Canadian Association for Population Therapeutics / Association Canadienne pour la Thérapeutique des Populations

Purpose and Objectives Statements and BY-LAWS
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BYLAWS

1 NAME

The name of this organization shall be: Canadian Association for Population Therapeutics in English. In French, the name of the organization shall be: L’Association Canadienne pour la Therapeutique de Population

2 DEFINITIONS AND INTERPRETATION

2.1 Definitions

(a) "ASSOCIATION" or "CAPT-ACTP" means The Canadian Association for Population Therapeutics

(b) "BOARD" means the Board of Directors, the governing body of the Association.

(c) "MEMBERS" mean members in any category of the Association.

(d) “FORUM” means the annual conference and business meeting of the Association.

(e) “GENERAL ASSEMBLY” means the assembly of the membership.

2.2 Interpretation

In all by-laws, regulations, and resolutions of CAPT-ACTP unless the context otherwise requires:

(a) The singular shall include the plural and the plural the singular.

3 MEMBERSHIP

3.1 Application for Membership

(a) Application for membership in CAPT-ACTP shall be initiated by annual meeting registration

(b) Application for membership in CAPT-ACTP shall be addressed in writing to the Administrative Officer or Chair of the Membership Committee, in such form as the Board may from time to time prescribe.

(b) In the event that the Administrative Officer or Membership Committee requests proof of eligibility, it is the responsibility of the applicant to provide such proof.
(c) Applicants may appeal to the Board the refusal of membership, the decision of which shall be final and binding, and there shall be no further appeal therefrom.

3.1.1 Membership Eligibility

Any person who is interested in the study of the use and outcomes of drugs and other therapeutic interventions in the population is eligible for membership in the Association.

3.2 Membership Categories

The categories of membership in the CAPT-ACTP shall be:

3.2.1 Regular Member

Anyone, who meets the requirements for membership, who is interested in the study of use and outcomes of drugs and other therapeutic interventions in the population.

3.2.2 Partnership Member

A corporate member shall be any corporation that provides partnership in the form of a donation in support of the annual conference as follows:

- **Diamond**: $20,000, provides 4 complimentary registrations + the opportunity to sponsor a Premier plenary** or a Sunday Workshop or Sponsor of the Day position
- **Platinum**: $15,000, provides 4 complimentary registrations + the opportunity to sponsor a Regular plenary session***, Concurrent session or Poster Session Reception
- **Gold**: $10,000 provides 3 complimentary registrations + the opportunity to sponsor a breakfast or lunch
- **Silver**: $5,000 provides 2 complimentary registration + the opportunity to sponsor a conference-related item (eg: bags, memory sticks)
- **Bronze**: $2,000 provides 1 complimentary registration

All sponsorship opportunities include broad sponsor recognition (including level) within the conference program, on the CAPT website, and in meeting signage.

** Sponsor has a major role in determining the session's theme and content (in coordination with CAPT), and the session typically featuring keynote speakers and/or panel members on hot topics related to the conference theme

*** Non-premier plenary sessions where content is driven by the CAPT Scientific Committee

All partners will receive recognition in the program. The Board may adjust these amounts from time to time.
3.2.3 **Student Member**

A student member shall be any person enrolled in a program of undergraduate or graduate studies in a program at a Canadian University that addresses population therapeutics. Student members shall be considered as Regular Members but shall have different membership fees from Regular Members.

3.2.4 **Honoured Life Member**

An honored life member shall be any person whom the Association wishes to honor by election as an honored life member, in accordance with established criteria.

3.3 **Rights, Privileges, and Obligations**

All categories of members shall have equal rights, privileges and obligations, subject to the following exceptions:

(a) Regular and honored life members shall have the right to be Board members, to hold elective office, to nominate candidates for elective office, to call a special general meeting, to have access to the books of the organization, to attend any meeting of the Board, as observers and to participate in debate on all issues, and to exercise one vote on motions relating to the issues in By-law 13.6, put forth at annual or special general meetings;

(b) All other categories of membership shall be non-voting;

(c) A regular member holds regular membership to the end of the membership year for which dues have been paid;

(d) Honored life members shall pay no membership dues;

(e) Through By-laws, certain rights may be assigned or limited to certain classifications of members;

(f) In the event a member ceases to be a member of the Association, all rights, title and interests of such members in and to the property and assets of the Association shall revert to the Association.

3.4 **Resignation or Expulsion**

Any member may at any time resign from membership in the Association by serving written notice to that effect upon the Administrative Officer and upon discharging any lawful liability, which is standing upon the books of the Association at the time of such
notice. Any member may at any time be expelled from the Association Board of Directors by a vote of ¾ majority.

4 DUES AND ASSESSMENTS

4.1 Amount of Dues

The annual dues payable by members of the Association shall be those fixed from time to time by resolution of the Board.

4.2 When Due

The first dues of a member shall be payable upon conference attendance and application annually.

4.3 Delinquency and Cancellation

A member who fails to pay annual dues within a period to be established by the Board shall cease to hold membership.

5 ADMINISTRATIVE OFFICE

The head office of CAPT-ACTP shall be in the City of Toronto in the province of Ontario, and at such place therein as CAPT-ACTP may determine by resolution from time to time.

6 CERTIFICATION OF DOCUMENTS

The President, or another officer whom the Board may designate, shall have the authority to certify specific documents.

7 ORGANIZATION

7.1 Administrative Structure

The Association shall consist of a General Assembly, a Board of Directors, an Executive Committee, consisting of four (4) officers: the President (ex officio), the President-Elect, the Treasurer and the Immediate Past President.

7.2 Professional Staff

(a) Establishment of Positions
The establishment of professional staff positions, such as an Executive Director and an Administrative Officer, shall be approved by a vote of the general membership.

(b) Appointment to Positions
Appointment to fill established the Board shall make professional staff positions, and the remuneration and terms of service shall be stated in contracts between the Association and those appointed.

(c) Job Descriptions
The duties of all professional staff employees shall be stated in specific job descriptions for each position. These job descriptions shall be approved by the Board and may be varied from time to time by mutual agreement between the Board and the staff concerned. These job descriptions may include some of the duties assigned elsewhere in these By-laws to one or more of the officers of the Association.

8 BOARD OF DIRECTORS

8.1 Duties and Responsibilities

The affairs of CAPT-ACTP shall be governed by the Board which shall supervise, control, and direct all activities of the Association, its committees and publications, the disbursement of its funds and the determination of its policies.

The Board shall actively pursue the mission and goals of CAPT-ACTP and may adopt such rules and regulations for the conduct of its business as may be deemed advisable. The Board may delegate to any committee or officer any or all powers, duties, and authority of the Board, which may be lawfully granted. Board members shall serve in a representative capacity and, as such, are expected to express the general policies and positions of their electoral group, but shall act in accordance with personal best judgment and initiative, after hearing and participating in debate on issues within the lawful authority of the Board.

8.2 Composition

The Board shall be comprised of up to fifteen (15) members of the Association, duly elected by the membership. The four (4) officers (Executive Committee) are members of the Board. The President, as a member of the Executive Committee, serves as an ex-officio member of the Board without vote. Where there is a tie vote of the Board, the President may cast a deciding vote.

8.3 Term of Office

(a) Members of the Board elected by CAPT-ACTP membership shall hold office for a term of two (2) years and may serve only two (2) consecutive terms. A member must step down after two consecutive terms for one year before again becoming eligible for
election, unless by unanimous board consent they transition to the Executive. The President, President-Elect, Immediate Past President, and Treasurer shall serve, without interruption, subject to the limitation on terms of office stated in By-law 10.3. The Past President must step down from the Board for at least one year after functioning as Past President, unless by unanimous board consent they transition to Treasurer.

(b) The term of office of Board members shall commence immediately following the CAPT-ACTP annual general meeting and shall conclude upon the induction of their successors.

(C) Elections for Board positions will be held annually. Each year, a President-Elect will be elected, as well as a sufficient number of Members at Large to fill the positions that would otherwise be vacant at the close of the Annual General Meeting.

8.4 Board Vacancies

Should a vacancy occur on the Board by virtue of the death, resignation, removal, or ineligibility of a Board member elected by the general membership, the Board may appoint another member to serve the balance of the term. A Board member so appointed shall be eligible for election to the Board in accordance with By-law 8.3(a).

8.5 Standard of Care

All members and officers of the Board shall exercise the powers and discharge the duties of their office honestly, in good faith and in the best interests of the Association, and in connection therewith shall exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

8.6 Meetings

The Board shall meet at least once in each year at such time and place as the President may designate. The President may invite the chair of any standing or special committee or a representative of any duly constituted organization to attend a regular or special meeting of the Board as an observer or to report on any matter of interest to the Board.

8.7 Special Meetings

Special meetings of the Board may be called by the Executive Committee or at the request of at least seven (7) members of the Board in good standing. Notice of any special meeting shall be sent by mail and email 30 days prior to the meeting and contain sufficient information to permit the member to form a reasoned judgment on the decision to be taken. No other business shall be considered at such meetings.
8.8 Notice of Meeting

A written notice of any meeting of the Board shall be sent to each member at least 21 days (exclusive of the day on which notice is sent, but inclusive of the day for which notice is given) before the meeting is to take place. Notice of such meeting or any irregularity in the calling or conduct thereof, can only be waived by the unanimous consent of all members of the Board.

8.9 Quorum

At any meeting of the Board, a quorum shall consist of a majority of those entitled to be present and vote, unless otherwise specifically provided. Such quorum of Board members present shall be competent to do and perform all acts, which are or shall be directed to be done at any such meeting. Provided a quorum is present at the beginning of a meeting, the meeting may continue or adjourn even though members leaving reduce the number to less than a quorum, however in such circumstances no voting shall take place. The President, as well as members who have declared a conflict of interest, shall be counted in determining a quorum.

8.10 Order of Business

The current edition of Robert’s Rules of Order, shall govern the Association in all procedural matters not contained in these By-laws.

8.11 Voting Rights and Procedures

Only Board members in attendance at any meeting of the Board may vote, except for the President who may not vote. In the case of an equality of votes, the President may cast the deciding vote. Proxies are not accepted at meetings of the Board.

8.12 Teleconferencing

If all the members of the Board consent, any one or more members of the Board may participate in the meeting by means of such telephone, audio-video conferencing, or other communication facilities as permit all persons participating to hear each other, and a member participating in such a meeting by such means shall be deemed to be present at that meeting.

8.13 Remuneration

No Board member, officer or Executive Committee member shall receive any remuneration for duties performed on behalf of the Association. Board members, officers or Executive Committee members may be reimbursed for reasonable expenses, as approved by the Board, incurred while performing such duties.
The exception, Board members will receive a 50% discount on their CAPT-ACTP registration upon application and request to the Central CAPT-ACTP-ACTP office.

8.14 Indemnification

All Board members, officers, and members of standing or special committees of the Association and their heirs, executors and administrators, and their estates and effects respectively, shall 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 Board members, officers or committee members sustain or incur in or about any action, suit or proceeding which is brought, commenced, or prosecuted against them, for or in respect of any act, deed, matter, or thing howsoever made, done or permitted by them in or about the execution of the duties of their offices;

(b) All other costs, charges, and expenses that they may sustain or incur in or about or in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by their own willful neglect or default.

8.15 Removal

Members of the Board may be removed before the expiration of their term for reasonable cause or if they have been absent from two (2) consecutive meetings of the Board without reason deemed by the Board to be adequate. A two-thirds majority of CAPT-ACTP members who elected/appointed them must approve the resolution for removal at a general meeting.

9 NOMINATIONS AND ELECTIONS

9.1 Appointment and Composition of Nominating Committee

The Executive Committee shall appoint a Nominating Committee at their first meeting following the annual general meeting of the Association. The Nominating Committee shall be chaired by the Immediate Past President and shall include either one other Past President and two additional voting members of the Association who are not standing for nomination.

9.2 Duties of Nominating Committee

The duties of the Nominating Committee shall be set forth in terms of reference, which shall be established from time to time by the Board, such duties to include:
(a) Nomination of a full slate of candidates for election to the Executive Committee and Board, namely

(i) President-Elect
(ii) Treasurer
(iii) Members at Large

(b) Recommendation to the President, naming candidates to fill vacancies on the Executive Committee pursuant to By-law 10.4.

9.3 Call for Nominations

At least three (3) months before the annual general meeting the Nominating Committee shall:

(a) Inform the membership of all vacant positions;

(b) Invite nominations for members to stand for election to these positions;

(c) Announce that the closing date for the receipt of such nominations shall be two (2) months before the scheduled date of the annual general meeting.

9.4 Nominating Procedures

The Nominating Committee shall check that those who have been nominated are willing to serve, if elected to office, and shall ensure that at least one name is put forward for each vacant position. Nominations received by the Committee shall not be secret at any time, and any candidate shall be free to withdraw in favor of another.

9.5 Ballot Prior to Annual General Meeting

Except where the Act requires a meeting:

(a) At least six (6) weeks before the annual general meeting, the Chair of the Nominating Committee shall prepare and circulate to the voting members a ballot containing the names of all persons nominated and willing to serve. The return date of this ballot shall be no less than three (3) weeks prior to the annual general meeting;

(b) The President shall, no fewer than 30 days prior to the annual general meeting, appoint three (3) scrutineers from among the voting members of the Association who shall be neither members of the Executive Committee nor candidates for election or appointment to the Executive Committee;

(c) Each voting member of the Association shall have one (1) vote. Officers and Board members will be declared elected on the basis of a majority of votes cast by mail, as verified by the scrutineers;
10 OFFICERS

10.1 Number of Officers

The officers of the Association shall be the President, President-Elect, Immediate Past President, and the Treasurer.

10.2 Duties of Officers

The duties of President, President-Elect, Treasurer, and Immediate Past President shall be such as their titles by general usage would indicate or as may be required by law, or as specified or assigned to them from time to time by the Board. The officers constitute the Executive Committee.

(a) The President shall:

(i) Be responsible for the management of the Association in accordance with the policies and procedures established by the Board;

(ii) Serve as chief operating officer responsible for the office;

(iii) At all times devote full effort to the fulfillment of the goals of the Association;

(iv) Chair meetings of the General Assembly, of the Board, and of the Executive Committee;

(v) In consultation with the Administrative Officer, prepare agenda for meetings of the General Assembly, and of the Board and Executive Committee;

(vi) Ensure that all policies and actions approved by the General Assembly and by the Board are properly implemented;

(vii) The President shall be an ex-officio member of all committees.

(b) The President-Elect shall:

(i) Fulfill the duties of the President when that person is temporarily absent or otherwise unable to perform the duties of the office;
(ii) Perform all specific duties assigned by the President or requested by the Board or the General Assembly.

(c) The Immediate Past President shall:

(i) Chair the Nominating Committee;

(ii) Perform all specific duties assigned by the President or requested by the Board or General Assembly.

(iii) Update the CAPT-ACTP Bylaws on an ongoing basis.

(d) The Treasurer:

(i) shall Chair the Finance Committee;

(ii) with the President has signing authority over Association accounts;

(iii) is responsible for managing the finances of the Association and assuring compliance with legal and tax requirements at both the federal and provincial levels.

10.3 Term of Office

The President's term is three (3) years; one (1) year each as President-elect, President and Past President. The Treasurer’s term is two (2) years. With board approval, officers can remain in a specific executive role for up to one (1) additional year, or until their successors shall be elected, to avoid executive vacancies. Other terms of office are described in Section 8.3(b).

A Board Member who runs for one of the Executive positions in mid term, and is not successful, will continue on the Board to the completion of their term.

10.4 Vacancies

Should the office of the President become vacant, it shall be filled by the President-Elect. Vacancies in any elected office shall be filled, on the recommendation of the Nominating Committee, by the Board for the balance of the term thereof.

10.5 Removal of Executive Committee Members

Executive Committee members may, by resolution of the Board, be removed before the expiration of their term for reasonable cause or if they have been absent from two (2)
consecutive meetings of the Executive Committee without reason deemed by the Executive Committee to be adequate. A two-thirds majority of the Board must approve the resolution for removal at a meeting at which the Executive Committee member concerned has been invited to make a statement.

11 EXECUTIVE COMMITTEE

11.1 Composition

The Executive Committee shall be comprised of all duly elected officers. The term of office of the Executive Committee shall commence immediately following the annual general meeting.

11.2 Duties and Responsibilities

The Executive Committee shall supervise the management of the Association, shall actively pursue its objectives, and shall oversee the financial affairs of the Association, subject to such directions as may, from time to time, be given or imposed by the Board. The Executive Committee shall exercise all the powers and authority of the Board, except those which must be exercised by the Board or when the latter is in session. Decisions of the Executive Committee are subject to ratification by the Board at its next regularly scheduled meeting.

11.3 Meetings

The Executive Committee shall meet at least once annually at such times and places as the President and Committee may designate.

11.4 Notice

(a) A written notice of any meeting of the Executive Committee shall be given to each member of the Executive Committee either by electronic mail or regular mail at least 7 days before the meeting is to take place.

(b) Notice of such meeting or any irregularity in the calling or conduct thereof, can only be waived by the unanimous consent of all members entitled to attend the meeting.
11.5 Quorum

At any meeting of the Executive Committee, a quorum shall consist of a majority of the members of the Executive Committee who shall be competent to do and perform all acts, which are or shall be directed to be done at any such meeting. Provided a quorum is present at the beginning of a meeting, the meeting may continue or adjourn even though members leaving reduce the number to less than a quorum. In such a case the Executive Committee shall not vote on issues arising. Members who have declared a conflict of interest shall be counted in determining a quorum.

11.6 Voting Rights and Procedures

(a) Only those members present at an Executive Committee meeting may vote.

(b) Except as otherwise provided in these By-laws, a motion at any meeting of the Executive Committee shall be decided by a majority of votes. In the case of an equality of votes, the President may cast the deciding vote.

11.7 Teleconferencing

If all the members of the Executive Committee consent, any one or more members of the Executive Committee may participate in the meeting by means of such telephone, audio-video conferencing, or other communication facilities as permit all persons participating to hear each other, and a member participating in such a meeting by such means shall be deemed to be present at that meeting.

12 STANDING AND SPECIAL COMMITTEES

12.1 Standing Committees

(a) Standing committees of the Association shall be established by the Board to conduct such business and perform such duties as included in their terms of reference and shall report annually to the Board.

(b) Chairs of standing committees shall be appointed annually by the President from among the voting membership of the Association and shall normally serve a one-year term, subject to ratification by the Board. Such Chairs may, but need not, be members of the Board.

(c) Other members of standing committees may be appointed by the Chair in consultation with the President, and may, but need not, be members of the Board.

(d) Standing Committee members shall serve until discharged or until their successors shall be appointed.
(e) A member of any committee, whether standing or special, may be removed before the expiration of that person's term. A two-thirds majority of the Board must approve the resolution for removal.

(f) The Standing Committees of the Board shall include but are not limited to:
   - the Executive Committee
   - the Scientific Program Committee
   - the Finance Committee
   - the Partnership Committee
   - the Nominating Committee
   - the Membership and Marketing Committee
   - the Student Committee

12.2 Special Committees

(a) The Council may establish special committees and their terms of reference as required from time to time. Any special committee so established shall serve for the duration of its deliberations and until submission of its report.

(b) Chairs of special committees shall be appointed by the President from among the voting membership of the Association and may, but need not, be members of the Board.

(c) Other members of special committees may be appointed by the Chair, in consultation with the President, and may, but need not, be members of the Board.

12.3 Remuneration

No member of a standing or special committee shall receive remuneration for duties performed on behalf of the Association, but may be reimbursed for reasonable expenses incurred while performing such duties with the approval of the Board.

13 ANNUAL AND SPECIAL GENERAL MEETINGS

13.1 Annual General Meeting

The annual general meeting of the Association shall be held each year at such time designated by the Board or Executive Committee. The timing of the meeting is in the autumn (November) of each year to coincide with the annual conference.

13.2 Special General Meetings
Special general meetings of the Association may be held upon the call of the Board at such times and places as it may designate. The President shall call a special general meeting upon the written request of at least one-third of the voting members of the Association within 60 days after the filing of such request with the President. Notice of such special general meetings shall contain sufficient information to permit members to form a reasoned judgment on the decision to be taken, and no other business may be considered at those meetings.

13.3 Notice

At least 30 days' notice of annual or special general meetings shall be given by posting on the website and by mail and email to existing members.

13.4 Quorum

At any annual or special general meeting, the total number of voting members who attend the business meeting of the Association shall constitute a quorum as verified by the Administrative Officer. The meeting may continue even though members leaving reduce the number to less than a quorum. Members who have declared a conflict of interest shall be counted in determining a quorum.

13.5 Order of Business

The usual order of business, determined by parliamentary procedure shall govern the conduct of all meetings. In all matters not governed by By-laws, procedure shall be in accordance with Robert’s Rules of Order.

13.6 Voting

Only those voting members of the Association in attendance at annual or special general meetings may vote. In the event of an equality of votes, the President may cast the deciding vote. Such voting privileges pertain to the approval or rejection of audited financial statements, budgets and fee structure, the amendment of By-laws, and the appointment of auditors. Proxies are not accepted at annual or special general meetings.

13.7 Books and Records

Minutes and records shall be kept for all annual and special general meetings and meetings of the directors and Executive committee. Anyone of such officers, employees, or agents so appointed may take minutes. Minutes will be kept in the Head Office (Bylaw 5). All members can request to inspect the books and records at any time and copies of any records provided to them on request.

14 KRIS SCHINDEL AWARD
All current CAPT-ACTP members are eligible to nominate an individual for the Kris Schindel award. Details on the history and scope of the award are found in the Appendix. The following criteria should be used to identify potential nominees. Where possible, members should provide specifics regarding at least two of the following:

1) Contribution to CAPT-ACTP
   a. Nominees should have had a role in creating, sustaining, reshaping, or re-vitalizing CAPT-ACTP over the years

2) Participation in CAPT-ACTP Annual Conferences
   a. Nominees should have had a track record in participating in the CAPT-ACTP conference as an attendee, a poster participant, a presenter, a moderator, or a speaker

3) Service to CAPT-ACTP
   a. Nominees have demonstrated their commitment to CAPT-ACTP by serving on its committees, the board, or the executive

The call for nominations should go out to members at least one month before the annual conference. Nominations are reviewed and voted upon by members of the Board at least one week prior to the conference. Nominations will be voted on by Board members. The nominee achieving the greatest number of votes by voters will be the recipient of the award.

15 FINANCES

15.1 Signing Authority

All cheques, drafts, orders for payment of money, notes, acceptances, and bills of exchange issued or endorsed on behalf of the Association shall be signed by Executive Members of the board. Amounts greater than $5,000 require two Executive Member signatures.

15.2 Banking

(a) Anyone of such officers, employees, or agents so appointed may endorse cheques for deposit with the Association's bankers for the credit of the Association or the same may be endorsed "for deposit only" with the bankers of the Association.

(b) Anyone of such officers, employees, or agents so appointed may arrange, settle, balance, and certify all books and accounts between the Association's bankers and the Association and may receive all paid cheques and vouchers and sign all the Bank's forms of settlement of balances and releases or verification slips.

(c) All funds paid to the Association shall be deposited, from time to time, to the credit of the Association in such manner as the Board may approve.
15.3 Surplus Funds of the Association

The Board may set aside a reserve for contingencies from the surplus of the Association or may invest the surplus funds of the Association in a manner as may be determined from time to time by resolution.

15.4 Financial Gain & Borrowing

The business of CAPT-ACTP shall be carried on without the purpose of financial gain for its members and any profits or other accretions to CAPT-ACTP shall be used solely in promoting its goals as outlined in Sections 1.1 and 1.2 of these By-laws. The Organization cannot borrow money to finance its’ operations.

15.5 Expenses

A guideline for expenses for speakers and members is outlined in the Appendix as approved by the Board. Approved Board Member expenses are outlined in the Appendix as approved by the Board. These guidelines consider approved expenses for travel and accommodation.

15.6 Student Bursaries

Student Bursaries will be made available yearly to students who qualify. Guidelines on criteria and amounts must be approved by the board. Guidelines are outlined in the Appendix.

16 AUDITORS

An auditor shall be appointed each year at the annual general meeting of the members of the Association. The auditor shall have access at all reasonable times to the books and accounts of the Association and all receipts, documents and vouchers relating thereto, and shall conduct an audit thereof. The audit shall be presented to the membership of the organization at the annual general meeting.

17 FINANCIAL YEAR

The financial year of the Association shall commence on the first day of January in each year.

18 AFFILIATIONS

The Association may affiliate itself with or become a member of any other organization with similar aims and objectives, as may be determined by resolution of the Board.
19 DISSOLUTION

In the event that the Association is dissolved, and after payment of all indebtedness of the Association, the remaining funds, investments, and other assets shall be distributed to one or more organizations in Canada carrying on similar activities.

20 AMENDMENTS

(a) The By-laws of the Association may be amended by a majority of votes cast at a meeting of the Board and sanctioned by an affirmative vote of at least three quarters of the voting members of the Association present at an annual general meeting, either a part of the business meeting or where a special general meeting is called for the purpose of considering amendment of the By-laws. The amendment of the By-laws shall not be enforced or acted upon until the approval of the registrar has been obtained.

(b) Notice in writing of any change in the By-laws, of the Association to be proposed at any annual general meeting must be received by the President at least three (3) months prior to such meeting and must be made known to all voting members of the Association at least two (2) months prior to such meeting.
Purpose and Objectives  - The Canadian Association for Population Therapeutics

CAPT-ACTP Mission and Vision

The MISSION of CAPT-ACTP is to advance population-based research of therapeutic interventions to improve the health outcomes of Canadians by:

- Bringing together diverse perspectives
- Facilitating open exchange of ideas and collaboration, and
- Influencing policy and practice

The VISION of CAPT-ACTP is to become the recognized Canadian leader for linking population-based therapeutic research, policy and practice to optimize health outcomes.

Our Goals

(a) To advance the sound development of population-based studies of drug and other therapeutic interventions and to promote recognition of their contribution to knowledge.

(b) To provide a forum for the reporting, scientific discussion, and dissemination of the data derived from such studies.

(c) To be an information resource for therapeutic decision making.

(d) To influence medical and public health policy.

(e) To promote the development of methodologies and resources for the study of drug and other therapeutic interventions.
General Information

- This policy applies to all CAPT-ACTP invited speaker travellers.

- This policy is intended to provide for reimbursement of reasonable and necessary expenses of persons travelling for CAPT-ACTP purposes. It is intended that persons be afforded travel and accommodation arrangements which are comfortable and of good quality. It is not intended to render the individual expense free during the period of travel for those expenses incurred by reason of personal preference.

- Individuals are responsible for making travel arrangements that provide adequate standards of comfort, convenience, safety and efficiency, and are the most economical option under the circumstances.

- Travel expenses can be reimbursed only by submitting a properly completed travel expense claim form, which should be accompanied by original documents, should be submitted to CAPT-ACTP Administrative Office within 15 working days following completion of each trip.

Travel Claims/Documentation/Approvals

Travel Claims

- Expenses should be listed by day, and type of expense. Where hotel bills list other charges (meals, etc.) these expenses should be shown separately on the claim form.

- Amounts expended in foreign currencies must be translated to Canadian dollars.

- **Documentation required:** Any single expenditure must be supported by an original invoice or like receipt, which indicates the amount spent, the nature of the expenditure and the recipient of the payment.
A hotel receipt/Invoice showing a zero balance is required if applicable (i.e. if you paid for your accommodation). The following are not ordinarily acceptable supporting documentation (itemized receipts are mandatory):

- Credit card slips
- Credit card statements
- Canceled cheques

Approvals
- Claims must be signed by the claimant and approved by the person with signing responsibility for the account (CAPT-ACTP Treasurer). Signature stamps are not acceptable.
- The signature of the claimant means that the claim conforms to this policy (or other applicable travel policy) and expenditures were incurred for CAPT-ACTP approved purposes and has not been reimbursed from another source.
- Claimants are advised to keep copies of claim forms and supporting documents for their records.

Other
- Incomplete or inadequate claims will be returned.
- Where a claimant requires the **return of original invoices** (e.g. where several organizations are contributing to the cost of a trip), the claimant must write across the original copy in pen "$X reimbursed by CAPT-ACTP", make a photocopy of the original and submit both the original and the copy along with the claim to CAPT-ACTP Administrative Office. The spoiled original will be returned to the claimant.
GUIDELINES FOR REIMBURSEMENT OF TRANSPORTATION EXPENDITURES

USE OF INVITED SPEAKER’S OWNED VEHICLE:

- It is recommended that a personally owned vehicle be used only for short journeys where this constitutes the most economical and effective means of transportation considering all factors such as costs, time constraints, itinerary etc.
- The rate of reimbursement is 55 cents per kilometer.
- Distance of the drive must be provided.
- The standard is that a personally owned vehicle may be used for trips within a 500km radius of the annual meeting location. If a private automobile is used out of personal preference beyond this radius, reimbursement will be limited to the cost of the most economical alternative mode of travel.
- Traffic fines (such as parking or speeding tickets) are not allowable expenses.

AIR TRAVEL FOR INVITED SPEAKER:

- Because significant savings can be realized by making reservations in advance, all speakers should plan their travel at least 14 days prior to departure, if possible. Travelers are expected to book economy airfare when making travel reservations.
- Travel for invited speakers travelling from outside of Canada must be pre-approved by the CAPT-ACTP Treasurer.
- Cost of flight cancellation insurance is an allowable expense. However, there are very few categories of cancellation that are covered by this insurance, and most travelers will find that it is not economical.
- The class of service for standard airfares is economy fare.
- Travelers may use personal frequent-flyer program miles to upgrade tickets provided there is no cost to CAPT-ACTP.
- CAPT-ACTP does not reimburse individuals who choose to use personal frequent-flyer miles.
- Documentation required: original ticket; original e-tickets including boarding passes; original travel insurance receipt and original invoice from travel agent.

RAIL TRAVEL FOR INVITED SPEAKER:

- Rail travel is expected to be at the best value for money consideration.
- Business class (Via 1) travel is not permitted unless there is a medical reason for the requirement, and CAPT-ACTP pre-approves the expense.
- Documentation required: original ticket receipts for rail fare.

TAXI FOR INVITED SPEAKER:
- Original receipts are required and must accompany expense claim.
- We encourage the use of airport bus whenever possible.

**TOLLS/PARKING FOR INVITED SPEAKER:**
- Original receipts are required and must accompany the expense claim.
- Minor expenses (generally under $10) without original receipts that are difficult to receipt may be approved at the discretion of the individual approving the claim.
Guidelines for Reimbursement of Accommodation and Meals

ACCOMODATION FOR INVITED SPEAKER:
- A hotel receipt/Invoice is required for reimbursement.
- **CAPT-ACTP Hotel Room Blocks**: If CAPT-ACTP has booked a block of rooms for a conference / meeting and you choose to stay at another hotel; CAPT-ACTP may not be able to reimburse you for your accommodations. Reimbursement will depend on whether the room block has been fully utilized as CAPT-ACTP cannot pay for empty rooms and pay for accommodations at other hotels.
- Participants must inform CAPT-ACTP in advance of the conference / meeting if they plan on staying at another hotel to be eligible for funding if funding is available.
- **Documentation Required**: original copy of hotel bill, marked paid or zero balance. If you use express check-out, you must make arrangements to obtain from the hotel an original, paid hotel receipt – faxed copies or photocopies of receipts are not acceptable.
- **Accommodation is NOT paid** when the distance of travel to the meeting is less than 50 km one way or is equal to the distance a delegate travels to get to work.

MISCELLANEOUS:
- CAPT-ACTP will not reimburse delegates for telephone calls, internet, alcoholic beverages, in room services such as minibar, entertainment, laundry, expenses incurred by family or friends, and any unexplained miscellaneous expenses.

OTHER MATTERS:
- Claimants are advised to keep copies of claim forms and supporting documents for their own record keeping purposes.
- Reimbursement is limited to invited speakers. Those who serve in the program solely as moderators, roundtable leaders and/or facilitators are not eligible for expense reimbursement.
  
  i. **Foreign Exchange**
  - Amounts expended in foreign currencies must be translated to Canadian dollars using the Bank of Canada exchange rate unless a credit card statement rate or foreign exchange cash receipt rate is attached. Documentation supporting the rate applied must be submitted with the expense claim.
  - Amounts can be converted using actual daily exchange rates, or the average rate for the month in which the travel occurred.
  
  ii. **Supporting Documentation**
  - Receipts are important for income tax purposes. The Canada Revenue Agency considers all amounts paid to individuals without receipts to be income to the individual and, therefore, taxable.
  
  iii. **Combining Personal with Business Travel**
  - If an invited speaker combines business travel with personal travel, expenses related to direct travel to the business event are reimbursable.
• CAPT-ACTP will only reimburse the traveler for accommodation and meal costs for business travel days.
Kris Schindel Award:

Kris Schindel was CAPT-ACTP secretariat for many years, providing strong support and continuity to the CAPT-ACTP Board and Executive in the face of ever changing board composition and skill sets, administrative tasks too numerous to mention, assistance with day to day financial transactions, and of course conference support. Most members will remember Kris at the conference itself, as the face in the background who dealt with the many questions and mini crises that needed to be addressed.

In acknowledgement of her enduring impact and contribution to CAPT-ACTP, the board established the annual “Kris Schindel Award” to recognize CAPT-ACTP members who have in some way contributed significantly to the betterment of the organization. Nominations are open to all members, and the board selects the recipient, who is named during the awards ceremony at the end of each conference.

Nomination Criteria:

The following criteria should be used to identify potential nominees. Where possible, members should provide specifics regarding at least two of the following:

1. Contribution to CAPT-ACTP
   a. Nominees should have had a role in creating, sustaining, reshaping, or revitalizing CAPT-ACTP over the years

2. Participation in CAPT-ACTP Annual Conferences
   a. Nominees should have had a track record in participating in the CAPT-ACTP conference as an attendee, a poster participant, a presenter, a moderator, or a speaker

3. Service to CAPT-ACTP
   a. Nominees have demonstrated their commitment to CAPT-ACTP by serving on its committees, the board, or the executive

Nominations should be forwarded to the CAPT-ACTP offices by no later than mid September 2014 (dated to be assigned by Board, in order to be considered for that year’s award.)
APPENDIX: STUDENT BURSARY RECOMMENDATION

Objective:
Provide predictable student funding for CAPT-ACTP participation, yet limit financial exposure of CAPT-ACTP.

Background:
CAPT-ACTP recognizes and values student participation in its conferences and has provided stable funding for student bursaries every year. Unfortunately identifying the amount of assistance to be provided to each student prior to the conference has been difficult due to variations in the number of students participating, and the number of students needing travel assistance. As a result, it is unclear to students how much support they are going to eventually get from CAPT-ACTP, and impedes decisions regarding how they can allocate their own limited funds across competing conferences.

Discussion Points:
Student registration fees are essentially at cost (food, etc.), so CAPT-ACTP has little room to maneuver.
Out of town travel funding is secondary to registration assistance so we can minimize administration process by focusing on confirmation of student status, rather than submission and reimbursement of receipts.
Students would rather have a predictable level of funding, even if it is at the expense of rationing the number of students funded.

Recommendations to the Board:
1) Keep student registration and membership costs as stable as possible (using current methods or amounts approved by the board each year – 2013 Registration $300+HST & $25 membership).
2) Offer a limited number of registration discounts to bona fide students, at time of abstract acceptance based on location (see example below)
   a. $100 bursary for local students under 50km from conference site
   b. $200 bursary ($100 registration, $100 travel) for students between 50 and 500km from the conference site
   c. $300 bursary ($100 registration, $200 travel) for students over 500km from the conference site
<table>
<thead>
<tr>
<th>Category</th>
<th>Student Count</th>
<th>Bursary</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 50km</td>
<td>15</td>
<td>$100</td>
<td>$1,500</td>
</tr>
<tr>
<td>50-500km</td>
<td>7</td>
<td>$200</td>
<td>$1,400</td>
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<tr>
<td>Over 500km</td>
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<td>$2,100</td>
</tr>
<tr>
<td>Total</td>
<td>29</td>
<td></td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Criteria and number of students for each category to be determined;

i) Based on first come, first offered

3) Retain the option to top-up student funding if needed and fiscally responsible.
4) Review and revise based on student participation and needs in 2-3 years.

Note: -$100 of the bursary would be applied at the time of conference registration (discounted from the conference fee). This cannot happen on the existing website we would have to inform the student of the award at the time of abstract acceptance, cheque will be presented at the registration desk for the total amount. Travel reimbursement for out of town students will be provided up to the maximum bursary total ($100 / $200) upon receipt of original after the conference. Please refer to CAPT-ACTP Travel Policy for additional details.

Note: Travel reimbursement amounts represent a minimum total and may be topped up if the number of students in each category does not reaching the student count above or the total amount dedicated to student bursary is increased.

We believe this minimizes the financial risk to CAPT-ACTP, but gives some degree of certainty that we will help out participating students.