

General By-Laws of the Canadian Paediatric Orthopaedic Group

Revised and Approved June 19, 2021

Article I & II (Objectives)

The name of the organization shall be the Canadian Paediatric Orthopaedic Group (hereafter referred to as CPOG).

CPOG Objectives:

- To provide a collaborative forum for orthopaedic surgeons in Canada whose practices have a substantial interest in the management of paediatric orthopaedic conditions.
- To facilitate and stimulate the academic and scientific exchange of ideas and thoughts between these individuals.
- To promote and support discovery science, epidemiologic, economic and clinical paediatric orthopaedic research within CPOG by individuals, single sites and multi-centre collaboration.
- To promote excellence in paediatric orthopaedic care in Canada by developing and disseminating evidence-based best practice guidelines and by developing and offering educational products for paediatric orthopedic trainees, practitioners and the public.
- To coordinate the pediatric orthopedic curriculum at the Canadian Orthopedic Association (COA) Annual Meeting.

Article III (Membership)

Membership

- To apply for any category of membership, applicants must complete the application form from the CPOG website's membership page. The completed application should be sent to cpog@canorth.org. It is then forwarded to the CPOG President and to the CPOG Finance and Governance Committee. This committee will review the application and submit their recommendation to the CPOG Executive who will then vote on the applicant. Approval is 50% plus one.
- Members of all categories of membership are not required to be members of the COA.
- Full active membership is offered to orthopaedic surgeons who 1) Completed training in an approved program in orthopaedic surgery. 2) Obtained certification by RCPSC or equivalent as accepted by COA. 3) Practices full-time orthopaedic surgery in Canada or USA and who devote a minimum of 50% of their practice to the management of paediatric orthopaedic conditions.
- Affiliate membership is offered to the following individuals:
 - Orthopaedic surgeons who are practicing orthopaedic surgery in Canada but devote less than 50% to pediatric orthopedic surgery.

- Orthopaedic surgeons practicing outside of Canada or the USA who devote a minimum of 50% of their practice to the management of paediatric orthopaedic conditions.
- Researchers that are not orthopaedic surgeons but are involved in the conduct of paediatric orthopaedic research in conjunction with a CPOG member.
- Other allied health professionals (ex: nurse practitioners, nurses, physical therapists, physician assistants) interested in pediatric orthopedic care.
- Associate (resident/fellow) membership is offered to residents in Canadian orthopaedic training program or graduate fellows in orthopaedic training.
- Emeritus membership will be offered to retired pediatric orthopedic surgeons.

Article IV (Maintenance of Membership)

Maintenance of membership:

- Membership will be maintained by attending at least one CPOG general meeting every three years.
- Members must be in good standing with annual CPOG membership fees facilitated through the COA.
- In the event a member cannot meet the attendance requirements, the member can apply for a 1-year extension to the Finance and Governance Committee, where a decision will be made on a case-by-case basis.

Article V (Officers)

Officers:

- The voting officers of CPOG will be:
 - President
 - Immediate Past-President
 - Vice-President
 - Secretary
 - Treasurer
- The affairs of CPOG shall be managed by an Executive Committee consisting of the voting officers and two (2) Members at Large. They must be members in good standing with the COA. New members of the Executive Committee will be ratified by a simple majority vote of the membership attending the annual meeting from a slate prepared by the Nominating sub-committee.
- The incoming Vice-President, Secretary and Treasurer would be selected by the nominating committee from self-nominations or third-party nominations received from CPOG members with the nominations confirmed at the Annual Business Meeting. The Members At Large (2) will be appointed by the nominating committee in conjunction with the incoming President and may be selected from the nominations received or the

broader membership to ensure diversity on the executive that is representative of the general CPOG membership.

- All members of the Executive Committee must be Full Active members of CPOG.
- At any given time, no more than 2 executive members can be from the same province. At all times, the President and the Vice President must be from different provinces.
- Nominating Committee: The Immediate Past President is Chair of the nominating sub-committee. The Second Past President is a member on the nominating sub-committee. The remaining members of the nominating sub-committee will be constructed from the general CPOG membership with broad cross-country representation.
- In the event of a lack of sufficient nominations of CPOG members, each term would be renewable once on an individual basis in the event that it is agreed upon by majority vote of the executive and passed by a majority vote by the attendees of the annual business meeting.
- Duties – Subject to the By-Laws, the Executive Committee will determine the authority of the officers of CPOG. The Executive Committee may delegate responsibilities to the officers. The officers may exercise all powers conferred on them by the By-Laws as well as those incidental to their duties. Absence, incapacity, refusal or negligence to act or any other cause deemed sufficient by the Executive Committee permits re-delegation of the responsibilities of an officer to any other officer, for a period of time that the Executive Committee may determine.
 - **President** – Will serve a two-year term. The president shall act as the Paediatric Subspecialty Representative to the Canadian Orthopaedic Association. The President shall be responsible for the conduct and supervision of the business affairs of CPOG during his/her term of office and will serve as Chair of the Executive Committee. The president will also be responsible for appointing the CPOG coordinator/administrative assistant during their term. After the two-year term, the CPOG President will become the Immediate Past-President.
 - **Immediate Past-President** – Will serve a two-year term immediately following their term as President. They will serve as the Chair of the Nominating sub-committee and be a member of the Finance and Governance Committee.
 - **Vice-President** - Will serve a two-year term. The Vice-President will be an executive liaison to one committee.. After the two-year term, the CPOG Vice-President will become the CPOG President.
 - **Secretary** - Will serve a two-year term. The Secretary shall be responsible for recording and disseminating the minutes of meetings of the Executive Committee, the annual meeting, and additional meetings/teleconferences as required. The Secretary will be an executive liaison to one committee.
 - **Treasurer** – Will serve a two-year term. For the year 2021-2022, the current Treasurer will serve a third year as part of their term. The Treasurer is required to oversee and verify the financial and accounting records for CPOG. The treasurer will also be the primary liaison with industry and in acquiring grant support for the organization. The Treasurer will be an executive liaison to one committee.

- **Members at Large** – Appointed for a two-year term at the discretion of the executive committee. For the year 2021-2022, the current Members at Large will serve a third year as part of their terms. Nominations may be forwarded by any Full Active members. Responsibilities will be delegated at the discretion of the President and may include participation or being an executive liaison to a committee.

Article VI (Conduct of Business)

Conduct of Business:

- All documents, deeds or papers required to be executed by CPOG shall be signed by the President or Treasurer. Required signatures may also be executed by such member or members of the Executive Committee as may be designated by executive resolution.
- CPOG will maintain financial accounts through the Canadian Orthopaedic Association.
- Money pertaining to CPOG meetings as well as for research / education grants will be held by the Canadian Orthopaedic Association. This includes money from industry as well as money from scientific research granting agencies.
- The Treasurer will regularly receive, review and approve statements.

Article VII (Annual Dues)

Annual Dues:

- CPOG Membership dues will be the following:
 - Active Members: \$100
 - Affiliate Members: \$30
 - Associate Members: \$0
 - Emeritus Members: \$50
- All members are required to pay annual dues to CPOG as facilitated by the Canadian Orthopaedic Association.
- Failure to pay dues may result in a lapse of membership for that individual.

Article VIII (Meetings)

Meetings:

- The CPOG general membership will meet annually at during the Annual Meeting of the Canadian Orthopaedic Association.
- CPOG members will be expected to pay the conference registration fees while attending the Annual Meeting of the Canadian Orthopaedic Association.
- Members of CPOG will be expected to pay for their own travel and lodging during the annual meeting.

Article IX (Repeal, Amend or Propose By-Laws)

Repeal, Amend or Propose By-Laws:

- Changes to the existing By-Laws may be proposed by the Executive Committee.
- Any proposed changes to the By-Laws must be forwarded by the Finance and Governance Committee to the CPOG membership at the annual meeting.
- The repeal, amendment or proposal for any By-Law must be duly proposed and seconded from the floor at the annual meeting.
- Any repeal, amendment or proposal of a new By-Law shall require approval by a simple majority of the membership attending the annual meeting.

Article X (Committees)

- CPOG will form the following committees: Education, Research, Communication, Finance & Governance
- The goal of the committees is to facilitate active membership participation to further the CPOG objectives
- Committees will be composed of CPOG members who will apply for a position of interest.
- Each committee will have a one CPOG Executive Member as a liaison.
- Each committee will have committee members and a subcommittee chair. The chair will be selected by the Executive from interested applicants.
- In the event of inadequate numbers or diversity (geographic and gender) of applicants, the Executive will directly approach its members for committee participation.
- The term for committee members will be 2 years with the option to renew
- The role of each committee will be as follows:
 - **CPOG Research Committee**
 - Review abstracts submitted to COA
 - Review requests for surveys to CPOG membership
 - Develop research collaborations between sites
 - Organize CPOG research forums
 - **CPOG Education Committee**
 - Create the pediatric program at the annual COA meeting
 - Create and organize new educational programs for CPOG members, primary care providers, and patients/families.
 - Organize quarterly Cross Canada Rounds
 - Obtain accreditation for events held outside of COA
 - Develop practice guidelines.
 - Produce products for physician/patient/parent education
 - **CPOG Finance and Governance Committee**
 - Develop fundraising events/programs via Canadian Orthopaedic Foundation or COA
 - Manage memberships and dues

- Develop industry relationships
- Organize nominations for CPOG executive positions
- Periodically review the CPOG bylaws and facilitate updates as needed
- **CPOG Communications Committee**
 - Facilitate communication between CPOG members (emails, newsletters, etc.)
 - Organize CPOG social events
 - Maintain CPOG website