



**Trauma Association
of Canada**
**L'Association canadienne
de traumatologie**

The Trauma Association of Canada Constitution

Article I

Name: The name of the organization shall be the Trauma Association of Canada, L'Association Canadienne de Traumatologie.

Article II

Purpose: The purpose of the Association shall be to bring together the specialists involved in care of the injured patient to promote the highest standard of patient care, education, organization, and research in the field of injury.

Article III

Membership:

Categories and Qualifications – there shall be five classes of memberships:

1. Active Members – Active Members of the association shall be medical practitioners holding a licence to practice from the appropriate certifying body in Canada. They shall pay an annual membership fee as recommended by the executive and approved at the annual business meeting. All active members are encouraged to support the mission of the Association through participation in its annual meeting and the work of its committees.
2. Affiliate Members – Affiliate members of the association shall be medical practitioners holding a license to practice medicine in Canada who are registered with the Royal College in a recognized specialty training program. They shall pay an annual membership fee 25% of the active membership fee. Affiliate members shall not be entitled to vote or hold elected office. They may contribute to the scientific program.
3. Senior Members - At age 65, active members may apply to become senior members. Under exceptional circumstances such as illness or retirement from practice, the executive committee, upon application by an active member, may grant senior membership to that member even though he/she may be under 65 years of age. Senior members shall not be required to pay annual dues. They shall not be entitled to vote. They shall not be eligible for elected office. They may be required to pay the full registration fee for the annual meetings.

4. Honorary Members - Honorary membership may be conferred upon members of the medical profession of acknowledged pre-eminence, and upon distinguished persons outside the medical profession whom the association may wish to honour. Recommendations for honorary membership must be made through the president and approved by the executive committee. Honorary members shall not be entitled to vote, nor shall they hold any office in the association or pay annual dues.
5. Associate Members - Associate members of the association shall be allied medical professionals holding a license to practice in Canada from the appropriate certifying body. Associate members shall pay an annual membership fee, the amount of which shall be recommended by the executive and approved at the annual business meeting. Associate members are encouraged to participate in and co-chair the Association's various committees.

Admission Procedures:

Application forms for admission to active, affiliate, associate, and senior membership will be available from the secretary of the association and should be returned, suitably completed, to the secretary at a designated time prior to the annual meeting. The executive of the association shall act as a membership committee and shall report its recommendations to the annual meeting in order that the membership may approve the applicants.

Article IV

Officers of the Association:

1. The officers of the Association shall be the president, the president-elect, the immediate past president, the secretary, and the treasurer.
2. The officers of the association shall be elected at the annual meetings by a majority of the voting members present. The president, president-elect and immediate past president shall serve for a term of two years in each capacity. The secretary and treasurer shall have three-year terms of office, and be qualified for re-election.
3. The officers of the association shall serve without remuneration.
4. The executive committee shall have the power to reimburse officers and any other individuals working on behalf of the association for any expenses incurred by them in the discharge of duties directly related to the business of the association.
5. All the officers of the association are subject to removal from office at any time, with or without cause, by resolution of the executive committee.

Article V

Duties and Powers of Officers:

1. **The President** – The president shall preside at all meetings of the executive committee. He/she shall deliver an address at the annual scientific meeting. He/she shall be an ex-officio member of all committees except the nominating committee.
2. **President-Elect** – The President-Elect shall act in the place of the president in the event of death, incapacity or absence of the president. The president-elect shall assume the office of the president at the close of the annual meeting held two years following his/her election as president-elect.
3. **Immediate Past President** – The immediate past president shall be chairman of the nominating committee. The previous past president is encouraged to participate in the work of the executive committee, ex officio.
4. **Secretary** – The secretary shall keep the minutes of the association and the executive committee. He/she shall see that all notices are duly given in accordance with the provisions of the by-laws or as required by law. He/she shall oversee the current records as housed in the central office of the association, and of the corporate seals of the association. He/she shall keep record of the names of the members, guests and visitors in attendance at all meetings of the association. He/she shall ensure proceedings of the general business sessions (and the list of the members of the association) are accessible to each member as soon as possible after the annual meeting of the association. He/she shall keep copies of all official correspondence of the association. He/she shall provide an annual report to the executive committee prior to each annual meeting. He/she shall process membership applications and prepare certificates of membership for each member. He/she shall notify members of their election to office, or of their appointment to committees. He/she shall, in general, perform all duties necessary or incidental to the office of the secretary, and such other duties as may from time to time be assigned to him/her by the executive committee.
5. **Treasurer** – The treasurer shall have charge and custody of the association and deposit such funds in the name of the association in such banks, trust companies or other depositories as shall be selected by the executive committee. He/she shall exhibit at all reasonable times books of accounts and records to any of the officers or members of the executive committee upon application at the place where such books and records are kept. He/she shall render a detailed report of the finances of the association whenever called upon by the executive committee or by the auditor of the association, and present an annual report/accounting statement to the association at the annual business session. He/she shall receive and give receipts for money due to the association from any sources whatsoever. The treasurer will ensure that appropriate legal documentation is processed annually to maintain 'non-governmental

organization' (NGO) status of the organization. He/she shall, in general, perform all duties necessary or incidental to the office of the treasurer and such other duties as may from time to time be assigned to him/her by the executive committee.

Article VI

Committees:

Executive Committee

1. The Executive committee shall be composed of: the president, the president-elect, the immediate two past-presidents, the secretary, the treasurer and the Chairmen of the standing committees. The current president shall be Chairman of this committee.
2. The executive committee shall manage the affairs of the association and shall have charge of annual meetings and any special general meetings. Special committees may be appointed from time to time.
3. The executive committee shall function as a membership committee and a by-laws committee.
4. The executive committee shall receive all complaints against the members and take appropriate action.
5. In the event that any officer of the association or any member of any committee of the association is unwilling or unable for any reason whatsoever to serve the full term of the office to which he/she has been elected or appointed, the executive committee shall appoint another member of the association to hold such office or appointment for the balance of the unexpired term.
6. The executive committee is authorized to:
 - a. Borrow money upon the credit of the association
 - b. Limit or increase the amount borrowed
 - c. Issue debentures or other securities of the association
 - d. Pledge or sell such debentures or other securities for sums and at such prices as may be deemed expedient.
 - e. Mortgage, hypothecate charge or pledge all or any of the real and personal property, present and future, undertaking and right of the association to secure any such debentures or any other securities, or any money borrowed or any other liability of the association.

Any or all of the said bonds, debentures, hypothecs, mortgages, pledges or any securities shall be signed by the president or president-elect and initialled by the treasurer or any other director or other person appointed by the executive committee for that purpose.

7. The executive committee is authorized to propose by-laws. Any such by laws must be sanctioned by at least two-thirds of the members of the association present and entitled to vote at a special general meeting duly called to consider such by-laws, or at any annual meeting where the members have been given at least 30 days notice of such by-laws to be considered.
8. For the purpose of complying with or implementing any provision of the Canada Corporations Act, revised statutes of Canada, 1970, Chapter 22, and amendments thereto, or of the letters patent incorporating the association or otherwise: the members of the executive committee shall be deemed to be the Directors of the Association. Each and every meeting of the executive committee is hereby declared to be a meeting of the Board of Directors of the Association for the purposes of the Canada Corporations Act.
9. **Quorum** – A quorum for meetings shall be a number greater than 30% of the membership.
10. **Voting** – questions arising at any meeting of the executive committee shall be decided by a majority of votes. In case of an equality of votes, the chairman shall have the deciding vote. All votes at any such meeting shall be taken by ballot if so demanded by any committee member present, but if no demand is made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
11. Except as otherwise required by law, the executive committee may hold its meetings at such place or places as it may from time to time determine. The executive committee meetings may be formally called by the president or by the secretary on the direction in writing of two members of the executive committee. Notice of such meetings shall be delivered, telephoned, emailed or mailed to each member of the executive committee not less than 21 days before the meeting is to take place. No formal notices of any such meeting shall be necessary if all the members of the executive committee are present, or if those absent have signified their consent to the meeting held in their absence. The statement of the secretary or president that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice.
12. The members of the executive committee shall serve without remuneration provided that members are reimbursed for reasonable expenses incurred by them in the performance of their duties.
13. Members of the executive committee are subject to removal from office with or without cause by resolution passed by at least 2/3 of the votes cast at a general or special meeting of the members of the association of which notice specifying the intention to pass such resolution has been given.

Standing Committees:

The standing committees shall be:

1. Nominating
2. Scientific Programme
3. Education & Training
4. Publications
5. National Trauma Registry Advisory Committee
6. Injury Prevention
7. Accreditation
8. Trauma Coordinators of Canada Liaison
9. Canadian Forces Medical Liaison/Disaster
10. Guidelines Committee
11. Canadian Trauma Trials Collaborative (CTTC)
12. Research
13. Paediatric
14. International
15. Special Committees

1. Nominating Committee

The duties of the nominating committee shall be to bring to the next annual meeting a report recommending a slate of officers, appropriate members of the executive committee, and members of standing committees for the following year. The committee shall be composed of the immediate past president, the president, the president-elect, and three members to be elected at the general business session of the annual meeting. The immediate past president shall be Chairman. The term of office of all members and chairman shall be one year.

2. Scientific Programme

The programme committee shall review submitted abstracts and arrange the programme of the annual meeting. The committee will work closely with the research committee and education committee, and assign specific portions of the programme to research and education presentations. The programme committee shall consist of two members and a Chairman. The chairman of the committee will be nominated by the nominating committee. The term for Chairman and members will be two years, renewable x 1.

3. Education & Training

The education and training committee shall be responsible for developing the goals and objectives of the association in the areas of undergraduate, postgraduate and fellowship training.

The education and training committee shall consist of a chairman, a western, and an eastern member. These members shall be appointed for a period of two years and might then be appointed for a further period of two years but under ordinary circumstances would not be appointed for a third term. The chairman of the committee will be nominated by the nominating committee. The term of office will be three years.

4. Publications

The publications committee will be responsible for publication of abstracts and manuscript presented at scientific meetings of the association. This committee may choose to perform reviews of manuscripts prior to submission to the respective Journal. The Chair of this committee will be appointed by the nominating committee and serve a term of three years. The term may be renewed once. The committee will consist of the Chair and two other members.

5. National Trauma Registry Advisory Committee

The Trauma Association of Canada will maintain a representative on the National Trauma Registry Advisory Committee. This representative will be nominated by the nominating committee.

6. Injury Prevention & Surveillance

The Injury Prevention committee will liaise with other injury prevention organizations throughout Canada. The Chair of this committee will be nominated by the nominating committee.

7. Accreditation

The Accreditation Committee will be responsible for setting and maintaining standards of trauma centre accreditation. The accreditation standards will be revisited every 8 years. This committee will also be responsible for carrying out accreditations and re-accreditations. The committee will consist of the Chair, and at least two other members, one from each of eastern and western Canada. A trauma coordinator from each of eastern and western Canada will also be members.

8. Trauma Coordinators of Canada Liaison

This member will be appointed by the Trauma Coordinators of Canada to sit as liaison member on the TAC Executive. The term will be maximum three years, renewable once.

9. Canadian Forces Medical Liaison/Disaster

This member will be appointed by the nominating committee and will represent the interests of the Canadian Forces on TAC executive. This member will also be in charge of Disaster Planning and guidelines. The term will be maximum three years, renewable once.

10. Guidelines Committee

The guidelines committee will develop and endorse appropriate guidelines pertinent to the management/treatment of severely injured patients. This committee will consist of a minimum of three members (the Chair, and a representative from eastern and western Canada). The

chair will be nominated by the nominating committee for a term of three years, renewable once.

11. Canadian Trauma Trials Collaborative (CTTC)

The Clinical Trial Group will develop and conduct high quality prospective clinical trials aimed at addressing pertinent issues in modern trauma care. The Chair will be nominated by the nominating committee for a term not to exceed three years, renewal once. Membership will be voluntary, with all major trauma centres being encouraged to participate.

12. Research Committee

The Research committee is responsible for coordinating and tracking the research activities of the Association and coordinating collaborative research activity with the National Trauma Registry.

13. Paediatric Committee

The paediatric committee is responsible for addressing specific issues relating to the care of injured paediatric patients and specifically to assist the accreditation committee with developing guidelines for paediatric trauma care.

14. Special Committees

Special committees may be appointed, at any time, by the president, by the executive committee, or by a general business meeting.

14.1 International Committee

An international committee has been struck to develop liaison with other trauma groups, particularly in developing regions of the globe, and to assist in promoting injury control world wide.

All members of the Association are encouraged to participate in the work of the standing and special committees.

Members of the standing committees and special committees shall serve without cause by resolution of the executive committee.

Members of standing or special committees are subject to removal from office at any time with or without cause by resolution of the executive committee.

Liaison Positions:

In addition to the chairs of the standing and special committees, certain liaison positions have been appointed to serve on the Association's executive:

1. Trauma Coordinators of Canada (TCC) Liaison
2. Trauma Registry Information Specialists of Canada (TRISC)
3. ATLS Coordinators of Canada

Article VII

Elections:

The officers of the association, and appropriate members of the executive and standing committees, shall be elected at the general business session of an annual meeting. The nominating committee shall present nominations at the general business session of an annual meeting. Further nominations may then be made from the floor, after which candidates shall be voted upon.

Article VIII

Meetings:

1. The annual meeting of the association shall take place on the dates and at the places chosen by the executive committee. Registration fees may be charged for the annual meeting, the amount being fixed by the executive committee. Honorary members and official guests of the association shall be exempt from payment of registration fees. Active, affiliated, associate, and senior members may be charged a registration fee at the annual meeting if such a policy is deemed advisable by the executive committee.
2. The annual meeting shall include
 - a. Scientific sessions
 - b. An annual luncheon or dinner
 - c. A general business meeting
3. Scientific Sessions – the scientific programs will include research papers, clinical papers and at the discretion of the committee, non-medical trauma related papers.
4. **General Business Meeting**
 - a. **Quorum** – a quorum shall be 30% of active members
 - b. **Voting** – Questions shall be decided by a majority of votes of the active members present except where a change in by-laws is involved. In the latter instance a 2/3 majority will be required. Each question will normally be decided by a show of hands. At the discretion of the president or upon the request of a member, a roll call or a written ballot may be utilized. In case of an equality of votes, the president shall be entitled to cast a deciding vote. A declaration by the president that a resolution has been carried, and an entry to that effect in the minutes, shall be prima facie evidence of the fact without proof of the manner or proportion of the votes recorded in favour of or against such resolution.
 - c. Proceedings at all meetings may be conducted in either the English or the French language.
 - d. The introduction of new members shall take place at the general business session of each annual meeting.

- e. Special general meetings may be held from time to time at the call of the executive committee or at the request of at least 50% of the members of the association.
- f. **Notice of Meetings:** Notice of annual meetings or special general meetings of the association shall be given to all active and senior members either in writing or by electronic mail at least one month prior to the date fixed for such meetings.
- g. Papers read at the annual meetings: A copy of papers read at the annual meeting of the association may be requested by the programme committee.
- h. **Guests:** Members of the medical or allied professions may attend the scientific sessions. They shall be required to pay a registration fee. Honorary members and official guests of the association shall be exempt from the payment of registration fees.

Article IX

Forfeiture of Membership:

1. On the recommendation of the executive committee, any member may be expelled from the association in a general business session of an annual meeting or a special general meeting by a majority vote of those members of the association present and entitled to vote provided that the member in question has been informed of the impending action and given an opportunity to appear on his/her own behalf and with legal counsel if he/she so desires before the executive committee and provided further that such member has also been informed of the decision of the executive committee and is given further opportunity to appear on his own behalf and with legal counsel if he/she so desires at the general business session of an annual business meeting or at a special general meeting at which the matter or his/her membership is being considered.
2. Any member in arrears of dues for two years without adequate explanation shall be dropped from the roll of membership on the approval of the executive committee. No member shall be dropped from membership until three months have elapsed from the time of notification of impending loss of membership has been sent by mail to his/her last known address.
3. A member may resign from the association by giving a written notice to the secretary of the association, who may advise the members at the next annual meeting.

Article X

Change in the By-Laws:

1. Proposals to amend or repeal the by-laws may be made:
 - a. By the executive committee. A written copy of the proposal shall be initialled by the secretary
 - b. By duly proposed and seconded motion from the floor at any general business session of the association. A written copy of the proposal shall be initialled by the secretary
 - c. By five or more members of the association. A written copy of the proposal signed by not less than five members shall be forwarded both to the president and to the secretary
2. The secretary shall forward a copy of all proposals to each member at least thirty days prior to the annual meeting or special general meeting at which the proposal are to be considered.
3.
 - a) Proposals made under section 1(a) of this article shall be dealt with at the general business session of the next annual meeting or special general meeting, whichever shall first occur.
 - b) Proposals made under section 1(b) or (c) of this article shall be dealt with at a general business session of the next annual meeting or special general meeting, whichever shall first occur, which is held after the lapse of ninety or more days from the date on which the motion is presented or the proposal is forwarded to the secretary.
4. The repeal or amendment of any by-laws shall not be enforced or acted upon until the approval of the Minister of Consumer and Corporate Affairs of Canada has been obtained.

Article XI

Business of the Association

1. **Head Office.** The head office of the association shall be in such Canadian city as the executive committee may from time to time determine.
2. **Auditor:** At each annual meeting of the association, the executive committee shall appoint an auditor who shall make an annual audit of the books and accounts of the association and shall report thereon at each annual meeting. The auditor may be paid such remuneration as the association may from time to time determine.
3. **Signing of Documents:** All bills or exchange, cheques, documents, deeds or other papers required to be executed by the association shall be signed by any one of the president, secretary, treasurer or such members of the executive committee as the executive committee may by resolution designate.

4. **Seal:** The association shall have two seals which shall have inscribed thereon the name of the association and the year of incorporation in both the English and French language.
5. **Rules and Regulations:** The executive committee may from time to time make such rules and regulations not in any way inconsistent with the by-laws, for the internal management of the association and for such other purposes as the executive committee may deem advisable.
6. **Fiscal Year:** The fiscal year of the association shall end on the 30th day of June of each year.
7. **General:** Where it is provided in the bylaws that anything is to be determined or that anything is to be determined or that anything, place or person, is to be recognized or approved in any manner whatsoever by the association, the determination, recognition or approval shall be made by majority vote at the annual meeting or at a special general meeting of the association unless the by-laws specifically provide otherwise.