

CONSTITUTION & BY-LAWS

Nova Scotia

Association of Acupuncturists

Revised November 26, 2008

CONSTITUTION & BY-LAWS

Our Goals are:

1. To uphold the highest professional ethics and standards for the protection, benefit and health of the public.
2. To provide information regarding the benefits of Acupuncture and Oriental Medicine for the general public.
3. To monitor, initiate and support legislation regarding the profession and the safety of the public.
4. To be a democratic forum for the profession on issues of concern.
5. To play a constructive role in the licensure and continuing education process for acupuncturists within the provincial framework.
6. To establish and constantly review a written Code of Ethical Conduct for registered practitioners.
7. To promote and support continuing education for the registered members of the Association.
8. To establish and maintain a Peer Review System.

Eligibility for Membership (amended 26 November 2008)

In order to be eligible for membership an applicant must:

1. a) be over 18 years of age and of good moral character;
b) be a Canadian citizen, a Landed Immigrant or possess a valid and relevant Work Permit;
c) **be** a qualified graduate from a recognized full-time program of at least 3 years (totaling 1900 minimum classroom and clinical hours in the study of Acupuncture or Traditional Chinese Medicine). In addition to this, the graduate must pass one of the following exams: NCCAOM (USA); a Canadian Provincial Exam which is recognized by the Canadian Mutual Recognition Agreement Standards.
d) successful apprenticeship with documentation based on the NCCAOM standards or Canadian National Standards. In addition, the applicant must pass one of the exams stated in Section (c) of this By-Law.

Applicants should contact the Secretary and request an application form. There is a \$75 non-refundable application fee, for non-foreign applicants and a \$100 fee for foreign applicants.

Commitment to the Patient

1. To respect the rights, dignity, confidentiality and person of each patient.
2. To render to each patient the highest quality of care and to make timely referrals to other acupuncturists or other health care professionals as may be appropriate.
3. To avoid treating patients when my judgment or competence is impaired by untreated chemical dependency, or physical or mental incapacity deemed to be hazardous to the safety of the patient.
4. To conduct a practice that is non-discriminatory.
5. To keep accurate records of history and treatment, and to respect the confidentiality of those records and of any other personal information imparted by the patient.
6. To keep the patient informed by explaining treatment and expectations of results; to avoid making promises or creating inappropriate expectations.
7. To protect the welfare and dignity of patients participating in research, to obtain informed consents, and to employ humane treatment in experimenting with animals.

Commitment to the profession

1. To contribute toward raising the standards of the profession.
2. To use appropriate professional or personal channels to correct behaviour detrimental to the public.
3. To maintain personal behaviour consistent with the best interests of the patient and reflecting well on the profession.

Commitment to the Public

1. To provide accurate information regarding my education, training and experience, professional affiliations and certification.
2. To make public statements regarding my education, training and experience, professional affiliations and certification.
3. To respect the integrity of other forms of health care and to make efforts to build bridges and develop collaborative relationships to achieve the best possible care for individual patients.

4. To make an effort to keep fees within the reach of the general public, and to have provision for flexibility in fees for low-income patients.

Introduction

This Code of Ethics has been produced under the auspices of the Nova Scotia Association of Acupuncturists(N.S.A.A.).

A written Code of Ethics is essential for any mature, self-regulating profession. Individual views may vary widely and the interpretation of generalized rules may be abused by individuals to suit their own circumstances. Without an established Code of Ethics and information contained in the guidelines, we would lose much of our right to be identified as a professional Association.

The Code provides a common standard for all members to follow and has the advantage of giving confidence to the public, by enabling them to know the ethical standards of the Association.

Members of the Association have a duty to their patients, the public, their colleagues and their profession. An independent individual who is not bound by a professional Code of Conduct may behave(subject to criminal and civil law) as he or she pleases when dealing with the public, regardless of the interests of patients or the reputation of the profession as a whole. An acupuncturist has, by becoming a member of the Association, agreed to be bound by and to observe this Code of Ethics and to submit to the jurisdiction of the Association in relation to it.

The Association is governed by the Board(the duly elected officers), in accordance with the memorandum and Articles of Association. Among other things, these lay down a procedure for disciplining members guilty of proscribed conduct which is rigorously enforced. This Code, together with any guidelines and memoranda published by the Board and to be published in future, provide guidance for members and the public, as to the Association's interpretation of 'proscribed conduct' and generally on subjects pertinent to the proper conduct of an acupuncture practice.

It is not possible to list every kind of misdemeanor in a Code of Ethics and its supporting guidelines. Nevertheless, members are reminded that the Association has the power to adjudge as unethical any behaviour which adversely reflects upon the practice of acupuncture, the Association and/or its members.

MEMBERS SHALL AT ALL TIMES CONDUCT THEMSELVES IN AN HONOURABLE MANNER IN THEIR RELATIONS WITH THEIR PATIENTS, THE PUBLIC, AND WITH OTHER MEMBERS OF THE ASSOCIATION.

Members' Obligations to their Patients

Members' obligations to their patients are usually governed by the contractual relationship between them. There may be certain circumstances where there is no contractual relationship, e.g. in an emergency, but nonetheless members owe their patients a duty to act with reasonable care in accordance with the standards of professional skill expected of an acupuncturist.

The Association does not catalogue every possible misdemeanor, but expects all members to conduct themselves in a professional way at all times, and be aware of the responsibilities they incur.

The relationship between an acupuncturist and patient is that of a professional with a client. The patient puts complete trust in a practitioner's integrity and it is the duty of members not to abuse this trust in any way. Proper moral conduct must always be paramount in Members' relations with patients. Members must act with consideration concerning fees and justification for treatment.

Members must take care when explaining the procedures and treatment which they propose to administer, and should recognize the patient's right to refuse treatment or ignore advice. Treatment of a patient is legally permitted only with his or her express or implied consent. It is unacceptable to solicit a patient by any means to accept treatment when he or she has not specifically requested it.

Members must take care to see that their practices are managed with due diligence. In particular, delegation of professional duties should be made only in favour of those qualified to accept them.

It is the duty of the member if he or she is away from the practice for any length of time to ensure that adequate arrangements are made only in favour of those qualified to accept them.

Members have an implicit duty, within the law, to keep all information concerning, and views formed about, patients entirely confidential between the member and the patient concerned. This same level of confidence must be maintained by assistants and receptionists when these are employed. Even the fact of a patient's attendance at a member's practice should be considered confidential, and should not be disclosed to a third party without the patient's consent.

Members are warned not to assume that details of a wife's or husband's case should be freely discussed with the other. The above ruling applies to all parties including next of kin and should never allow a third person to be present unless it is with the expressed consent of the patient.

Disclosure of any confidential information to a third person is only in order when all the following requirements are met:

- Disclosure is in the patient's interest.
- It is done with the patient's knowledge and consent except when the patient is not in a condition to give this and a third person is in a position to be responsible for the patient's interest.
- There is a real need for such information to be imparted, such as when a member considers a case should be referred to a colleague.

The only exceptions to this principle of confidentiality are:

- When the law requires the information to be divulged(see below, Member's Obligations to the Public)
- When for reasons relating to the condition or treatment of a patient it is in the patient's own interest that confidentiality should be broken.
- When the member reasonably considers that his or her duty to society at large takes precedence.

Members must ensure that they keep clear and comprehensive records of the treatment they administer to patients.

MEMBER'S OBLIGATIONS TO THE PUBLIC

Disclosure of Information

If members receive requests for the disclosure of confidential information, they should first refer the matter to the Board of the Association for advice. If a member is asked in a Court of Law to disclose information which he or she considers confidential, the member should ask the Court to take into consideration his or her reasons for not wishing to divulge the information requested, i.e. on the grounds of professional secrecy. If the Court nevertheless overrules this contention and requires disclosure of the information, the member may be in contempt of court by refusing to disclose it, but if he or she does refuse, the council will not hold the Member to be acting in breach of this Code of Ethics. It is by no means certain that acupuncturists would be afforded the same rights generally given to registered medical practitioners regarding the withholding of confidential information on the grounds of professional secrecy. In serious cases, such withholding of information might be constituted as an attempt to obstruct the course of justice. In cases where sensitive information is given to a practitioner, especially regarding activities of a possibly criminal nature, members are strongly advised to take legal advice and to consult the Association before deciding how to proceed.

When in doubt concerning matters that have legal implications, a member would be wise to consult the Association.

Use of the title "Doctor"

No member may use the title "Doctor" either directly or indirectly in such a way as to imply that he or she is a registered medical doctor, unless this be the case.

Examples of direct use by a member would be using the title on a nameplate or notepaper, or in a directory or simply be referring to himself or herself as a registered medical doctor.

An example of indirect use would be to permit a person to refer to the member as a registered medical practitioner without correcting him or her. The misuse of the title "Doctor" will be construed by the Association as misleading to the public.

In their relations overseas, members should follow the custom(s) of professionals of similar status.

Members' Obligations to other Practitioners

(Though this Code of Ethics is of course applicable only to members of the Association, in this section the term 'practitioners' includes all practitioners of acupuncture, whether members or not.)

It is against the interests of the Association to have distrust or dispute between practitioners. Members shall at all times conduct themselves in an honourable manner in their relations with other practitioners.

Transfer of a Patient

Action taken by a member to persuade the patient of another practitioner or his principal (if he or she is employed as an assistant), or of a clinic in which he or she may be working, to patronize him or her is in all circumstances unethical and contravenes this Code of Ethics. In consequence it is advisable that members should apply a clear and proper procedure when exchanging or referring patients or dealing with the patients of other practitioners.

When a member treats a patient of another practitioner (referred by the other or not) due to holidays, illness, or any other reason, the member shall consider himself or herself to be under an obligation to encourage the patient to return to the original practitioner as soon as that practitioner can accept them back for treatment, and to inform the original practitioner as to which patients have been treated and the treatment that has been given. In the same way, when a patient attends a second practitioner because the original practitioner has for any reason neglected to refer them or give them advice on where to go, the obligation on the second practitioner still remains the same. An exception to this may be if the original practitioner indicates that he or she wishes otherwise.

In all cases the decision whether or not to return to the original practitioner rest solely with the patient and no attempt must be made by either practitioner to persuade the patient to remain with, or return to, him or her.

Any such attempt would, in the view of the Association, amount to soliciting the patient to accept treatment when he or she had not specifically requested it and would therefore be construed as unethical conduct. If a patient decides against returning to the original practitioner, the second practitioner should ask the patient to inform the original practitioner in writing or should do this himself.

Where a patient transfers to another practitioner for any reason, e.g. change of location, all possible help should be afforded to the second practitioner if requested. The Board of the Association would not wish to lay down specific rules as to what information about the patient should be forwarded to the second practitioner. The determining factor should be in the interests of the patient, and his or her consent to pass on information given by them in confidence should always be obtained within a reasonable amount of time.

If a patient chooses for personal reasons to transfer to another practitioner without the knowledge or recommendation of the original practitioner, it would be advisable as a matter of courtesy for the second practitioner to inform the original practitioner before making any further arrangements, so that any relevant information may be exchanged.

Denigration

No matter how justified a practitioner may feel in holding critical views of a colleague's competence or behavior, it is unprofessional and would be considered unethical that he or she should communicate such an opinion to a third party. Not only might such criticisms be considered unjustified or slanderous, but it is contrary to good acupuncture practice that the confidence of the public should be undermined because of personally held views.

A member to whom criticism of a colleagues competence is communicated, whether he or she be a member of the Association or not, should at all times with discretion and should himself express no opinion. An exception to this is when a member needs to refer a complaint to the Board of the Association.

Agreements between Members

It has been shown by experience that disputes and altercations between members can arise when agreements are oral rather than written. The usual circumstances are the conditions attached to the sale of a practice, agreements with locums or between a principal and an assistant, or between a member and a colleague when the former allows the latter to use some part of his or her premises to treat patients.

Oral or carelessly worded written agreements can lead to disputes. When such is referred to the Association and the Association is not able to adjudge it to the satisfaction of both parties, the most likely outcome would be that both would be considered at fault and that only a civil action could resolve it.

It should be emphasized that in any dealings between practitioners common courtesy is always the basis of good relations.

Advertising by Members

Advertising should be limited to statements concerning the presence of a particular acupuncture practice and commonly accepted benefits of acupuncture as viewed by the Association at large. Advertisements should not be worded so as to imply the benefits of a specific acupuncturist as opposed to acupuncture in general. Any advertising by members cannot make specific health claims.

Broadcasts, Lectures, Articles etc.

Members are advised to consult the Board of the Association before participating in any form of publicity in the press, or on television or radio if possible.

MEMBERS SHALL COMPLY AT ALL TIMES WITH THE REQUIREMENTS OF THE CODE OF PRACTICE, IN CLEAN AND STERILE NEEDLE TECHNIQUE.

Members should thoroughly familiarize themselves with the contents of the Code of Practice and ensure that their premises meet the required standards. Attention is drawn in particular to those sections relating to the sterilization of instruments. It is important to remember that proper procedures are as essential as having proper equipment.

Any member who requires advice or help in meeting the requirements of the Code of Practice is encouraged to contact the Board of the Association, which will offer every possible assistance.

Any member who fails to meet the requirements of the code of Practice may be held to be in breach of the Code of Ethics, and may be subject to disciplinary measures on the grounds of professional misconduct.

MEMBERS SHALL NOT GIVE FORMAL COURSES OF INSTRUCTION IN ACUPUNCTURE WITHOUT THE APPROVAL OF THE BOARD OF THE ASSOCIATION.

Lecturing to medical and paramedical groups and the public, in order that they may better understand the work of the qualified acupuncturist, the scope of his or her services and overall role is perfectly acceptable. The permitted scope of such lecturing is largely a matter of common sense. However, such lectures should be strictly informational and should not be promoted or construed as being a ‘training’ in the theories or techniques of acupuncture.

In this section, the word “training’ includes any lectures, demonstrations or study material given to individuals with the implication that the satisfactory completion of said work will enable them to refer to themselves as “ Acupuncturists” or lead them to believe that they will be qualified to practice acupuncture on the general public.

Whenever acupuncture students are permitted to participate in the work of a member, the member must ensure that:

1. The teaching establishment where the individual studies has been consulted and permission obtained.
2. The student is never allowed to perform any function which he or she is not fully trained to carry out.
3. Where case taking is observed or confidential information is discussed, the consent of the patient is always obtained before allowing the student access to this.

IT IS REQUIRED THAT MEMBERS APPLY THE FOREGOING CODE TO ALL THEIR PROFESSIONAL ACTIVITIES.

Membership of other Professional Organizations

Members of the Association may belong to other organizations whose ethical standards may differ from those of the Association. Such members must accept that their dual membership does not give them immunity from the consequences of contravening the regulations of the Association, this Code of Ethics or any rules, memoranda, recommendations or advice issued by the Board of the Association for the conduct of members.

Members of the Association practicing with Non-Members

Any member who has a non-member of the Association practicing with him or her, or allows a non-member to practice at the same premises is warned of the risk of misleading patients directly, indirectly or by default, so as to believe that such an individual giving treatment is a member of the Association. Furthermore, the fact that such non-member(s) are practicing with him or her, be they acupuncturists or members of other professions, does not in any way alter the application of this Code of Ethics to the activities of the member concerned.

**INFRINGEMENT OF THE ETHICAL CODE RENDERS MEMBERS
LIABLE TO DISCIPLINARY ACTION WITH SUBSEQUENT LOSS OF
PRIVILEGES AND BENEFITS OF THE ASSOCIATION.**

Examination of Complaints

Members may be assured that all allegations made against them by individuals, whether patients or other members, will be carefully examined by the Association. The Association acts impartially and its decisions depend solely on the facts and circumstances of each case, at which time it is possible for a member to be expelled.

Peer Supervision

Complaints against a member are always investigated by the Association. Provided such complaints are put in writing. That member is then informed in writing of the complaint. The complainant's letter is acknowledged, and in most cases a copy of their letter is sent to the member concerned. A request for an explanation is made to the member, asking for a detailed explanation of their side of the matter within ten days, supported by documentary evidence where appropriate. A complaint against a member can only be upheld if the member is clearly shown to be in breach of the Ethical Code, and in all other matters it is up to the complainant, if still aggrieved, to seek redress through a Civil Action.

Guidance

If any member requires advice on a Professional or Ethical problem, he or she may consult the Secretary to the Association, who will refer him or her to the appropriate person or committee for advice. If the Association considers that giving advice may conflict with the judicial functions of the Association under its Articles of association, it may refer him or her to an independent adviser.

Convictions

Members should be aware that the Peer Review Committee is obliged to accept the findings of a Court of Law, and not able to re-open the investigation of facts which led to a conviction. The Committee will consider only the seriousness of the conviction and any surrounding circumstances in mitigation. Members should therefore treat with caution any encouragement to plead guilty to an offence and should take legal advice where possible.

Examples of Proscribed conduct

Any member who:

1. brings the profession into dispute by his or her personal behavior, e.g. by being convicted of drunkenness, drug abuse or an offence of dishonesty, or
2. conducts himself or herself unethically in relation to another practitioner, e.g. in relation to the transfer of a patient, or by denigrating the reputation of the other practitioner, or
3. infringes the guidelines in this code of Ethics as to advertising otherwise conducts himself or herself in a manner likely to or calculated to attract patients, or to promote his or her own professional attainments, or
4. fails to properly care for a patient or neglects his or her practice, e.g. by failing to conform with the standards laid down by the Code of Practice, or Local authority bylaws, or by infringing the guidelines in this Code of Ethics as to, for example, delegation of duties, or
5. abuses his or her position of trust as an acupuncturist, e.g. by breaching a patient's confidence, sexual harassment or misconduct, or by using undue influence to obtain gifts or other benefits from a patient

shall render himself or herself liable to review procedures as laid down in the Articles of Association or the Association.

Personal Relations between Acupuncturists and their Patients

Certain behaviour may render a member liable to prosecution under Criminal Law. Even if there is no prosecution such behaviour is likely to be treated as serious professional misconduct.

The Association is concerned mainly with the possible abuse of an acupuncturist's position of trust. Thus, the abuse of professional visits to a patient's home or the abuse of knowledge gained in professional confidence to pursue a personal relationship with either the patient or a member of his or her family, is viewed as unethical.

It is possible for patients to cause embarrassment and worry by forcing their attentions on a practitioner. The Association reiterates that all allegations of professional misconduct are examined most carefully.

Duties and Privileges of Membership

Members of the Association shall, at all times, uphold the Constitution, By-laws and Code of Ethics established by the Association. Members are expected to attend and participate in the activities of the Association to the best of their abilities. Established dues amount shall be paid in full by members and payment of dues should be kept current.

Members may use the title of Registered Acupuncturist of Nova Scotia. Members will receive an Association certificate that should be displayed in a prominent position in their place of practice. Members will be issued an Association membership number that may be used for verification of membership.

Members will complete a minimum of 30 hours of continuing education during each two- year period. Each member will sign a letter stating "I certify that I have completed 30 hours of continuing education within the last 2 years. This education is related to health care and my private practice." Members are required to retain documentation of their continuing education. This period begins on March 31, 2005 or in year a new member joins. (amended 8 March 2006)

Duties of Officers

The President shall be the chief executive officer of the Association, and his/her duties shall include:

- a) presiding at all election, special and executive meetings. Maintain order, read motions to the meeting so that they can be formally debated, decide question of order and procedures, submit motions or resolutions to the final decision of the meeting, and finally, adjourn the meeting when the business is concluded.
- b) taking part in assessing the qualifications of new applicants who wish to become new members.
- c) deciding questions or offer, such decisions to stand unless overruled by a vote of not less than two-thirds of the active members present.
- d) enforcing the By-laws of the Association.
- e) countersigning all cheques exceeding the amount of \$50.00, after approval by a majority of the Board present at a board meeting.
- f) Representing the Association.
- g) Calling special meetings when warranted.
- h) Serving the Chairperson of the Discipline Sub-committee.
- i) Co-ordinating the work of such committees as the Board may appoint.
- j) Serving as an ex-officio member of any and all such committees as the Board may appoint.
- k) Ensuring that all appointees fulfill their duties.
- l) Initiating actions upholding the good and welfare of the Association on matters not covered by the local laws.

The duties of the Vice-President shall include:

- a) assisting the President.

- b) performing the duties of the President at such times as the President is unable to act.

The Duties of the Secretary shall include:

- a) keeping exact minutes of all executive and general meetings, and custody of same.
- b) notifying the members of the members of the date, agenda, time and location of all general meetings at least thirty(30) days before such meetings.
- c) Assuming responsibility of all correspondence of the Association.
- d) Maintaining an accurate and up-to-date record of members, their status, addresses and telephone numbers.
- e) Recording the attendance of the board and report same to all general meetings.
- f) Receiving notices of proposed amendments to the Constitution, and forwarding same to the Executive.
- g) Sending new members a Certificate of Active Membership(where required) and a copy of the Constitution.
- h) Maintaining an up-to-date record of all amendments to the Constitution.
- i) Ensuring that each new member signs a document stating that he/she has read, understood and agrees to abide by the Constitution of the Association, and maintaining such a file.
- j) Issuing Certificates upon being informed by the Treasurer that a member has paid dues for the upcoming year.
- k) Serving as a member of the complaints Sub-Committee.

The duties of the treasurer shall include:

- a) sending, with the co-operation of the secretary, notices to members of upcoming dues; such notices shall be sent on or before November 31st,prior to the beginning of the next membership year.
- b) Receiving said dues, issuing receipts and informing the secretary that Certificates are to be sent.
- c) Assuming custody of all monies, funds and securities belonging to the Association.
- d) Maintaining a bank account in a chartered bank, credit union or trust company of Canada in which all such funds, monies and securities shall be kept.

- e) Keeping an accurate and up-to-date record of all monies disbursed, including the reasons for disbursement.
- f) Issuing all cheques of the association, obtaining the approval of a majority of the board and the counter-signature of the president for all cheques exceeding the amount of \$50.00.
- g) Having available for inspection at all times, for the Board , all books, records and papers pertaining to the finances of the Association.

Election of Officers

Officers are elected by members of good standing. Voting is by show of hand unless otherwise decided by members. Voting by proxy is permitted. Officers are elected by majority of vote.

There shall be four (4) Officers or such other number as determined by members at any time.

The term of Officers is for (1) year.

The officers may appoint a member as an Officer to fill any vacancy in the officers.

The members may, by special resolution passed by seventy-five percent (75%) of the members present, remove an officer before the expiration of his/her office, and may select a successor at the next General meeting.

Meetings of Members

General meeting shall be held at such time and place as the president decides and 2/3 of voting members.

Notice of any general meeting shall be sent a minimum of 14 days prior to the date set for such a meeting. Every such notice shall state the nature of business, time and place of meeting.

Each member of the association shall at all meetings of the Association be entitled to one vote and he or she may vote by proxy. Such proxy must also be a member. Members must be current in dues payment to be allowed to vote.

The first annual general meeting of the Association shall be held no more than (15) months after the date of incorporation and thereafter an annual meeting shall be held at least once every calendar year and not more than (15) months after holding the last preceding annual meeting.

Proceedings at General meetings

1. special business is:
 - a) all business of an extraordinary general meeting except the adoption of rules of order, and
 - b) all business that is transacted at an annual general meeting, except,
 - i) the adoption of rules of order,
 - ii) the consideration of the financial statements,

- iii) the report of the directors,
- iv) the report of the auditors, if any,
- v) the election of directors,
- vi) the appointment of the auditor, if required, and
- vii) such other business as, under these By-laws, ought to be transacted as an annual general meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

2. (1) No business, other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
- (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (3) A quorum is 15% of the active registered members, but in any case never less than three persons.
3. If within 30 minutes from the time appointed for a members' meeting a quorum is not present, the meeting shall stand adjourned to a time and place to be set by the directors, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
4. If at a general meeting
- i. there is no Chairperson, Co-Chairperson or any other Director present within 15 minutes after the time appointed for holding the meeting, or
 - ii. the Chairperson and all the other Directors present are unwilling to act as Chairperson the members present shall choose one of their number to be Chairperson.
5. (1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided by this By-law, it is not necessary to give notice of adjournment of the business to be transacted at an adjourned general meeting.
6. (1) No resolution proposed at a meeting need be seconded and the Chairperson of a meeting may move or propose a resolution.
- (2) In case of an equality of votes the Chairperson shall not have a casting or second vote in addition to the vote to which she is entitled as a member and the proposed resolution shall not pass.
7. (1) A member in good standing present at a meeting of members is entitled to one vote.
- (2) Voting is by show of hand, unless the members otherwise decide.
- (3) Voting by proxy will be permitted where both parties involved are Active members and where the absent member's authorization in writing is presented to the secretary at the time of registration.

Document of Agreement to Abide by Nova Scotia Association of Acupuncturists'
CONSTITUTION & BY-LAWS

I, _____, have read, understood, and agree to
(print your name)

abide by the Nova Scotia Association of Acupuncturists' CONSTITUTION &

BY-LAWS.

(your signature)

Witnessed by: _____
(witness printed name)

(witness signature)

Date: _____

