of the Association. No one member will be allowed to carry more than five proxy votes. The Board may approve a form of proxy to be used by members.

6.08 Procedure

- (a) Subject to the by-laws and rules, the procedure at meetings of the Association and the Board shall be governed by the latest edition of Roberts Rules of Order.
- (b) If within half an hour of the time appointed for the annual or a general or special meeting of the Association a quorum is not present the President shall in the case of an annual meeting call another meeting for such time and place and subject to such notice requirements as he/she shall determine and in the case of a special or general meeting the meeting shall be dissolved.
- (c) At any meeting at the discretion of the President the rules of order may be suspended to facilitate discussion.

6.09 Elections

- (a) Only registered members shall be eligible to stand for office.
- (b) The election of Officers shall be held at the annual meeting of the Association by a secret ballot of registered members present in person or represented by proxy issued in accordance with the rules. A majority vote of the ballots cast by registered members shall be sufficient to elect.
- (c) Each nominee shall consent, either verbally or in writing, to the President to allow his/her name to stand on a ballot.
- (d) The President will announce the election results.

6.10 Online Voting [Sept. 8/11]

Notwithstanding the provisions of by-laws 3, 6 and 9, and any other provision of the by-laws, in addition to voting in person or by proxy at a meeting of the Association in accordance with the by-laws, voting on any question at a meeting of the Association and voting for the election of any officer or director of the Association may be conducted by a system of online voting approved by the Board by resolution from time to time or as set out in the rules. [Sept. 8/11]

BY-LAW NO. 7

EXECUTION OF DOCUMENTS AND ACCOUNTING

- 7.01** Contracts, documents, cheques or other instruments in writing requiring the signature of the Association may be signed by any two of the President, Vice-President, Immediate Past President, Registrar, Treasurer and Secretary, and the corporate seal may be affixed thereto and all contracts, documents and instruments in writing so signed shall be binding upon the Association without further authorization or formality. The Board shall have power from time to time by resolution to appoint any officer or officers on behalf of the

association either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

- 7.02** The accountant of the Association shall be appointed annually by the Board and shall be a chartered accountant or certified general accountant.
- 7.03** The Board shall cause to be kept proper records and accounts of all transactions of the Association.
- 7.04** A copy of the Annual Financial Statements, approved by the Board and prepared by the accountant, shall be available to each member at the annual meeting.

BY-LAW NO. 8

FEEES

- 8.01** Annual membership fees for registered members, which shall include the premiums for professional liability insurance, shall be in such amounts as may from time to time be determined by a resolution of the Board.
- 8.02** The Board may from time to time determine all other fees, dues and assessments for all other matters including annual fees for other categories of membership and initial admission or registration fees, late filing fees, examination fees and administrative fees of any kind payable by any category of membership by an ordinary resolution of the Board.
- 8.03** Effective January 1, 2010 and thereafter, all annual fees are due on January 1st in each year and the Registrar shall send an overdue notice to any member failing to pay his/her fees by that date.
- 8.04** On or before the 1st day of December in each year the Registrar shall send, by mail or otherwise, to each person liable to pay an annual fee, a notice with respect to such fees.
- 8.05** If the membership or registration fees and a completed renewal application in such form as may be prescribed by the rules are not received at the office of the Registrar on or before January 1st in any year from a member the Registrar shall not consider any renewal application until such time as the applicant has paid such late filing fees as may be set by the Board from time to time.
- 8.06** Effective January 1, 2010, if a member has not filed the required renewal application together with the applicable annual fee by January 15th in any year, together with all late filing fees due, the name of the member shall be struck from the register or the roster and in the case of registered or temporary members the Registrar shall forthwith send a notice to the member's employer, if known, notifying him/her that the member is no longer entitled to practice as a paramedic or to hold himself/herself out as such.
- 8.07** Membership in the Association shall expire on January 15th in each year unless renewed prior to that date and each person whose membership has expired shall enjoy none of the rights and privileges of a member.

BY-LAW NO. 9

BOARD

- 9.01** (a) The Board shall be composed of:
- (i) the President;
 - (ii) the Vice-President;
 - (iii) the Immediate Past President;
 - (iv) the Secretary;
 - (v) the Treasurer;
 - (vi) two directors who shall not be members of the Association, appointed by the Minister in accordance with the provisions of the Act; and
 - (vii) subject to the requirement in section 4 of the Act that there shall not be less than nine and not more than fifteen directors, a minimum of four and a maximum of eight directors representing Chapters 1 to 4 elected in accordance with the by-laws and rules respecting Chapters.
- (b) The term of office for the directors mentioned in subparagraph 9.01(a) (vi) shall be two years.
- (c) The method of nominating Board of Directors and the method of holding and conducting elections of directors shall be as set out in the rules from time to time.
- 9.02** Subject to section 9.04, the term of office of all members of the Board, whether appointed or elected, shall commence and be effective immediately following the meeting at which he/she is elected.
- 9.03** The office of director shall become vacant:
- (a) if the director ceases to reside in New Brunswick;
 - (b) if the director becomes bankrupt under the provisions of the *Bankruptcy and Insolvency Act*;
 - (c) if an order is made declaring the director to be mentally incompetent or incapable of managing his/her affairs;
 - (d) if a director is convicted of a criminal offence by indictment; or
 - (e) upon receipt by the Secretary of the written resignation of the director effective on the date specified in the resignation.

- 9.04**
- (a) If any vacancy on the Board occurs, the Board may fill such vacancy.
 - (b) Any person appointed to fill a vacancy shall hold office until his/her successor whether appointed or elected, commences his/her term of office.
 - (c) If any director fails to attend three consecutive meetings of the Board without valid cause after being duly advised of the holding of such meetings, the Board may declare his/her position to be vacant and may appoint another person to fill the vacancy so created.
- 9.05**
- (a) Pursuant to section 6 and paragraph 5(1)(o) of the Act the Board may by resolution make, amend or repeal rules regulating any aspect, subject or matter of the business and affairs of the Association and the practice of paramedicine as may be governed by by-law, including such appeals, subjects or matters described in paragraphs 5(1)(a) to (r) inclusive of the Act and any such rule shall be valid, binding and effective from the date of the resolution of the Board until amended or repealed by an ordinary resolution at an annual, or special meeting of the Association called for the purpose of considering the same.
 - (b) No motion for the repeal or amendment of a rule at the instance of a member pursuant to the Act shall be considered at an annual, special or other meeting of the Association unless a Notice of Motion in writing signed by the proponent of the motion and setting out the exact wording of the proposed motion has been given to the Association not later than 60 days prior to the date of the meeting at which the motion is to be considered. Such Notice of Motion shall be forwarded to the members by the Association at least 25 days prior to the meeting at which it is to be considered.
- 9.06** The Board and any committee of the Board or the Association may conduct meetings by telephone or other communication facilities provided that a notice of meeting by telephone or other communication facilities has been given not less than three days before the date of such meeting or such notice has been waived. The minutes of any action, decision, order or determination taken or made by a meeting held by telephone or other communication facilities shall be made part of the minutes of the Board or committee, as the case may be.

9.07 Indemnity of Directors and Officers

Every director, committee member, agent or officer of the Association and his/her heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against;

- (a) all costs, charges and expenses whatsoever which such director, committee members, agent or officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her, for or in respect of any act, deed, matters or things whatsoever made, done or

permitted by him / her, in or about the execution of the duties of his/her office;
and

- (b) all other costs, charges and expenses which he/she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own willful neglect or default.

BY-LAW NO. 10

COMMITTEES

10.01 The Association shall maintain the following standing committees:

- (a) Executive Committee,
- (b) Complaints,
- (c) Discipline,
- (d) Fitness to Practise
- (e) Admin & Finance,
- (f) Legislation,
- (g) Public Relations.

10.02 The Complaints Committee shall be appointed in accordance with the provisions of the Act and By-laws with respect to such committee.

10.03 The Chairperson of the Discipline Committee and the members thereof shall be appointed in accordance with the provisions of the Act and by-laws with respect to such committee.

10.04 The Board shall establish, maintain and appoint such other committees as it from time to time deems necessary or expedient.

10.05 Unless otherwise expressly provided, the Board may fill any vacancy on any committee and any person appointed to fill such a vacancy shall hold office.

10.06 Except as otherwise expressly provided the Board may from time to time appoint an additional member or members to any committee.

10.07 The Board may make rules respecting the duties, conduct and proceedings of committees.

10.08 Pursuant to subsections 9(5) and (6) of the Act, the Executive Committee shall consist of the elected officers of the Association and may under the provisions of the Act exercise any of the powers and privileges of the Board between meetings of the Board or at such other times as may be deemed necessary by the Executive.

BY-LAW NO. 11

COMPLAINTS

Complaints Committee

11.01 The Complaints Committee shall be composed of two registered members in good standing with the Association and one person who is not a member of the Association appointed by the Board to represent the public.

- 11.02**
- (a) The Board shall appoint the members of the Complaints Committee for terms of three (3) years and may establish staggered terms.
 - (b) The registered members of the Complaints Committee shall have at least two (2) years work experience in his/her respective field, and shall have two references who can attest to the member's reputation for demonstration of fair and just conduct and respect for confidentiality.
 - (c) In the event of a vacancy for any reason, or an inability of a committee member to participate at any time, the Board shall fill such vacancy forthwith for an ad hoc term or for a new three (3) year term as the case may be.

BY-LAW NO. 12

DISCIPLINE AND FITNESS TO PRACTISE

Discipline and Fitness to Practise Committees

12.01 The Discipline Committee and the Fitness to Practise Committee (hereinafter referred to as a "Committee") shall each be composed of:

- (a) at least three paramedics;
- (b) at least one person who is not a member of the Association;

and none of whom shall be a member of the Board.

- 12.02**
- (a) The Board shall appoint the members of the Committee, including the Chairperson and the Vice-Chairperson, for terms of two years provided that two (2) members of the first Committee shall be appointed for initial terms of three years and the Board may establish staggered terms.
 - (b) The Board shall appoint the Chairperson of the Committee and a Vice-Chairperson to serve in the place of the Chairperson in the event of his/her absence or inability to act at any time.
 - (c) In the event of any vacancy for any reason on the Committee, the Board shall fill such vacancy forthwith for the unexpired term of the vacated member.

- (d) Each of the paramedics who are members of the Committee shall have at least two (2) years work experience in their respective fields.

12.03 Upon receiving a complaint in writing signed by the complainant, the Chairperson of the Committee shall:

- (a) if he/she deems it advisable, appoint a panel of three (3) members of the Committee to consider and investigate the complaint. Each panel shall consist of the Chairperson or the Vice-Chairperson, the committee member mentioned in 12.01 (b) and one (1) other member of the Committee;
- (b) cause the Registrar to:
 - (i) notify the member in writing that a complaint has been received by the Committee and that an investigation is being conducted;
 - (ii) forward a copy of the complaint to the member and request the member to state his/her language preference;
 - (iii) request and obtain such information, documents, evidence and things as he/she considers necessary for the purposes of the Committee and prepare and deliver to the Committee such information, documents, evidence and things; and
 - (iv) upon completion of such preliminary matters deemed necessary by the Registrar, set a date for the first hearing of the Committee and notify the member of the said date in accordance with the provisions of paragraph 28(1)(g) of the Act.

12.04 When the Committee has made a determination, decision or order pursuant to subsection 26(9) of the Act, the Committee shall forward to the Board, the member against whom the complaint was made and the complainant a report of its determination, decision or order, signed by the members of the Committee concurring therein.

12.05 Each panel of the Committee shall constitute a quorum and shall act for, carry out and exercise all the duties and powers of the Committee. In the event that the Committee issues a reprimand, the reprimand shall remain in the file of the Member for a minimum period of 2 years following the issuance of the reprimand, or for a period that has been determined by the Committee. In the event that the Committee issues a reprimand, the reprimand shall remain in the file of the Member for a minimum period of 2 years following the issuance of the reprimand, or for a period that has been determined by the Committee. [Oct. 19/13]

12.06 (a) Both the complainant and the member against whom a complaint is made have the right to be represented at any hearing by legal counsel, at their own expense.

- (b) The Committee shall make such record of the evidence presented to it in such manner and form as it deems expedient and the Committee shall not in any case be obligated to keep or prepare a verbatim transcript of evidence.
- (c) It is the duty of the member against whom a complaint is made to appear at all hearings but in the event of non-attendance the Committee upon proof of mailing or service of notice of such hearing, may proceed in the same way as though the member were in attendance.

12.07 When the Committee has made a determination, decision or order pursuant to subsection 26(9) of the Act or a decision respecting an application under subsection 12.08 hereof, the Committee shall notify any persons, including the public generally, as it deems expedient or necessary, of its determination, decision or order in such manner and form as it deems expedient.

12.08 Reinstatement

- (a) The Committee or a panel thereof shall consider all applications for reinstatement of registration, membership or right to practice after revocation or suspension and all applications for removal or alteration of conditions, restrictions or limitations imposed on a member's registration, membership or right to practice (hereinafter collectively referred to as "sanctions") and shall make such investigations and conduct such hearings it deems necessary for the consideration of such applications.
- (b) A panel of the Committee appointed to consider an application under subsection 12.08(a) shall be appointed in the manner set out in subsection 12.03(a) with such modifications as are necessary.

12.09 No application under section 12.08 may be made to the Committee within twelve (12) months from the date on which sanctions were imposed or within twelve (12) months from the date of the determination of any previous application under subsection 12.08.

12.10 The Committee shall determine its own rules of procedure with respect to applications made under section 12.08.

- 12.11** (a) The Committee shall not consider any application made under section 12.08 unless:
- (i) the application is in writing and is signed by the applicant;
 - (ii) the application sets out the grounds of the application, the remedy or order sought and the remedial measures taken by the applicant;
 - (iii) the applicant has paid all fees determined by the Board by resolution from time to time; and

- (iv) the applicant has complied with any requirements set out in the rules will respect to such applications
- (b) The Committee may dismiss the application made under section 12.08 or may make such decision, order or determination as it deems appropriate.
- (c) When the Committee has made a decision, order or determination with respect to an application under section 12.08 the Committee shall forward to the Board and the applicant a copy of its decision, order or determination signed by the members of the Committee concurring therein.

BY-LAW NO. 13

RULES OF CONDUCT

- 13.01** (a) The Code of Values and Ethics and the Code of Professional Standards approved by the Board from time to time are incorporated herein as by-laws by reference and hereafter referred to as the Association's Rules of Conduct.
- (b) In the case of conflict between the Rules of Conduct and the other provisions of the by-laws, the other provisions of the by-laws shall have precedence.

13.02 No member shall act or practice or permit anything to be done on his/her behalf contrary to the Rules of Conduct.

13.03 When any member

- (a) fails to do anything required by the Rules of Conduct;
- (b) does anything or permit anything to be done which is not permitted by the Rules of Conduct; or
- (c) breaches any provision of the Rules of Conduct; or any combination thereof;

the Registrar shall upon becoming aware of such conduct immediately complete, sign and deliver a complaint with respect to the member to the Complaints Committee.

BY-LAW NO. 14

REGISTRATION AND MEMBERSHIP

14.01 Categories of Membership

There shall be the following four (4) categories of membership in the Association:

- (a) registered members,
- (b) temporary members,

- (c) non-practising members,
- (d) honorary members.

14.02 Registered Members

- (a) Registered members shall be those persons whose names are entered in the register, who have complied with the requirements of the by-laws and rules and have paid all required fees.
- (b) Registered members shall be entitled, subject to the by-laws and rules:
 - (i) to receive notice of, attend and participate in meetings of the Association and to receive copies of any regular bulletins or publications issued by the Association;
 - (ii) upon election or appointment, to hold office and to nominate persons to hold office in the Association;
 - (iii) upon election or appointment, serve on committees of the Association;
 - (iv) to the right to vote;
 - (v) to full membership rights; and
 - (vi) to carry out and perform the scope of practice, functions and tasks set out in the most recent National Competency Profile for Primary Care Paramedics issued by the Paramedic Association of Canada. [Nov. 21/11]
- (c) Registered membership shall be renewed annually in accordance with the by-laws and the rules and applicants for renewal of registration shall file with the Registrar a completed renewal application in such form as the Board may approve from time to time and provide such additional information as the Registrar may reasonably require.
- (d) All new applicants for registered membership shall comply with such requirements as may be prescribed and shall:
 - (i) submit proof of graduation from a program of paramedic training accredited by the Canadian Medical Association or an equivalent program as assessed by the Registrar;
 - (ii) submit a completed Application for Registration in the form approved by the Board;

- (iii) pay all required registration fees;
 - (iv) provide a copy of a valid CPR level C card issued within the preceding year;
 - (v) provide a current (within the last 60 days) copy of a criminal background check (including a vulnerable sector screening); and
 - (vi) undertake to enter the Paramedic Integration Process and pay all applicable fees. [Nov. 21/11]
- (e) Non-practising members must complete a re-entry training program or submit proof of compliance with the standards of continuing education as set forth in the rules upon application for registration.
- (f) Effective January 1, 2010 all registered members must participate in the continuing competency program approved by the Board and for renewal of registration commencing January 1, 2011 shall submit the self-assessment tool forming part of the continuing competency program together with such learning plans as are identified by completion of the self-assessment tool and as otherwise required by the terms of the continuing competency program.

14.02.1 Advanced Care Paramedic Members [Oct. 16/10]

- (a) Advanced care paramedic members shall be registered paramedics whose names are entered in the specialists register and
- (i) who have successfully completed an advanced care paramedic education program accredited by the Canadian Medical Association or an equivalent program as assessed by the Registrar;
 - (ii) who submit proof of completion of a qualifying advanced care paramedic education program as may be required by the Registrar;
 - (iii) who have complied with all of the requirements of the Act, by-laws and rules respecting registered members and such additional requirements in the by-laws and rules applicable to advanced care paramedics.
- (b) Advanced care paramedics are eligible for renewal of registration upon completion of all requirements for renewal applicable to registered members, including continuing competency program requirements.
- (c) In addition to the rights and privileges of registered members, advanced care paramedics are entitled:
- (i) to use the designations “Advanced Care Paramedic” or “ACP” in accordance with any requirements set out in the rules, and

- (ii) to carry out and perform the scope of practice, functions and tasks set out in the most recent National Competency Profile for Advanced Care Paramedics issued by the Paramedic Association of Canada.
- (d) There is no additional fee for entry in the specialists register as an advanced care paramedic and the Registrar shall annually issue or cause to be issued a licence or certificate of registration/membership card indicating that the person is registered as an advanced care paramedic with the Association. [Oct. 16/10]

14.03 Temporary Members

- (a) Temporary members shall be those persons whose names are entered in the temporary register, who have complied with the requirements of the by-laws and the rules and have paid all required fees.
- (b) With respect to rights in the Association, other than the right to practice as set out in the Act, by-laws and rules, temporary members shall be entitled to the rights of non-practising members.
- (c) Registration in the temporary register shall be issued and renewed at such intervals and subject to such conditions, limitations and restrictions as may be set out in the rules.
- (d) No person shall be entitled to have his name entered in the temporary register for a period exceeding six (6) months within any twelve (12) consecutive months.

14.04 Non-Practising Members

- (a) Non-practising members shall be those persons who are former members or are persons eligible for membership in the Association, whose names are entered in the non-practising members roster, who have complied with the requirement of the by-laws and the rules and have paid all required fees.
- (b) Non-practising members shall be entitled;
 - (i) to receive notice of and attend meetings of the Association and to receive copies of any regular bulletins or publications issued by the Association; and
 - (ii) to serve, upon appointment, on committees of the Association in accordance with the by-laws and rules.
- (c) Non-practising members shall have no voting or other rights at meetings of the Association except as otherwise provided herein and shall not be eligible for nomination to any office of the Association.

- (d) Non-practising membership shall be renewed annually in accordance with the by-laws and the rules.

14.05 Honorary Members

- (a) Honorary members shall be those persons whose names are entered in the roster of honorary members pursuant to a resolution of the Board.
- (b) Honorary members may be awarded to persons who have made outstanding contributions to the Association or the practice of paramedicine;
- (c) Honorary members shall be entitled to the rights of non-practising members.

14.06 Registration Qualifications

The qualifications for registration or membership in the Association in existence at the coming into force of these by-laws except to the extent they are inconsistent with the by-laws shall continue to be the qualifications required for registration and membership and shall be deemed to be rules of the Board. The Board may from time to time as it deems necessary or expedient make rules respecting the qualifications for registration and membership.

14.07 Resignation

A member may resign in good standing by a resignation submitted in writing to the Association provided that all indebtedness of the member to the Association has been paid in full. A member whose resignation is received within 30 days of January 31st in any year shall not be liable for the annual fees or late filing fees with respect to amounts due on January 1st of that year.

14.08 Readmission

14.09

A former member who has resigned and who is not indebted to the Association may apply for readmission to membership in accordance with the rules provided that a former member who applies for readmission within 12 months of resignation shall pay all fees, including late filing fees, that would have been due for the preceding year if the member had not resigned. All applicants for readmission shall be required to complete a re-entry training program or meet the requirements of continuing education as set forth in the rules or an equivalent program as assessed by the Registrar.

BY-LAW NO. 15

CHAPTERS

15.01 Boundaries

The membership shall be organized into four (4) Chapters. The boundaries of the Chapters will coincide with the boundaries of Ambulance New Brunswick Administrative Area Boundaries. [Oct. 19/13]

15.02 Chapter Membership

To join a Chapter, a member must live or work as a Paramedic within the Chapter boundaries. [Oct. 19/13]

15.03 Chapter Authority

Chapters may develop their own administrative by-laws (see Model Chapter By-laws in Appendix A) provided that no Chapter by-law shall supersede, or be inconsistent with the Association's by-laws or rules made by the Board. Adopted or amended Chapter by-laws shall be submitted to the Board for approval prior to implementation. [Oct. 15/15]

15.04 Chapter Meetings

- (a) Chapters shall hold an annual meeting in the month before the Association's annual meeting.
- (b) Notice to the membership of the annual Chapter meeting shall be no less than fifteen (15) days prior.
- (c) The purpose of the annual Chapter meeting shall be the election of such number of Provincial representatives (directors), as permitted in accordance with By-law No. 9, the election of a Chapter Executive, the adoption and amendment of Chapter by-laws, the review of committee and Executive reports, and any other business as determined by the Chapter Executive.
- (d) Emergency meetings may be called by the Chapter Executive. Allowance must be made for sufficient notification of the membership in the case of emergency meetings
- (e) The members of a Chapter may, by resolution passed by at least two-thirds of the votes cast at a special meeting of members of their respective Chapter called for the purpose, remove a director representing their Chapter before the expiration of his/her term of office and may, by a majority of the votes cast at such meeting, elect any member in his/her stead for the remainder of his/her term.. [Oct. 15/15]

BY-LAW NO. 16

EDITORIAL CHANGES

16.01 Whenever amendments are made to the by-laws or rules, consequential editorial changes may be made to the by-laws or rules by the Board, as required.

APPENDIX A

MODEL CHAPTER BY-LAW PROVISIONS [Oct. 19/13]

Article One: Administration

Section One: Name

The name of the Chapter hereinafter called Chapter ____ <respective chapter number>

Section Two: Terminology

In these By-laws, unless the content requires otherwise “Chapter” means the paramedics in the respective Chapter.

Section Three: Boundaries

<Define boundaries of specific Chapter>

*Note: The boundaries of the Chapters will coincide with the boundaries of their respective Ambulance New Brunswick Administrative Area Boundaries.

Section Four: Authority

In accordance with the Association by-laws, a Chapter may provide within its by-laws for Chapter Administration, provided that no Chapter by-law shall supersede, or be inconsistent with the Association by-laws or rules.

Section Five: Procedures

Except as herein provided otherwise, in all matters of procedure, the Chapter shall be governed by the latest edition of Robert’s Rules of Order and the Association’s by-laws and rules.

Section Six: Amendments

Amendments to these by-laws may be made at any Annual Chapter Meeting by a 2/3 majority vote of the members present and voting. By-law amendments are subject to the approval of the Association’s Board prior to implementation.

Section Seven: Annual Update

It shall be the Chapter's President's responsibility to ensure that these by-laws are updated as needed at a designated annual meeting, and the membership be notified of said meeting 30 days before said meeting.

Article Two: Chapter

Executive Section one: Officers

The Chapter Executive shall consist of the Provincial Representatives, Chapter President, Chapter Vice-President, Chapter Secretary and Chapter Treasurer. The Provincial Representatives may serve any position of the Executive, but are not obligated to do so. This is to ensure fullest participation of the membership.

Section Two: Qualifications

In order to be an officer of the Chapter, said member must be in good standing and must live or work in said Chapter.

Section Three: Duties

- i) President:** Member that shall be the presiding officer over Chapter meetings. May also be a Provincial Representative, but the main duty is to oversee the day-to-day operations of the Chapter. The President will also be one of three signing officers for the Chapter. The third signing officer will be assigned by the President, and will be selected from either the Vice-President or Secretary.

- ii) Vice-President:** Member that shall assist the President in the operations of the Chapter. This position may, as well be a Provincial Representative, but the main concern should be Chapter Business. The Vice-President may also be the third of three signing officers for the Chapter.

- iii) Treasurer:** Member that keeps the Chapter's monies and books. He/she shall report this information to the Chapter at its meetings. The Treasurer will also be one of three signing officers for the Chapter. The Chapter Treasurer will not be the Provincial Treasurer in order to avoid conflict of interest.

- iv) Secretary:** Member that keeps record of the Chapter's meetings and other business and reports same to the membership at Chapter meetings. The secretary will also receive all correspondence and communications pertaining to Chapter business, and will report same to Executive and Members as required. The secretary may also serve as the third of three signing officers for the Chapter.

Section Four: Term of Office

Each officer shall assume office for one year. The term to start one meeting before the Provincial Annual General Meeting. The officers shall remain in office until re-elected or replaced at the meeting before the next Provincial AGM.

Section Five: Vacancies in Office

In the event of a vacancy in any of the offices except President, the vacancy may be filled by appointment by the President if the remainder of the vacant term is less than six months. If the remaining term is six months or more an election will take place to fill the vacant position. In the event the President's position becomes vacant then the Vice-President will assume the role of President and the Vice-Presidency will be filled as described above.

Article Three: Regular & Annual

Meetings Section one: Dates of Meeting

A regular meeting is to be held at intervals and on dates selected by the membership at the annual meeting, or in the case of emergency by the Executive. Allowance must be made for sufficient notification of the membership.

The annual meeting shall be held the month before the Provincial AGM, with the official announcement of the Annual meeting to be no less than thirty(30) days before the meeting.

Section two: Location

- a) The location will be picked by the membership at the meeting as described in Article 3; Section 1.
- b) The regular meeting may be moved to any location in the Chapter on a rotating basis as determined by the membership.

Article Four: Financial Responsibilities

Section One: Remuneration

Remuneration for Chapter officers, if any, is not to exceed the levels set by the Association's Board by resolution or in the rules.

Section Two: Fund Raising

- a) Fund Raising will be used to support Public Awareness and Education, and may also be used for any business of the Association.
- b) All Fundraising must have reports done detailing man-hours, cost, and profit. It will also report on the public attitude towards the fundraising project. The fundraising report will be given to the membership at the regular meeting.
- c) Funds may also be raised by levying the Chapter's members, only if so determined by the membership and the membership will also determine the amount and method of collection.

Article Five: Elections

Section One: Method

All Chapter officers will be elected by secret ballot. Due to differing shifts and size of chapter, more than one day and location may be necessary for the voting. This is also to be decided by the membership.

Section Two: Eligibility

In order to be eligible to vote or run for office, the member must be a member in good standing.

Article Six: Committees

Section One: Appointment

Committees may be appointed by the Chapter Executive or may be elected at any meeting during the year.

Section Two: Accountability

Committee chairs or representatives are to give written reports to the Executive, and verbal reports to the membership at regular meetings.

Section Three: Standing Committees

The Chapter will have standing committees for education and public relations and any other committee as deemed necessary by the Executive or membership.

Article Seven: Conduct

Section One: Dismissal or Removal

No officer or member shall be removed without just cause. All members are to conduct themselves in accordance with the Association's by-laws.

Article Eight:

Standing Section One:

Eligibility

A Chapter member must live or work in said Chapter. A member in good standing meets the criteria as defined in the Association's by-laws. The member must also have dues paid in full as required by the Chapter and the Association.

**LIST OF REVISIONS
TO THE BY-LAWS OF THE
PARAMEDIC ASSOCIATION OF NEW BRUNSWICK**

Initial Date of Publication: October 17, 2009

Date of Revision	Numbers of revised sections
October 16, 2010	DEFINITIONS (“advanced care paramedic”; “specialist”; “specialists register”); 14.02.1
September 8, 2011	6.10
November 21, 2011 (Date of Ministerial Approval)	14.02(b)(iv), (v) and (vi); 14.02 (d)(iv)(v) and (vi)
October 19, 2013	12.05; 15.01 to 15.04; Chapter By-laws/APPENDIX A
October 18, 2014	6.06
October 15, 2015	15.01 to 15.04, Chapter By-laws/APPENDIX A