Saskatchewan College of Respiratory Therapists
Administrative Bylaws

(*Respiratory Therapists Act, subsection 15(1)*)

Title

1 These bylaws may be referred to as *The Respiratory Therapists Administrative Bylaws*.

Definitions

2 In these bylaws:

(a) "Act" means The Respiratory Therapists Act;

(b) "Chapter" means the Northern Chapter or the Southern Chapter as defined in Appendix B.

ASSOCIATION

Seal

3 The seal of the college is the seal whose imprint is affixed to these bylaws as Appendix A.

Execution of documents

4 Subject to section 5, documents to be executed on behalf of the college shall be signed by the president and one of the treasurer or secretary and sealed with the seal of the College.

Banking and financial

5(1) The treasurer is authorized to approve financial commitments and authorize payments of amounts less than $500.

(2) The treasurer and the president are authorized to approve financial commitments and authorize payments of amounts less than $5,000.

(3) Notwithstanding subsection (1), the treasurer may authorize the movement of funds of the college from one account of the college to another and may invest the whole or any portion of the funds of the college in investments in the college's name.

(4) At each regularly scheduled meeting of the council, the treasurer shall provide the most current balance sheet and statement of revenue and expenditure.

Fiscal year

6 The fiscal year of the college is the period commencing on April 1 in one year and ending on March 31 in the next ensuing year.

Financial Review

7(1) The council shall appoint a qualified person who is neither a member of the council nor an employee of the college to conduct a financial review of the accounts and transactions of the college.

(2) The qualified person performing the review shall annually, or more frequently as required by the council, review the books and accounts of the college and shall, annually after the completion of the fiscal year, furnish a statement of the college's financial affairs.

(3) The council shall present the financial statements furnished by the person performing the annual review to the annual general meeting of the college.

(4) The person performing the annual review is entitled to attend general meetings of the college at which the statement of the college's financial affairs is presented.

COUNCILLORS

Number and composition

8(1) For the purposes of subsection 8(2) of the Act, the total number of councillors to be elected to the council is seven, including:

(a) the president;
(b) the president-elect;
(c) past president;
(d) secretary;
(e) treasurer; and
(f) one councillor-at-large from each of the chapters identified in Appendix B.

(2) For the purposes of section 9 of the Act, the Lieutenant Governor in Council may appoint three persons who reside in Saskatchewan as members of the council.

Term of office

9(1) For the purposes of subsection 8(5) of the Act and subject to subsections (2) and (3), each elected councillor holds office for a two-year term commencing at the close of the annual general meeting at which time she or he is elected until the close of the second annual general meeting following that election.

(2) A person who is elected as president-elect holds office for succeeding one-year terms:

(a) as president elect, commencing at the close of the annual general meeting at which she or he is elected;
(b) as president; and
(c) as past president.

(3) The person who is elected as treasurer in the year in which the Act comes into force holds office for a one-year term commencing at the close of the annual general meeting at which time she or he is elected until the close of the next annual general meeting following that election.

Vacancy

10 A vacancy in the elected membership of the council shall be filled in accordance with section 11 of the Act, but where a vacancy occurs in the office of president, the council shall appoint the past president to fill the vacancy.

PROCEDURES FOR ELECTION

Election of first president and president-elect

11(1) An election for president shall be held in the year in which the Act comes into force.

(2) An election for president-elect shall be held in year in which the Act comes into force and every year thereafter.

Election of councillors

12(1) An election for secretary shall be held in the year in which the Act comes into force and every second year thereafter.

(2) An election for treasurer shall be held in the year in which the Act comes into force and in the following year, and every second year thereafter.

(3) An election for a councillor-at-large shall be held for each chapter in the year in which the Act comes into force and:

(a) in the case of the Northern Chapter, in every second year thereafter; and
(b) in the case of the Southern Chapter, in the following year and in every second year thereafter.

Polling day

13 Polling day for the election of elected councillors is the first day of each annual general meeting of the College.

Eligibility for nomination

14(1) Only full practising members in good standing who are resident in Saskatchewan are eligible for nomination.

(2) No person who is an employee of the college is eligible to be nominated for election to hold or to continue to hold office.

(3) Only a full practising member whose primary place of employment is in a chapter is eligible to be nominated to run for election as a member-at-large in that chapter.

Nominations

15(1) The council shall appoint a nominating committee consisting of five members of the college who are not members of the council but who meet the eligibility requirements to be nominated and who, wherever possible, are geographically representative.

(2) Members of the nominating committee hold office for a term of one year and may be reappointed for one additional term of office.

(3) The nominating committee shall, wherever possible, endeavour to secure nominations that reflect the diversity of the membership and shall nominate one or more persons for each position to be filled by election.

(4) At least 30 days prior to polling day, the nominating committee shall submit its list of nominations to the secretary so that the ballot can be prepared.

(5) All nominations must be accompanied by the written consent of the nominees.

Eligibility to vote

16 All full practising members in good standing are entitled to vote.

Conduct of election

17(1) The council shall prescribe the form of the ballot, which shall contain instructions to vote as set out in these bylaws, on which the names of all nominees shall be placed in the alphabetical order of their surnames.

(2) The secretary shall, at least 20 days before polling day, or as soon as possible in the case of a member registered after that day, mail or deliver to each member a ballot together with an envelope addressed to the college.

(3) The member shall:
(a) vote for the required number of candidates to fill each vacancy, as indicated on the ballot, by marking an "X" opposite the name of the candidate of the member's choice;
(b) place the completed ballot in the envelope addressed to the college and seal the envelope; and
(c) mail or deliver the ballot to the college or deposit the ballot in the ballot box at the annual general meeting before noon on the first day of the annual general meeting.

(4) In order to be counter, ballots must reach the secretary by noon on polling day.

(5) The secretary shall appoint at least two scruitineers and any candidate for election is entitled to have a scruiteneer present when ballots are counted.

(6) In the case of a tie vote for any office, the president shall cast the deciding vote.

OFFICERS AND EMPLOYEES

President

19(1) The president shall perform all the duties imposed on the president by the Act and the bylaws and generally shall supervise the affairs of the college and the council.

(2) The president shall preside at all meetings of the college and the council.

(3) The president is an *ex officio*, non-voting, member of all committees, other than the professional conduct committee and the discipline committee.

President-elect

20 The president-elect shall become familiar with the functions of the office of president and shall perform all duties assigned to the president-elect by the council or the president.

Past president

21 The past president shall provide advice to the president and the council, shall act as president in the absence of the president, and shall perform all duties assigned to the past president by the council or the president.

Secretary

22 The secretary shall:

(a) attend all meetings of the college and the council and, at such meetings, the secretary shall record the votes and minutes;
(b) keep the records of the college;
(c) maintain the register required to be kept in accordance with section 19 of the Act;
(d) provide notification to the members of any annual, general or special meeting; and
(e) perform all duties assigned to the secretary by the council;

Treasurer

23 The treasurer shall:

(a) keep accurate accounts of assets and liabilities of the college;
(b) keep records of all disbursements and receipts of the funds of the college; and
(c) deposit all monies paid to the college in the college's accounts; and
(d) submit the accounts of the college to the college's auditor as requested.

Councillors-at-large

24 The councillors-at-large shall:

(a) act as a liaison between members within the chapter and the council; and

(b) perform all duties and exercise all powers that may be assigned to them by the president or the council.

MEETINGS

Council

25(1) The council shall meet at the call of the president or as determined at the previous meeting of the council.

(2) The president shall convene the Council to a meeting to be held within 10 days following the receipt by the president of the written request of at least three councillors.

(3) The council shall meet within 30 days of the annual general meeting of members and at least four times between annual general meetings.

(4) Members of the college may attend meetings of the council as observers.

College

26(1) The annual meeting of the college shall be held in each calendar year at a time and place in Saskatchewan determined by the college at the previous annual general meeting, or, if the college fails to do so, at a time and place determined by the council.

(2) Each full practising member is entitled to vote on any question at a meeting of the college.

(3) All questions are decided by a majority of those voting at the meeting.

Notice of meetings

27 For the purposes of subsection 7(4) of the Act, notice of meetings of the college shall be sent by ordinary mail, email or facsimile to the address or facsimile number shown in the records of the college at least 14 days prior to the meeting.

Quorum

28(1) A quorum for a meeting of the college consists of ten percent (10%) of the current voting membership present in person or represented by proxy.

(2) A quorum for a meeting of the council consists of a majority of the voting members of the council.

Procedure

29(1) Unless otherwise provided, the procedure at all meetings of the college and of the council are governed by the procedures contained in Appendix C and, in cases not provided for, by the rules set out in the most recent edition of *Procedures for Meetings and Organizations,* M. Kaye Kerr and Hubert W. King, (Toronto, Canada: Carswell).

(2) Notwithstanding subsection (1), the procedures for meetings may be amended or suspended at any meeting of the college, with respect to that meeting, by a majority vote of the members present at that meeting.

NON-STATUTORY COMMITTEES

Committee structure

30(1) The council shall establish for all non-statutory committees:

(a) terms of reference;
(b) membership and term of appointment
(c) chair; and
(d) budget allocation

(2) Each committee shall:

(a) perform its duties subject to the direction of the Council;
(b) meet as frequently as is required to fulfill its term of reference;
(c) designate one of its members as the recording secretary, who shall maintain minutes of all meetings; and
(d) report to the council in the business of each meeting of the committee.

(3) Members of a committee may be councillors, members of the college, or members of the public.

(4) A majority of the members of a committee present constitutes a quorum.

(5) The council may remove a committee member who:

(a) consistently fails or refuses to perform duties as assigned according to the Act, the bylaws or the policies and procedures of the college;
(b) is not acting in the best interest of the college; or
(c) in the case of a member of the college:
    (i) allows his or her membership in the college to lapse; or
    (ii) is subject to some form of disciplinary action.

FEES

Definition, "licensing year"

30.1 In sections 31 to 33, "licensing year" means the fiscal year of the college.

Registration and licensing

31(1) The fee for initial registration as a member and for the relevant licence to practise for the licensing year in which the member is initially registered is $350 or, if application for initial registration is made on or after October 1in any year, $175.

(2) The annual fee for a full practising licence is $350.

(3) The annual fee for a restricted licence is $350.

(4) The annual fee for a temporary licence is $350.

(5) The annual fee for a non-practising licence is $250.

(6) The annual fee for a honourary licence is $0.

(7) All annual fees are payable on or before January 31 in the year prior to the licensing to which they relate.

(8) The initial application fee for a license from the SCRT, for a graduate from a program approved by council is $50.

(9) The initial application fee for a license from the SCRT, for a graduate from a non-approved program by council is $500. The applicant is responsible for all costs associated with document verification and any other associated costs.

Late penalty

31.1 If a member fails to pay the required annual license fee on or before January 31, the member shall pay a penalty of: (a) $100, if the member pays his or her fees between February 1 and the last day of February; (b) $200, if the member pays his or her fees between March 1 and 31

Reinstatement fees

32 If a person fails to pay the required licensing fees on or before the registration date of April 1, the fees for reinstatement as a licensed practising member are as follows:

(a) If the applicant is less than one (1) year in arrears, the reinstatement fee is the current annual licensing fee, plus $100 per month in arrears, or any part thereof.

(b) If the applicant is more than one (1) year in arrears, the reinstatement fee is the current annual licensing fee, plus $1,200 for each year since the person's last registration, or any part thereof, to a maximum of five years

General

33(1) A person who fails to pay the required license fee by March 31 in any year ceased to be licensed as of April 1 in that year.

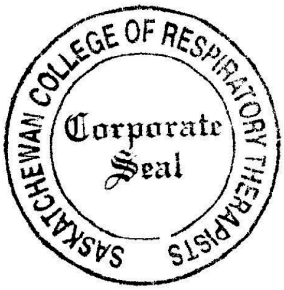
(2) A member who changes status during the license year shall pay the difference, if any, between the applicable licence fees for the year.

(3) The council may, for cause, remit the whole or any portion of any fee or late payment penalty.

Certified to be a true copy of the administrative bylaws approved by the council of the Saskatchewan College of Respiratory Therapists:

Certified by: _____ Date: Sept 29, 2011
Stephen Chard, Registrar

Appendix A
Seal of the College
(*Section 3*)
(*Imprint of seal to be impressed here*)



Appendix B
Chapters
(*Section 8*)

1. The Southern Chapter consists of all that portion of Saskatchewan lying south of 52 degrees latitude.
2. The Northern Chapter consists of that area of the province lying north of 52 degrees latitude.

Appendix C
Procedure at Meetings
(Section 25)

Parliamentary Authority

Procedures for Meetings and Organization by M.K. Kerr & H.W. King, Carswell Legal Publications, Toronto, 1984, or later editions, shall govern the organization in all procedural matters not otherwise covered by *The Respiratory Therapists Act*, the bylaws made under that Act, or these Rules and Procedures.

Voting Eligibility

Each full practising member of the Saskatchewan College of Respiratory Therapists is entitled to one vote at the annual meeting. Only those voting members present at the annual meeting and in possession of the designated "voting" identification card are eligible to vote during the sessions of the annual meeting.

Scrutineers

Scrutineers shall be appointed at the commencement of the annual meeting. If there are individuals present who do not have the right to vote, they should be encouraged to volunteer as scrutineers.

Rules of Debate

Limitation of Debate

The Chair shall exercise the responsibility of the Chair to limit the debate.

- Consideration of any item of business, whether introduced by motion or resolution shall be limited to 30 minutes.
- The chairperson shall warn the assembly that the question will be called within the next five minutes.
- Debate may be extended with permission of the assembly.

Speakers

Speakers shall use the microphones, state their name, place of residence and address the chair. The chairperson shall call speakers in the order in which they stand behind the microphones.

Motions

Motions must be made by a member and seconded by a member. To ensure accuracy, the chairperson will request that a motion be submitted in writing and be signed by the mover and seconder.

Each person except the mover of a motion may speak once to each motion.

The mover of a motion may speak twice:

- in making the motion, the mover shall identify the seconder of the motion, then continue to speak to the rationale and/or reasons for proposing this motion.

• a second time to close debate.

• at the request and on the invitation of the chairperson, the mover may correct misconceptions or offer explanation. This will not be considered speaking for the second time or closing debate.

The seconder shall speak immediately following the mover in order to formally second the motion and speak in support of it.

Amendments

Amendments must be introduced by motion, in accordance with the rules for motions set out above, and be voted on before the main motion is put to a vote.

The mover of an amendment may speak only at the time of proposing the amendment.

Each person who speaks to an amendment shall be limited to a maximum of two minutes.

No more that two amendments may be on the floor at the same time.

Resolutions and Motions

Resolutions and motions shall be decided by the majority (50% + 1) of votes cast, ignoring abstentions. Because abstentions are not "votes" they are not counted in the total votes cast. Therefore, the practical effect of an abstention is an indication of support for the prevailing side on the vote. While it is the duty of members who have an opinion on the question to express it by their vote, persons cannot be compelled to vote.

Abstentions shall not be counted or recorded but, in a conflict of interest situation, the name of the member who abstained shall be recorded at the member's request.

Voting Procedure

The meeting room will be divided into at least three voting sections. One scrutineer shall be assigned to count the votes in each of the voting sections.

The assembly shall vote by show of hands, using the voter identification card.

In a situation where the chairperson cannot clearly determine a majority, the chairperson shall call for the scrutineers to count and request the assembly to vote again.