

**CANADIAN ASSOCIATION OF NEUROPATHOLOGISTS  
L'ASSOCIATION CANADIENNE DES NEUROPATHOLOGISTES**

**MISSION STATEMENT**

The purpose of the Association is to promote the discipline of Neuropathology in Canada with respect to teaching, education, research, maintenance of competence and other professional affairs.

The activities of the Association include the following:

- dissemination of information of interest to Neuropathologists through a regular newsletter
- holding annual meetings
- assisting members in their continuing medical education, in accordance with the continuing professional development (CPD)-specific policy of the Association
- facilitation of the education of trainees
- awarding trainees for excellence in research and clinical work

**CONSTITUTION**

Name	The association shall be called the Canadian Association of Neuropathologists (CANP) or l'Association Canadienne des Neuropathologistes (ACNP) and hereinafter will be referred to as the Association.
Objectives	The objectives of the Association are: 1) to promote the scientific study of diseases of the nervous system; 2) to facilitate the exchange of information and ideas among members; 3) to support various continuing education activities for members; and 4) to advance the discipline of neuropathology throughout Canada.
Official Languages	The official languages of the Association shall be English and French.
Membership	a. Regular members shall be graduates in medicine or veterinary medicine who have completed their residency/fellowship and are practicing neuropathology in Canada or elsewhere, or they shall have doctoral degrees in a field related to neuropathology. New members shall be proposed and seconded by two members of the Association, in writing in advance to the Secretary-Treasurer; election will be by majority vote at the Annual Business Meeting. Regular members shall have full voting privileges and the right to be elected and serve as officers of the Association and to serve on committees. For matters specific to professional practice in Canada, the right of vote may be restricted.  b. Senior members shall be former regular members who upon full retirement from active professional life have requested and been granted this status. They will be exempt from payment of dues and will remain voting

	<p>members so long as they desire.</p> <p>c. Junior (non-voting) membership is open, without payment of dues, to residents or fellows in an accredited Neuropathology training program in Canada or the United States, or to residents or fellows in an accredited Anatomical Pathology residency program with a demonstrated interest in Neuropathology. Application by the trainee must be accompanied by a letter from the training Program Director. Trainees from countries outside North America will also be accepted, under the same conditions, providing there is a firm commitment to active participation in the Association. Upon completion of Neuropathology training, the status of ‘junior’ to ‘active’ member may be converted; the junior member should request this change of the Secretary-Treasurer, and membership dues will commence for that member during that fiscal year.</p> <p>d. All categories of members shall have a discounted fee for the Annual conference, access to the Association website “Members” area, and access to the meeting digitized slide images through the website.</p>
Lapse of Membership	Any member who fails to pay dues for 2 successive years shall cease to be a member of the Association. The secretary will notify the member by electronic mail with due warning. Resumption of membership without nomination will be granted upon receipt of fees.
Annual Meeting	A scientific meeting of the Association will be held annually at a place and time to be determined two years in advance by the Executive Committee following consultations at the Annual Business Meeting. Guidelines for selecting the location are described in a separate bylaw.
Annual Business Meeting	A statutory Annual Business Meeting will be held during the Annual Meeting of the Association. Matters related to the Association, in line with its constitution, will be discussed and approved by majority vote if necessary at this meeting. Emails are permitted to inform members of new developments, to circulate documents prior to the Annual Business Meeting, to support the preparation of the Annual Meeting, and to solicit and receive input from the members at any time through the year.
Governance Structure	<p>a. Officers</p> <p>The Association will have a President elected for a 3 year term and a Secretary-Treasurer elected for a 3 year term (with the addition of a 6 month formal overlap with the successor). Election of Secretary-Treasurer is to be held in a year different from than that for President. The positions shall be held for one term only. If unforeseen circumstances necessitate an adjustment in the duration of the terms, the adjustment must be endorsed by the majority of members present at the Annual Business Meeting. Incoming Presidents shall begin their duties at the end of the Annual Meeting. The incoming Secretary-Treasurer shall assume responsibilities after reconciliation of financial matters for the past fiscal year. The duties of the elected officers is described in the CANP Roles and Responsibilities document.</p>

	<p>b. Election of officers Officers shall be elected at the meeting by majority vote. The Nominating Committee, consisting of the Past-President and the Secretary-Treasurer for the election of a new President, and the Past-President and the President for the election of a Secretary-Treasurer, shall solicit nominations at least two months prior to the Annual Business Meeting. The Nominating Committee members shall receive, at least one month prior to the Annual Business Meeting, a nominating letter indicating the acceptance of the nominee for the position, and signed by two active members of the Association. The Nominating Committee will circulate the list of nominee(s) two weeks prior to the Annual Business Meeting. Nominations from the floor will also be accepted at the time of the Annual Business Meeting.</p> <p>c. Committees Executive Committee - The affairs of the Association will be conducted by an Executive Committee consisting of the President and the Secretary-Treasurer. If necessary, the opinions of the Past President and / or the chair of the Professional Affairs Committee may be sought. The roles and responsibilities of the President and Secretary-Treasurer are described in separate documents.</p> <p>Other standing committees include the Professional Affairs Committee, the Abstract Review Committee, the Endowment Trust Fund committee, Scientific Planning Committee for the Annual meeting, and the Continuing Professional Development Committee. Membership of these committees can overlap with that of other existent committees. These committees have their own terms of reference and reporting requirements as outlined in the CANP Roles and Responsibilities and CANP Governance Structure documents.</p>
Endowment Trust Fund	The Trust consists of proceeds from the International Congress of Neuropathology held in Toronto in 1994, in addition to such monies as shall be added to from time to time. The interest derived from this Trust shall be used to finance activities designed to enhance the educational and professional activities of neuropathology in Canada. The Trust shall be administered by a committee consisting of: the President (chair), the Secretary-Treasurer, and no fewer than three regular members to be elected at the Annual Business Meeting. The three members will be appointed for a term of three years and elected in a staggered fashion. The committee shall be responsible for determining the amount of money available for the support of activities and prioritizing the support of the activities requested. The Trust has its own terms of reference for all matters associated with its existence and activities.
International Society of Neuropathology	As a member society of the ISN, the Association is represented by a number of councillors designated by the ISN. Representatives shall include the Association President and Past President, as well as a third regular member. Election, for a term of three years (renewable), shall occur at the Annual Business Meeting. Councillors will represent the interest of the Association and carry out such duties as requested by officers of the ISN. Attendance at

	the ISN by the representatives is not mandatory.
Archives	The archives of the Association are maintained, on a voluntary basis, by a member of the Association, after approval by the members present at the Annual Business Meeting. There is no specified term limit.
Website	The website of the Association is maintained and managed on a voluntary basis by a member of the Association, after approval by the members present at the Annual Business Meeting. There is no specified term limit.
Membership Dues	An annual membership fee, determined at the Annual Business Meeting, will be paid early in each calendar year by the Members to the Secretary-Treasurer who will render a financial statement by electronic communication.
Amendment of the Constitution	Amendments to this Constitution will only be valid if two-thirds of the membership vote either in person, by post, or by email in their favour. Proposed amendments must be submitted to the Secretary-Treasurer at least 3 weeks before the Annual Business Meeting. The Secretary-Treasurer shall circulate all amendments to the members at least 2 weeks before the meeting. Electronic voting shall also be permitted for urgent issues that cannot be delayed until the next Annual Business Meeting.
Non-profit Clause	The activities of the Association shall be carried out without purpose of financial gain for its members. Any profits or other gains to the Association shall be used in promoting its mission and objectives.
Dissolution Clause	Upon dissolution of the Association, and after paying all outstanding liabilities, any remaining assets will be distributed to organizations that are qualified donees of the Association as defined under the Government of Canada Income Tax Act.
Effective Date	2019

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Peter Gould MD FRCPC, President

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Julia Keith MD FRCPC, Secretary-Treasurer

Version 1 accepted 2005  
Revisions presented to CANP membership annual business meetings 2016, 2017, 2018  
Version 2 accepted 2019