COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA

BYLAWS

April 2026

BYLAW 1 – DEFINITION AND INTERPRETATION

1.1 Definitions

In these by-laws unless otherwise stated:
"Act" means *The Physiotherapists Act*, including the Regulations made pursuant to the *Act*.
"By-Laws" means the by-laws of the College made under Part 6, section 51 of the *Act.*
"College" means the College of Physiotherapists of Manitoba.
"Council" means the Council of the College.
"Registrar/Executive Director" means the registrar/executive director of the College appointed under the *Act.*
"General Regulation" means The College of Physiotherapists General Regulation.
"In Good Standing" means that the Registered Physiotherapist's registration is current and not suspended, and the member is not currently engaged in any professional conduct processes.
"Member" or "Registrant" mean a person registered under The College of Physiotherapists General Regulation.
"Minister" means the Minister appointed by the Lieutenant Governor in Council to administer the *Act.*
"Public representative" means a person who is not and never has been registered under the General Regulation.
"Register" means a register or Sub register established in the General Regulation.

1.2 Interpretation

In the interpretation of these by-Laws, words in the singular include words in the plural and vice versa and words in one gender include all genders. Words defined in the Act have the same meaning when used in these by-laws.

BYLAW 2: ADMINISTRATION OF THE COLLEGE

2.1. Head Office

The head office of the College of Physiotherapists of Manitoba shall be located in Winnipeg, Manitoba or at such a location as may be determined by Council.

2.2. Seal

The College shall have a seal, which is inscribed "College of Physiotherapists of Manitoba". The seal shall remain at the head office of the College and, whenever used, shall be authenticated by the signature of a signing officer of the College.

2.3. Agents and Employees

a) The Council may appoint or employ any persons as is necessary to assist the Council in the performance of its duties under *The Act* and the regulations and shall establish

their duties and remunerations.

b) The Registrar shall be a Registered Physiotherapist appointed by and responsible to the Council.

c) The Registrar/Executive Director shall perform all duties prescribed by the Act, regulations, bylaws and policies. The Registrar/Executive Director shall be an ex-officio member of the Council and of such committees as the Council deems appropriate**,** in a non-voting capacity.

d) The Deputy Registrar shall be appointed by the Council as outlined in 51(1)(n) of *The Act* as the Acting Registrar when the Registrar is absent or unable to act or when there is a vacancy in the office of the registrar.

2.4 Prescribe Forms

The Registrar/Executive Director is authorized to prescribe such forms, certificates or other documents as may be required for the purposes of the Act, the regulations, or the bylaws.

2.5 Signing Officers

The signing officers of the College shall be designated by the Council as follows:

a) the Registrar, two appointed Council members, and the Deputy Registrar;
b) any two of those four may sign on behalf of the College.

2.6 Banking and Financial Affairs

a) All contracts, documents and instruments in writing so signed shall be binding on the College.

b) Financial policies pertaining to the College shall be determined by Council.

c) An accountant shall be appointed by the Council annually who shall, at least once in every year, examine the accounts of the College and report thereon to Council as soon as possible after the end of the fiscal year.

2.7 Remuneration of Council

a) The members of the Council and committees thereof may be paid remuneration and allowance for travelling and living expenses while engaged in the business of the Council at such rates, and in accordance with such policies, as set by Council.

b) Council members, including Public representatives, shall receive an honorarium as set by Council policy.

BYLAW 3: MEMBERS

3.1 Registers of the College of Physiotherapists of Manitoba

In accordance with Part 4, section 7(1) of *The Act,* the College shall maintain the following:
(a) a register of physiotherapists;
(b) a register of students;
(c) any other registers that are provided for in the regulations.

The members on these registers are the members of the College.

3.2 Additional registers

In accordance with Part 2 Additional Registers of the Physiotherapists regulations, the registrar shall maintain the following registers:

(a) a temporary practice register;
(b) an inactive register;
(c) an examination candidate register.

3.3 Rights, Privileges and Obligations of All Members

All members:

a) shall pay the fees prescribed in Bylaw 4: Fees;
b) are entitled to attend College meetings;
c) shall notify the College, within 30 days of any change in name, home address, telephone number, and email address, any change in place(s) of employment including business address, telephone number and email address for each place of practice and any change in membership status;
d) shall answer all correspondence from the College in which a reply is requested, within 15 days or the deadline specified in the correspondence, unless an extension is granted by Council; and
e) shall practice physiotherapy in accordance with the code of ethics of the College, standards of practice, practice directions and as specified in the regulations.

3.4 Rights, Privileges and Obligations of Members on the Active Practicing and Inactive registers

Only those who hold membership on the register of Physiotherapist classifications (Active practicing and Inactive) and are in good standing:

a) are eligible to vote at meetings of the College in accordance with these by-laws.
b) are eligible to hold office, upon appointment, on the Council in accordance with these by-laws.
c) are eligible to serve as an appointed member of committees of the College in accordance with these by-laws.

BYLAW 4: FEES

4.1 Membership Year

The membership year of the College shall commence on the 1st day of February and terminate on the 31st day of January each year.

4.2 Setting Fees

Council may establish fees, costs, levies and assessments for the following:

a) application fees;
b) registration fees;
c) re-instatement fees;
d) late payment fees;
e) fees for reviews or appeals of any decisions;
f) special levies
g) misconduct levies;
h) processing fee for curriculum review; and
g) non-compliance fees

The fees for application and registration shall be communicated to members at least 30 days prior to the 31st of January of each year.

BYLAW 5: MEETINGS OF MEMBERS

5.1. Annual General Meeting

a) An Annual General Meeting (AGM) of the College shall be held each year at a date, time and in a format to be determined by the Council and the agenda for the meeting shall be set by the Council.

b) At least 30 days before the date of the annual general meeting, notice shall be published.

c) The agenda and annual report shall be published prior to the annual general meeting.

d) The accidental omission to give notice to any registrant or registrants shall not invalidate any action taken at an annual general meeting.

e) The quorum for an Annual General Meeting of the College shall be the number of registered physiotherapists in attendance who are entitled to vote.

d) A financial statement of the College shall be presented at the Annual General Meeting.

5.2 Special Meetings

a) A special meeting of the College may be called by the Council at any time and shall be called upon the written request of not less than 5% of the membership of the College who are entitled to vote. The submitted request shall include each registrant's printed name, registration number and signature.

b) Notice of a special meeting of the College shall state the business to be considered at the meeting; the business transacted at a special meeting of the College shall be limited to that specified in the notice.

c) Notice of a special meeting of the College shall be sent to every Council member and every member of the College 30 days prior to the date of the meeting and the business to be transacted shall be specified in such notice. The accidental omission to give notice to any member shall not invalidate any action taken at a special meeting.

d) The quorum for a special meeting of the College shall be 20% of the membership of the College who are entitled to vote.

5.3 Voting at Annual and Special Meetings

a) Each member whose name is entered on the Active practicing or Inactive register and who is in good standing at the date of the meeting, shall be entitled to vote on any issue to be determined by a vote.

b) Each member's entitlement to vote shall be verified prior to being given access to the voting method.

c) For adoption of any issue at an annual general meeting, a majority vote of those members present, either in person or virtually, who are entitled to vote, shall be required.

d) For adoption of any issue at a special meeting, a two thirds' vote of those members present, either in person or virtually, who are entitled to vote, shall be required.

e) A vote may be taken by ballot, a show of hands, or electronic means at the discretion of the chair. In any voting by a show of hands, the chair of the meeting shall, with the assistance of scrutineers, if necessary, make such count of the votes as they may consider necessary and shall decide the results. The chair's decision shall be final.

f) In the event of a tie vote, the chair of the meeting shall cast the deciding vote.

5.4. Recording of Meeting

Minutes shall be taken at annual and special meetings and shall be made available to the membership.

BYLAW 6: COUNCIL

6.1 Composition

The Council of the College shall consist of:

a) six members appointed from the register of regulated members of the College in accordance with Bylaw 3 of the College, and that meet the eligibility criteria outlined in these bylaws;
b) one (1) Public member appointed by the Minister;
c) two (2) Public members appointed by the Council;
d) two (2) students from the Physical Therapy Program at the University of Manitoba to sit on Council in nonvoting positions; and
e) the Registrar/Executive Director and Deputy Registrar as ex-officio, non-voting Council members.

6.2 Term of Office

a) Except as otherwise set out in these by-laws, each member of Council shall hold office for a term of three years with a maximum of two consecutive terms.

b) For the purposes of creating staggered term lengths, a Council member may serve a term of four years if so approved by the Council.

c) A Council member who has served two consecutive terms may seek re-appointment after at least two years has elapsed since the expiry of their last term.

6.3 Officers of the Council

a) The officers of the College shall be the Council Chair/Co-Chair, Council Vice Chair, Council Treasurer, the Registrar/Executive Director, ex-officio and the Deputy Registrar, ex-officio.

b) At the first Council meeting following the Annual General Meeting, the Council shall select from amongst its members a treasurer, either a chair and a vice chair, or two co-chairs, all of whom shall be members of the College and such other officers as it may see fit.

c) The Council position duties shall be fixed from time to time by Council policy.

6.4 Meetings of the Council

a) Regular, special and emergency meetings of the Council shall be held at such times and places and with such notice to Council members as may be fixed from time to time by Council policy.

b) There shall be no less than four regular meetings during each calendar year, held one in each of the quarters of the calendar year, if reasonably possible.

c) A majority of the Council, one of whom must be a Public representative, shall constitute a quorum for the transaction of business.

BYLAW 7: APPOINTMENTS TO COUNCIL

7.1 Appointment Process

a) An Appointment Committee will be established by Council to complete the council appointment process.

b) The authority, duties and responsibilities of the Appointment Committee will be set out in policy.

c) A call for applications shall be made at least 30 days prior to the date fixed for receiving applications

d) An application must be in writing on the application form provided by the College and must be received by the Council Chair or delegate no later than the date fixed for receiving applications.

e) The Council may establish rules regarding nomination of candidates for appointment to the Council, and the conduct and regulation of Council members.

7.2 Eligibility:

a) A member is eligible for appointment to Council if:

i. at all times between the 90th day before the appointment and the date of the appointment, the member continues to be registered on the Active or In-Active register;
ii. the member has a minimum two years of independent practice in physiotherapy in Canada;
iii. the member is not in default of any obligation to the College under the Regulations or the By-laws including the payment of any fees required;
iv. the member is not the subject of discipline proceedings;
v. the member is not the subject of any inquiry by the Inquiry Committee;
vi. the member has not been found guilty of professional misconduct, to be incompetent, or to be incapacitated in the six years before the appointment;
vii. the member's certificate of registration has not been revoked or suspended for professional misconduct, incompetence or incapacity at any time in the six years immediately before the appointment;

viii. the member's certificate of registration has not been subject to a term, condition or limitation other than a term, condition or limitation prescribed by the Regulations in the six years before the appointment;
ix. the member is not and has not been in the 12 months before the appointment, a director, officer, committee member, employee, or holder of any position of decision-making influence of any other organization of physiotherapists;
x. the member is not a participant (other than on behalf of the College) in a legal action or application against the College;
xi. the member is not and has not been in the 12 months before the appointment an employee of the College;
xii. a period of at least 2 years has passed since the member had previously served the maximum term on the Council;
xiii. the member discloses all potential conflicts of interest in writing to the registrar within five business days of being nominated and either does not have a conflict of interest to serve as a Councilor or has agreed to remove any such conflict of interest before taking office;
xiv. any disputes about a person's eligibility for appointment shall be determined by the Appointments Committee. If the Appointments Committee determines that a member is ineligible for appointment, the member may appeal that decision to Council and Council's determination shall be final, without appeal.

7.3 Notice of Results:

a) The College shall notify members of the results of the appointment process in a manner directed by the Council and announced at AGM.

7.4 Taking Office:

a) Subject to (b) below, Council members and the Council Chair-Elect of the College shall take office on the first day of the month following AGM in the year of their appointment.

b) Council members appointed in mid-term to fill a vacancy shall take office forthwith.

c) Six (6) physiotherapists shall be appointed to Council on the same date in 2027;
   i) Two (2) physiotherapists appointed in 2027 shall serve a three (3) year term. Appointments for these Council seats will be conducted in 2030 and every three (3) years thereafter;
   ii) Two (2) physiotherapists appointed in 2027 shall serve a two (2) year term with the next appointments for these Council seats to be conducted in 2029. Beginning in 2029, these members shall serve a three (3) year term;
   iii) Two (2) physiotherapists appointed in 2027 shall serve a one (1) year term with the next appointments for these Council seats to be conducted in 2028. Beginning in 2028, these members shall serve a three (3) year term;

7.5 Cease to be a Council Member

a) Any Council member may resign at any time by providing written notice to the Council Chair.

b) Any Council member ceases to be a Council Member if they:
   i. are a member residing and working outside of Manitoba
   ii. resign
   iii. no longer meet the eligibility criteria outlined in these by-laws.

c) Where any Council member:
   i. has a finding in accordance with section 41 of the Act; or
   ii. holds a license to practice that becomes subject to a term, condition or limitation; or
   iii. is convicted of an indictable offence or is sentenced to a term of imprisonment, whether conditional or otherwise, they cease to be a member of the Council.
   iv. is in default of payment of any fee prescribed by CPM bylaw for a period of more than thirty (30) days.

d) The Council may, by a majority vote (50% plus one), remove a Council member if:
   i. they consistently fail or refuse to perform the duties assigned to them by the chair or co-chair of the Council;
   ii. they consistently fail or refuse to adhere to *The Act*, regulations, by-laws or code of ethics;
   iii. they are absent from more than two (2) meetings of the Council between Annual General Meetings;
   iv. their membership is allowed to lapse, is suspended or revoked.
   v. they fail to complete and sign as well as adhere to the Code of Conduct and Confidentiality Agreements required for Council and Committee members.

e) When a person ceases to be a Council member, all Council and committee appointments held by that person are declared vacant.

7.6 Vacancy on Council

a) When a position on Council becomes vacant, a call for applications shall be published to fill that vacancy and the Council shall appoint an eligible member of the College to fill the vacancy for the balance of the term of office vacated.

b) When a position of Council Appointed Public representative becomes vacant, the Council shall appoint a Public representative to fill the vacancy for the balance of the term of office vacated

c) When a position of the Government Appointed Public representative becomes vacant, the Minister's Office will be advised of the vacancy. The Council may appoint another Public representative if the Minister has not filled the vacancy within 90 days.

BYLAW 8: COMPLAINTS COMMITTEE AND INQUIRY COMMITTEE

8.1 The Council shall appoint a complaints committee and inquiry committee as set out in Section 17(1)(2) and 31(1)(2) of *The Physiotherapists Act*.

a) The members eligible for appointment to the Complaints Committee and the Inquiry Committee are those who meet the eligibility criteria enumerated in Bylaw 7.2 Eligibility for appointment to Council.

b) At least 1/3 of the members of the Complaints Committee and Inquiry Committee must be public members.

c) Public representatives shall be appointed by the Minister of Health.

d) When a position of the Government Appointed Public representative becomes vacant, the Council may appoint another Public representative if the Minister of Health has not filled the vacancy or served notice of their intention to do so, within 90 days of the vacancy.

BYLAW 9: COMMITTEES AND BOARDS

9.1 The Council may establish such committees, as it deems necessary to fulfill the objectives of the College.

9.2 The Council shall establish the following standing committees and boards:

a) Board of Assessors;
b) Appointments Committee;
c) Continuing Competence Committee.

9.3 The Council shall appoint to the Board of Assessors only those members who meet the eligibility criteria enumerated in Bylaw 7.2 Eligibility for appointment to Council (i), (iii-xiv).

9.4 The Council shall appoint to the Appointments Committee and the Continuing Competence Committee members on the Active Practicing or Inactive Register who are in good standing with the College.

9.5 The Council shall establish terms of reference for all committees.

9.6 The activities of all committees shall be under the direction of the Council, and all recommendations of the committees are subject to Council approval.

9.7 The Council shall appoint the chair and members of all committees.

9.8 Vacancies on any board or committee shall be filled by appointment by the Council for the remainder of the term.

9.9 Ex-officio members may be appointed to committees or boards by the Council as required in a non-voting capacity.

9.10 One member of the Board of Assessors shall be a Public representative appointed by the Minister of Health for a two-year term.

9.11 When a position of the Government Appointed Public representative becomes vacant, the Minister's Office will be advised of the vacancy. The Council may appoint another Public representative if the Minister has not filled the vacancy or served notice of their intention to do so, within 90 days of the vacancy.

9.12 The Council may, by a majority vote, remove a member from a committee or board if:

a) They consistently fail or refuse to perform the duties assigned to them by the chair of the committee/board
b) They consistently fail or refuse to adhere to The Act, regulations, bylaws or code of ethics;
c) They are absent from more than two (2) meetings of the committee/board between Annual General Meetings;
d) Their membership is allowed to lapse, is suspended or revoked.

BYLAW 10: REGULATIONS

10.1 Regulations must be brought to the membership for a vote.

10.2 Regulations to be brought forward shall be circulated to all members thirty days prior to the vote.

10.3 A regulation brought to the membership may be approved or repealed by a majority of the members of the College:

a) present and voting at a general meeting; or
b) voting in a mail vote or other method of voting conducted in accordance with the by-laws.

10.4 A regulation brought to the membership at a general meeting may be amended by a majority of those present and voting.

10.5 Regulations approved by the membership shall be taken to the Lieutenant Governor in Council.