



BY-LAW

Manitoba Professional Acupuncture Association (MPAA)

Approved by the Board Committee (Council) on Martch30, 2015

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PART 1

DEFINITIONS

Definitions

The following definitions shall apply to all parts of these By-Laws:

- 1.1 “Act” means the regulated Health professions Act, and traditional Chinese Medicine Act;
- 1.2 “MPAA” means the Manitoba Professional Acupuncture Association upon the 12th day of April, 2013;
- 1.3 “Acupuncturist” means a person who is registered as an Acupuncturist under the Act and Regulation and who holds a valid annual certificate ;
- 1.4 “By-Laws” means the By-Laws of the Manitoba Professional Acupuncture Association;
- 1.5 “Association” means the Manitoba Professional Acupuncture Association;
- 1.6 “Continuing Education” means the continuing education program established and operated by the MPAA Council;
- 1.7 “General Meeting” means an Annual General Meeting and Special General Meetings of MPAA;
- 1.8 “Registered Member” means an individual registered with the association pursuant to the Act who is a member in good standing of the association in any of the categories of membership prescribed in these By-Laws;
- 1.9 “Non-Registered Member” means an individual who is a Member of MPAA, but is not a registered acupuncturist under the Acupuncture Regulation;
- 1.10 “Regulation” means the Acupuncture Regulation under the Health Disciplines Act, as Manitoba Professional Acupuncture Association regulation;
- 1.11 “Committee” means the committee established under Manitoba Professional Acupuncture Association by law;
- 1.12 “Board” means the board of the acupuncturist of Manitoba Professional Acupuncture Association;

- 1.13 “Register” means the register of Member’s information established by board committee and maintained by the Registrar;
- 1.14 “Special General Meeting” means any General Meeting of the association other than an Annual General Meeting;
- 1.15 “Committee” means the committee established under Manitoba Professional Acupuncture Association by law;
- 1.16 “Council” means board committee of Manitoba Professional Acupuncture Association;

PART 2

MEMBERSHIP

2.1 Membership

Membership in the association shall consist of all members of the association who maintain their membership in good standing.

2.2 Good Standing

A Member in good standing is: up to date in the payment of all fees, dues or levies of the association; and not suspended or cancelled pursuant to the Act, Regulation or By-Laws.

2.3 Categories of Membership

There shall be both registered and non-registered categories of membership for the profession of acupuncture.

2.4 The following registered membership categories are established in the association:

- (a) General Register Member

2.5 The following non-Registered Membership categories are established in the association:

- (a) Student Register Member
- (b) Inactive Member

- (c) Out of Province Member

2.6 **General Register Member**

The category of membership in the association designated as General Register Member may be granted to a person who meets the following criteria:

- (a) The member must be issued an annual certificate under the Act and Regulation;
- (b) The Member meets the requirements to practice the profession under the Act, Regulation and Continuing Education Program;
- (c) The Member's fees, dues or levies in the College must be paid in full; and
- (d) The Member must fully complete the application or renewal forms.

2.7 **Student Member**

The category of non-Registered Membership in the association designated as Student Member may be

Granted to a person who meets the following criteria:

- (a) The Member is enrolled in an acupuncture program meeting the criteria established by the Registration Committee;
- (b) The Member is not eligible to be registered on the General Register in the profession under the Act and Regulation;
- (c) The Member does not hold a current annual certificate;
- (d) The Member's fees, dues or levies in the college must be paid in full; and
- (d) The Member must complete the prescribed form.

2.8 **Inactive Member**

The category of non-Registered Membership in the association designated as Inactive Member may be granted to a person who is not currently engaged in active professional practice and meets the following criteria:

- (a) The Member is eligible to be registered as an acupuncturist under the Act and Regulation;
- (b) The Member must not hold a current annual certificate;

- (c) The Member's fees, dues or levies in the College must be paid in full; and
- (d) The Member must complete the prescribed forms.

2.9 Out of Province Member

The category of non-Registered Membership in the association designated as Out of Province Member may be granted to a person who meets the following criteria:

- (a) The Member meets the requirements for membership on the General Register and the requirements to practice the profession under the Act and Regulation;
- (b) The Member's fees, dues or levies in the association must be paid in full; The Member must complete the prescribed forms;
- (b) The Member resides outside the Province of Manitoba; and the Member is not entitled to practice acupuncture in the Province of Manitoba.

2.10 Transfer to General Register from any other Membership Category

To transfer to the General Register from another membership category, the Member shall make written Application to the Registrar, pay the appropriate fees, dues or levies and must meet the requirements; Under the Act, Regulation and Continuing Education Program.

2.11 Continuity of Membership

Any person who was registered and entitled to practice acupuncture pursuant to the Act when these By-Laws became effective shall continue to be a Member on the General Register in the profession upon continuous payment of the prescribed fee, even if the person does not otherwise fulfill the membership criteria set out in Regulation. This Member is deemed to have been issued an annual certificate by the Registrar. The Member shall be subject to all other provisions of the Regulation and these By-Lays as applicable.

2.12 Annual Certificate Renewal

- (a) A Registered Member must submit a completed application and fees for renewal for the coming year by the last working date prior to, or on, Oct 1st of each year. Any application submitted past Oct 1st may be subject to an additional late fee as determined by Council. The expiry date of the annual certificate shall be Sept 30th of each year.
- (b) Upon receipt of an application for renewal of an annual certificate, the Registrar or Registration Committee must, as soon as possible, consider the application, make a decision, and notify the applicant of the decision.
- (c) Persons who have not renewed their membership will hold no privileges in the association.

2.13 **Cancellation of Membership**

Membership in the association may be cancelled:

- (a) By the Member submitting a signed request for cancellation to the Registrar and such cancellation shall be effective upon the date of acceptance by board committee or upon a date as specified by board committee provided that all indebtedness of the Member to the association has been paid in full. A Member whose resignation is received within thirty one (31) days of January 1 in any year shall not be liable for the annual fees or late fees with respect to amounts due on Nov 1st of that year; or
- (b) Upon a resolution by, or pursuant to a policy of, board committee for the default of the payment of any fee, penalty, cost, dues or levy payable under the Act, Regulation or By-Laws and such cancellation shall be effective upon the date of the resolution by Council or the date set out in such policy cancelling the membership unless another date is specified by Council;

2.14 **Suspension of Membership**

Membership in the association may be suspended, upon the recommendation of the Conduct and Competency;

Committee pending the outcome of proceedings by the Conduct and Competency Committee with respect to the Member's conduct;

As a result of disciplinary action;

upon the recommendation of the Registration Committee after the conclusion of the Registration Committee's inquiry or review into the practice of the particular Member or pursuant to a MPAA policy.

2.15 **PRIVILEGES OF MEMBERSHIP**

2.16 **Use Protected Titles**

Members on the General Register and Courtesy register may use the profession specific titles protected in the Act.

2.17 **Attend General Meetings**

All members of the association are entitled to attend and participate in discussions at General Meetings of the association.

2.18 **Vote**

Only members in good standing in the following categories may vote on matters affecting the association :

- (a) General Register Member
- (b) Inactive Member
- (c) Outside province Member

2.19 Receive Publications

All members of the association are entitled to receive the association's publications and all other regular mailings or communications of the association.

2.20 Member of board committee

- (a) Only members on the General Register are entitled to be elected to fill a voting position on board committee

2.21 Member of Conduct and Board Committee

The majority of Members on the Conduct and Board Committee must be members in good standing on the General Register.

2.22 Member of Conduct and Examination Committee

Only Members on the General Register in good standing are entitled to be appointed as a Member of a Conduct and Examination Committee.

PART 3
THE BOARD COMMITTEE

3.1 Board Committee has Powers of association

Provides an excellent means to pursue professional growth and development.

Provides an opportunity to expand professional network, meet colleagues, other health regulators, and public representatives.

Ensures that acupuncturist maintain the status as a self-regulated profession. Being self-regulated is a privilege and the ability to maintain this status relies on the commitment.

The Board Committee shall manage and conduct the activities of the association, exercise the rights, powers and privileges and carry out the duties of the association in

the name of and on behalf of the Association and carry out the powers and duties of the Board Committee under the Act.

3.2 Composition of Board Committee

The Board Committee shall consist of voting and non-voting members:

3.3 Voting Procedure

The chairperson of the Nominations Committee must supervise and administer all Board Committee elections and may establish procedures, consistent with these By-Laws for that purpose.

3.4 Vacancy

Where a vacancy occurs on the Board Committee, the Board Committee may appoint a person to fill that position for the vacancy .

3.5 Removal from Council

The Members of the association may by special resolution at a General Meeting remove any Board member from Board Committee. A vacancy created by the removal of a Board Committee may be filled at the General Meeting.

3.6 President

The President shall:

3.6.1 Be a member on the General Register;

3.6.2 Present as chair of all meetings of the committee;

3.6.3 Overseeing the operation and performance of committee;

3.6.4 Act in accordance with the requirements of his or her office in carrying out the duties and responsibilities of the board.

3.6.5 Automatically succeed to the office of Past-President at the expiry of the term;

3.6.6 Sign all Certificates of Registration jointly with the Registrar; and

3.6.7 President performs term for two years, same person only can perform maximum for two terms.

3.7 Vice Presidents

The Vice Presidents shall:

- 3.7.1 Be a Member on the General Register;
- 3.7.2 Attend all designated meetings of Board Committee;
- 3.7.3 In the absence or disability of the President, or if the President requests, perform the duties and exercise the powers of the President;
- 3.7.4 Acting as a signing officer on cheques and other documents as required by the board committee;
- 3.7.5 Oversee various committees designated by Board Committee.

3.8 Treasurer

The Treasurer shall:

- 3.8.1 Be a member on the General Registrar or be a public member;
- 3.8.2 Report to Board Committee when required to do so by Board Committee;
- 3.8.3 Receive or designate a receiver of all monies paid to the Association and deposit same in a chartered bank designated by the Board Committee;
- 3.8.4 Keep a record of or designate a record keeper of all association income received and all expenses paid in accordance with generally accepted accounting practices;
- 3.8.5 Pay or designate payment of all legitimate liabilities and expenses of the Association except otherwise directed by Board Committee;
- 3.8.6 Perform all of the related duties as prescribed by Board Committee from time to time.
- 3.8.7 Report to the Association at the Annual General Meeting;
- 3.8.8 At the end of each fiscal year, provide audited financial information or information in a form and manner satisfactory to the association;
- 3.8.9 Attend all meetings of Board Committee;

3.8.10 Approval, Refusal or Deferral – Registered Members

If the Registrar or the Registration Committee approves, refuses or defers an application, for reinstatement of a former Registered Member’s registration, annual certificate, or both, the Registrar or the Registration Committee must advise the applicant of the decision by ordinary mail at the applicant’s last known address and provide reasons for the decision.

PART 4
DUTIES OF THE BOARD COMMITTEE

4.1 Keep Minutes

The Board Committee shall cause minutes to be kept of its proceedings and meeting which shall be kept in the office of the association.

4.2 Signing Authority

The Council shall determine, by resolution, which persons shall sign cheques, drafts, and other instruments and documents.

4.3 Keep Accounts

The Board Committee shall cause proper books of accounts to be kept in respect of all sums of money received and expended by the Association.

4.4 Pay Accounts

The Board Committee is entitled to make use of all revenues received from membership fees and other sources to carry out the affairs and activities of the Association.

4.5 Prepare Financial Records

The Association shall cause to be prepared proper accounts relating to all monies of the Association for each Annual General Meeting.

4.6 Audit

The books and accounts of the Association are to be audited by a chartered accountant or certified general accountant, at least once per year. The Board Committee shall distribute copies of the report of the auditor to Members as part of the Annual Report, and the cost of such audit shall be an obligation of the association.

4.7 Maintain Insurance

The Board Committee shall at all times keep and maintain in force:

4.7.1 Physical damage insurance on assets of the association to the full replacement

value thereof without deduction for depreciation;

4.7.2 General liability insurance insuring the Association, the Board Committee and employees of the Association in an amount deemed sufficient by the Board Committee.

4.8 Approve Programs

Board Committee shall establish and maintain, for the purposes of registration, a register of approved education programs.

4.9 Prescribe Forms

The Board Committee may prescribe the forms required for registration, renewal and for an annual Certificate, and any other form or document that may be required for the purposes of the Act, Regulation or By-Laws.

PART 5 **REGISTERS**

5.1. Registers

The Registrar shall maintain Registers for each of the registered categories of General Register, Membership, Each Member Provide to the Registrar any information from the Act, Regulation and By-Laws that is to be contained in the Register and shall advise the Registrar of any change to the information.

5.2 Information on Register of Registered Members

In accordance with the Act, Regulation and By-Laws, the register of the Registered Members of the Association must contain the following information:

- (a) The full name of the Member; The maiden / other names of the person, as applicable; The Member's date of birth, mailing address and home and work phone numbers
- (b) The Member's unique registration number; The date of initial registration,
- (c) Any conditions imposed on the Member's annual certificate, The status of the Member's annual certificate, including whether it is suspended, or cancelled;
- (d) The Member's practice specialization recognized by the association if any;
- (e) Whether the Member is authorized to provide a restricted activity not normally provided by Registered Members of the association;
- (f) Registration numbers if registered with any other professional organizations specified by the board committee;

(g) Any education programs related to the Member's practice that a Member has taken in addition to the required program;

(h) Information required for the Continuing Education Program;

(i) The date of initial registration; Membership year;

5.3 Inactive Member

(a) Mailing address and phone number;

(b) Date of initial registration;

(c) Membership year;

(d) Continuing Education Program;

(e) Birth date.

5.4 Out-of-Province Member

(a) Mailing address and phone number;

(b) Membership year;

(c) Birth date

5.5 Student Member

(a) Mailing address and phone number;

(b) Membership year;

(c) Birth date;

(d) Academic institution and anticipated year of graduation.

5.6 Form of Registers

The registers established by the Act, Regulation and By-Laws might be maintained in a written form or by means of an electronic record or otherwise.

5.7 Amending Information

No information on the Registers may be altered, amended, deleted or added to, except in accordance with the direction of the Registrar or the Registrar's delegate.

PART 6
OBLIGATIONS OF MEMBERSHIP

6.1 Comply with By-Laws

Each Member shall comply with these By-Laws.

6.2 Pays Fees

Each Member shall pay to the association all fees, dues and levies assessed on the Member together with any penalties or interest for late payment as may be approved or as established in these By-Laws.

6.3 Provide Information for Register or Record

Each Member shall provide to the Registrar any information that is to be contained in the Register for that Member.

6.4 Maintain Information

Each Member shall advise the Registrar of any changes to the information contained in the Register with respect to that Member within a reasonable time of such change.

6.5 Answer Practice or Discipline Inquiries

Any Member that is required to appear before or reply to inquiries from any person or committee, tribunal or panel authorized under the Act shall appear when directed to do so and reply to all inquiries promptly and forthrightly and to the best of their knowledge.

6.6 Ethical and Professional Conduct

Members shall at all times conduct themselves in accordance with the Code of Ethics and Standards of Practice of the College.

PART 7
DUTIES AND POWERS OF THE ASSOCIATION

7.1 Head Office

The head office of the association shall be located within the city in which the Provincial Legislature sits. Council shall determine the premises occupied by the association.

7.2 Annual General Meeting

The association shall hold an Annual General Meeting at least once in each fiscal year.

7.3 Fiscal Year

The fiscal year of the association shall be from Oct1st to Sept 30th in the same year.

7.4 Special General Meeting

The association shall hold a Special General Meeting when required pursuant to the provisions in these By-Laws.

7.5 Retain Valuable Documents

The association shall at all times keep and maintain for the benefit of the association, copies of all, documents agreements, certificates, approvals and valuable documents provided to the College.

7.6 Obey Act, Regulation and By-Laws

The association may do all things required of it by the Act, Regulation and By-Laws.

7.7 Enforce By-Laws

The association may do all things reasonably necessary for the enforcement of the By-Laws and for the Government, management and conduct of the association's affairs.

7.8 Enforce Code of Ethics and Standards of Practice

The association must establish, maintain and enforce a code of ethics and standards of practice.

7.9 Annual Report

The association shall submit to Members an annual report on the matters of the Business and affairs of the association. The Annual Report shall be submitted by Dec 10th of each year. The Council shall make the annual report available to the members.

7.10 Collect Fees

The association shall collect and receive all fees, dues and levies assessed and paid by the Members.

7.11 Pay Accounts

The association is entitled to make use of all revenues received from membership fees and other sources to Carry out the affairs and activities on behalf of the College.

7.12 Benefit Programs

The association may provide awards and establish scholarships, fellowships or any other educational incentive or benefit program considered appropriate on behalf of the association.

7.13 Seal of the association

The association shall have a seal, which shall have inscribed thereon “ Manitoba Professional acupuncture association”. The seal shall be kept in the custody of the Registrar of the association on behalf of the association.

7.14 Signing Authority

The association shall have at least two persons, authorized by Council to sign contracts, documents, cheques, or any instruments in writing requiring the signature of authorized officers of the association.

7.15 Information Dissemination

The association may maintain a website, publish a newsletter and distribute any other material to Members and other persons.

**PART 8
FEES, DUES AND LEVIES**

8.1 Fees

- (a) Fix amounts of the fees for annual certificates and the different categories of membership;
- (b) Fix initial registration application fees;
- (c) Fix late penalty fees; and
- (d) Create policies extending the time for a registrant to pay the fees on such terms and conditions that the Council deems appropriate.

8.2 Determine Fees

The board committee shall determine the fees and publish any changes to fees sixty (60) days prior to the renewal date.

- (a) Registration Application Fees – A fee shall be assessed and charged for investigation, processing and registration for every person that applies for registration. A fee may be charged each time that an individual applies for registration or requests a review of a refused application

- (b) Annual Certificate Fees – Annual certificate fees shall be assessed annually or upon renewal of the annual certificate. A fee may be charged for a review of an annual certificate issued subject to conditions, suspended, or refused by the Registration Committee.
- (c) Other Fees – Additional registration or annual certificate fees for specific situations may be assessed if done so pursuant to a policy adopted by board committee.
- (d) A fee structure to accommodate new graduates may be established by board committee .

8.3 Failure to Pay Fees

- (a) Members shall pay all fees, due and levies.
- (b) The board committee may refuse registration, may suspend or may cancel the registration and/or annual certificate of any Registered Member who does not pay her annual fees or special assessment when due.
- (c) Members who have not paid their annual assessment by Sept 30th in any year or who default on any other fees, dues or levies shall be given notice that their registration and annual certificate shall be cancelled if the fees plus penalties and interest are not paid within thirty days of the notice being sent.

8.4 Penalty for Late Payment

- (a) There shall be a penalty for late payment of fees, dues or levies in the amount determined by Council.
- (b) Council may also assess a reasonable rate of interest on the outstanding balance which shall not exceed the prime rate of interest of the Bank of Canada averaged while the balance is outstanding.

8.5 NSF Cheques

- (a) board shall have the authority to collect charge back fees for NSF cheques.
- (b) Replacement must be in the form of a certified cheque or money order received by the association within fifteen (15) days of notification.
- (d) Failure to remit replacement fees will be considered late payment and penalties will be applied.

8.6 No Refund

No Member is entitled to a refund of fees, dues or levies of any type for any reason, with the exception.

PART 9

GENERAL MEETINGS OF THE ASSOCIATION

9.1 Annual General Meeting

An Annual General Meeting of the Members of the Association shall be held at a time and place chosen by the Board Committee.

9.2 Notice of Annual General Meeting

Members of the Association shall be provided with notice of the Annual General Meeting at least twenty-one (21) days in advance of the meeting by sending notification to the Members by mail at their last known address.

9.12 Order of Business at Annual General Meeting

The order of business at an Annual General Meeting shall generally include:

- 9.12.1 If the President and the Vice-Presidents of the Council shall be absent, the election of the Chairperson of the Meeting;
- 9.12.2 Call to order by the Chairperson;
- 9.12.3 Proof of notice of Meeting or waiver of notice;
- 9.12.4 Approval of agenda;
- 9.12.5 Approval of minutes of the previous General Meeting;
- 9.12.6 Report of the President;
- 9.12.7 Report of the Registrar;
- 9.12.7 Report of the Treasurer;
- 9.12.9 Reports of committees;
- 9.12.10 Report of Nominations Committee and introduction of new Council;

PART 10
REGULATORY BOARD COMMITTEES

10.1 Registration Board Committee

The Registration board Committee may, at the Registrar's request, review an application for registration or renewal of an annual certificate, may cancel an annual certificate if satisfied that the applicant has not met conditions and may undertake any other powers or duties given to it by board registrar. All

provisions herein are subject to the provisions of Regulation whether or not any provision of the By-Laws is expressly stated to be so subject.

- 10.1.1 Composition. The Registration board committee shall be composed of not less than one members, the majority of whom must be Members in good standing on the General Register;
- 10.1.2 Term. Members of the Registration committee shall serve for a three (3) year term, renewable as required.
- 10.1.3 Duties : Provides an excellent means to pursue professional growth and development. Provides an opportunity to expand MPAA professional network, social network, meet colleagues, other health regulators, and public representatives. Ensures that acupuncturist maintain the status as a self-regulated profession. Being self-regulated is a privilege and the ability to maintain this status relies on the commitment of board members

10.2 Board of Assessors

Considers and decides on applications for registration where there are concerns or questions of eligibility. Reviews and makes recommendations to MPAA board committee on matters pertaining to acupuncture education program determines the eligibility of international trained acupuncturist.

A Conduct and Competency Committee is established pursuant to the regulation of MPAA. The Powers and duties of the Conduct and Competency Committee include holding hearings on allegations of unprofessional conduct.

- 10.2.1 Composition. The Conduct and Competency Committee shall be composed of no fewer than two persons as follows:

Not less than two registered members selected from members on the General Register that meeting the following criteria:

- (i) The individual must have practiced in the profession for at least five years;
- (ii) The individual shall be a member in good standing on the General Register at the time of the appointment by the association board committee.

- 10.2.2. Term. The members of the conduct and Competency Committee shall serve for the length of the three years.
- 10.2.3 Quorum. The quorum for the Conduct and Competency Committee consists of not less than two (2) members of the tribunal. If a member of the Conduct and Competency Committee is not capable of carrying out the powers and duties of a member, the Conduct and Competency Committee may continue a review of an application in which the tribunal member was participating and the Conduct

and Competency Committee may carry out its powers and duties with respect to that review.

10.3 Continuing Competence Committee

Investigates, and makes recommendations to MPAA board committee on matters pertaining to the legislation of acupuncture practice. Drafts the MPAA's application for reserved for approval by By-laws.

Continuing Competence Committee may make recommendation to association board committee association on continuing competence requirements and undertake any other power or duty given to it under the regulation of MPAA. All provisions herein are subject to the provisions of the regulation of MPAA whether or not any provision of the By-Laws is expressly stated to be so subject.

10.3.1 Composition. The Continuing competence Committee shall be composed of not less than one member, the majority of whom must be Registered Members in good standing on The General Register at the time of appointment by the board committee. The continuing Competence Committee may appoint individuals with technical expertise to assist the committee with its duties.

10.3.2 TermMembers of the continuing competence committee shall serve for a three year term, renewable as required.

10.4 Academic Program Review committee

The Academic Program Review Committee shall review and recommend to board Of MPAA academic training programs that will be approved programs for the purpose of registration and on request obtain information on academic training programs that are not approved.

10.4.1 Composition. The Academic Program Review Committee shall be composed of not less than one member, the majority of whom must be Registered Members in good standing on the General Register at the time of appointment by the MPAA board committee.

10.4.2 Term. Members of the Academic Program Review Committee shall serve for a three-year term, renewable as required.

10.5 Examination Committee

The Examination committee shall oversee all aspects of the Acupuncture Examination process Including the development and implementation of entry level examination for registration purposes. The Registrar shall ensure that

information given to the Examination Committee respects the anonymity of all examination candidates to ensure a lack of bias in the examination process.

10.5.1 Composition. The Examination committee shall be composed of not fewer than three (3) members, the majority of whom must be Registered Members in good standing on the General Register at the time of appointment by MPAA board committee.

10.5.2 Term. Members of the Examination committee shall serve for a five-year term, renewable as required.

10.6 **Board Committee for Hearings**

Receives referrals from the Complaints Committee. Responsible for holding a formal hearing. At the conclusion of the hearing the panel can find the registrant guilty or not guilty with or without consequences.

Board member for Hearings is appointed by the MPAA board committee and establishes the conduct and Competency Committee from the membership list, response for safety issue, receives requests for review or dismissal of safety complaints, receives written admissions of unprofessional conduct, and performs other duties as outlined in the MPAA regulation.

16.6.1 Term: determined by three years.

10.7 **Board Committee for Complaints, Ethic**

10.7.1 Reviews and updates policies related to Ethics (e.g. Code of Ethics, Conflict of Interest). Educates the Registrants of the MPAA and the public regarding appropriate ethical behavior of acupuncturists.

10.7.2 Reviews written complaints against registered acupuncturists. Complaints may include, but are not limited to, boundary violations, breach of confidentiality, incompetence, or are due to unethical behavior.

10.7.3 The board member for complaints is appointed by the MPAA board committee. The board member for complaints receives written, signed complaints of unprofessional conduct from the Registrar, and investigates complaints or appoints investigators and performs other duties as outlined by the Council or the Registrar. The board member for complaints handle ethic issue.

10.7.4 Term. Three years.

10.8 **Governance and Nominating Committee**

Recruits acupuncturist registrants to serve on the MPAA board committee. Reviews Policies and Procedures related to the Administration of the MPAA.

Investigates, and makes recommendations to MPAA regarding acupuncturist practice which may include: treatment new to the practice of acupuncturist, treatment techniques, modalities, or changes to acupuncture practice that result in significant modification of current procedures of practice.

10.9 Reports

At least annually one month prior to the annual General Meeting, each committee, tribunal and panel shall submit activity reports to the MPAA board committee as Each board committee, tribunal and panel is responsible for maintaining a record of the committee activities and keeping such record up to date.

10.10 Financial Reports and Budgets

Committee chairperson is responsible for submitting anticipated committee expenditure and revenues for the upcoming fiscal year. Unforeseen expenses or budgetary variations must be brought before annual responsible for MPAA committee for approval.