



Saskatchewan Dental Therapists Association

SDTA ADMINISTRATIVE BYLAWS

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ADMINISTRATIVE BYLAWS

INTERPRETATION

1. These bylaws may be cited as the administrative bylaws passed in accordance with section 15(1) of the Dental Disciplines Act - 1997.
2. Any term defined by the Dental Disciplines Act 1977 shall have the same meaning when used in these bylaws and, unless the context otherwise requires:

BYLAW I - COUNCIL OF THE ASSOCIATION

SECTION 1 - Composition

1. The affairs and business of the association shall be managed and regulated by the Council which shall be composed of:
 - a) ten elected members who shall include the president, vice-president and eight members at large;
 - b) three (3) public representatives appointed by the minister pursuant to section 9(1) of the Act;
 - c) the Registrar who shall be a non-voting ex officio member;

SECTION 2 - Eligibility

1. All registered members of the Association may be elected to Council provided they:
 - a) are not employees of the Association;
 - b) have not previously held the same office on council for more than two consecutive two (2) year terms immediately preceding the election;
2. Efforts should be made to obtain representation from different geographic areas and fields of practice when making nominations to council.

SECTION 3 - Terms of Office

1. The term of office for elected members of Council shall be two (2) years and shall begin at the close of the annual meeting following the election process;
2. No member of council shall hold the same office on council for more than two consecutive two (2) year terms immediately preceding the election;
3. The initial terms of these members shall end so that four members complete their terms in two years and four members complete their terms in one year.

SECTION 4 - Powers and Functions of Council

1. The Council shall govern, manage and regulate the affairs of the association, including but not limited to the following:
 - a) establish and administer policy as necessary to further the objectives of the Association;
 - b) carrying out all duties and functions prescribed in the Act;
 - c) establishing and administration of policies governing the admission, registration, licencing, counselling and discipline of members;
 - d) establish policies governing examinations that may be prescribed by the bylaws;
 - e) review, evaluate and approve educational courses, professional development activities and schools of dental therapy that will be recognized by Council;

- f) establish policies for the appropriation, investment and disbursement of association funds;
- g) elect or appoint other members as it considers advisable or necessary;
- h) conduct and encourage activities to promote the profession of Dental Therapy;
- i) appoint a Registrar for the association;
- j) establish policies to ensure reporting of association business to members.

2. Council may delegate all or part of its duties to the Registrar.

SECTION 5 - Officers of Council

1. The officers of council shall consist of a President and Vice-president;

2. The president and vice-president shall be elected by majority vote at the annual meeting of the association for a term of two consecutive years.

3. The duties of the president of council shall include but are not limited to:

- a) serve as the official representative of the association;
- b) exercise general control and supervision over the affairs of the association and shall perform the duties and functions prescribed by council;
- c) act as chairperson for council meetings, chair special and annual meetings or appoint a chairperson to preside over such meetings;
- d) provide written reports of association business to the membership;
- e) act as an ex officio member of all committees of the Association.

4. The duties of the vice-president of Council shall include but are not limited to:

- a) assist the president in the discharge of their duties;
- b) in the absence of the president be vested with all powers and perform all duties of the president until the president returns or a new president is elected;
- c) review, update and propose revisions to policies, procedures and bylaws;
- d) act as an ex officio member of all committees of the Association.

SECTION 6 - Executive Committee of Council

1. The executive committee of Council shall:

- a) be comprised of the president, vice-president, one other council member to be elected by Council and the Registrar (non-voting);
- b) have the authority to act in urgent matters of business as well as provide advice and direction to the president, committees and Registrar when Council is not in session.

SECTION 7 - Public Representatives

1. Public representatives in addition to duties prescribed in section 9 of the Act shall represent the public view and concern on all matters before council.

SECTION 8 - Registrar

1. The registrar shall be appointed by the council in accordance with Section 12 (2) of the Act;

2. The duties of the Registrar shall include but is not limited to the following:

- a) perform those duties and functions prescribed in the Act and these bylaws;
- b) evaluate applications for registration and licensure;
- c) keep a register of all memberships;

- d) collect required fees;
- e) keep a record of all continuing education credits submitted by members;
- f) act as secretary for the Association;
- g) act as treasurer of the Association.

SECTION 9 - Council Meetings

1. Council meetings shall be held at least once every four (4) months at a time and location in the province of Saskatchewan to be determined by the president of the association;
2. Council business and meetings may occur in person, by telephone and/or by electronic means.

SECTION 10 - Committees of Council

1. Council shall establish the following committees to carry out its business:
 - a) a Professional Conduct Committee as prescribed in the regulatory bylaws and section 28(1) of the Act;
 - b) a Discipline Committee as prescribed in the regulatory bylaws and section 32(1) of the Act;
 - c) a Credentials Committee consisting of three registered members and the Registrar to:
 - i. make recommendations to Council and/or the Registrar about the suitability of an applicant for registration or licensure; and
 - ii. evaluate and determine credit allocation for courses and/or professional development activities of members that may be approved by council;
2. Council may establish any other committees it deems necessary to carry out its duties. All committees may be appointed or dissolved at any time by resolution of the council;
3. When establishing committees, council will appoint a chairperson, determine membership and develop terms of reference for the committee.

SECTION 11 - Legal Counsel

1. Council may retain legal counsel for the purpose of assisting them in carrying out their duties or responsibilities under the Act or these bylaws;
2. The legal counsel will be appointed on a yearly basis by Council.

BYLAW II - GENERAL

SECTION 1 - Annual Meetings

1. The annual meeting of the members of the association shall be held in the first six (6) months of each calendar year at a time, date and location to be determined by the Council;
2. Notice of the annual meeting shall be communicated to all members one (1) month prior to the date of the meeting.
3. The annual report of business of the Association shall be provided to members of the Association and posted to the website at least fourteen (14) days prior to the date of the annual meeting.
4. Except as otherwise provided in the Act and these bylaws, Robert's Rules of Order, Revised govern the procedures of all in-person meetings.

SECTION 2 - Special Meetings

1. A special meeting of members of the Association shall be any meeting other than the annual meeting of members that may be called by the Executive Committee and/or Council to consider urgent or pressing business;
2. A special meeting of members shall be convened upon written request of at least 10% of the current registered members of the Association. The time and place of such meeting will be determined by the President of the Association.

SECTION 3 - Motions

1. All motions made in meetings of the Association or Council must be recorded in the meeting minutes;
2. All motions that have been passed at meetings of the Association and/or Council are to be recorded in the "Book of Resolutions".

SECTION 4 - Nominations

1. Any registered member may nominate a member(s) for office either in person or by submitting a written nomination to the Registrar.

SECTION 5 - Voting

1. All registered members in good standing are eligible to vote at annual or special meetings of the Association;
2. Only elected council members and public representatives may vote at council meetings;
3. All questions or motions voted on at meetings of the Association shall be determined by the majority of the voting members present;
4. All voting for elections of the Association shall be conducted by secret ballot. In the event of a tie vote additional ballot(s) will be cast until a majority decides;
5. A special mail in vote may be conducted by Council on an issue of provincial importance when deemed necessary. A two-thirds majority vote of the ballots returned decides.

SECTION 6 - Quorum

1. A quorum shall consist of:
 - a) Those registered members present at any annual or special meeting of the Association;
 - b) Those elected members and consumer representatives present at any council or association meeting;

SECTION 7 - Vacancy

1. An elected member may resign from their position by giving written notice to the President of Council and/or the Registrar. The resignation is effective on the stated date on the written notice or on the date that the notice is received if it is not specified;
2. Where a vacancy occurs through resignation, death or otherwise, Council may choose to appoint a qualified member to fill the position on an interim basis until the election proceedings at the next annual meeting.

SECTION 8 - Finances

1. All revenues received by the Association shall be deposited in the general funds of the Association;
2. The Treasurer shall give an up-to-date report to the annual meeting and each council meeting stating the finances of the Association.

SECTION 9 - Remuneration of Officers

1. All reasonable expenses incurred by any member of the Council or its committees, while conducting the affairs of the Association shall be reimbursed by the treasurer upon receipt of an itemized statement of such expenses by the member claiming compensation;
2. Council may review any expense claim submitted to the treasurer and upon such review either allow or disallow the claim.

SECTION 10 - Fiscal Year

1. The fiscal year of the Association shall begin on July 1 and shall end on June 30 of the following year.

SECTION 11 - Audit

1. At each annual meeting members shall appoint an auditor to carry out the yearly audit if a yearly audit is deemed necessary by Council. An accountant may be appointed to conduct a financial review in lieu of an audit;
2. The treasurer shall submit to the auditor all financial records necessary to conduct the audit within 60 days of the end of the fiscal year.

SECTION 12 - Signing Officers

1. Signing officers of the Association shall be the President or Vice-President or the Registrar.

SECTION 13 - Salaried Employees

1. Council may engage any salaried employees deemed necessary to carry out duties prescribed under the Act, these bylaws or association business.

SECTION 14 - Seal

1. Council may adopt a common seal on which the name of the association shall be engraved that may be affixed to documents or class of documents of the association.

SECTION 15 – Emergency Declaration

1. If an emergency declaration has been made by the President, or in the President's absence, by the Registrar, the following will apply:
 - a) The annual general meeting of the Association may be held by electronic means including teleconference, videoconference, or other electronic means. At least two weeks prior to the meeting, the Registrar will provide notice of the meeting to the members and instructions to the members relating to participation in the meeting;
 - b) The limitation in the bylaws that no person shall be an elected member of the Council for more than two consecutive terms of two years is suspended. An individual may be re-elected;
 - c) The election of members of Council need not occur at the annual general meeting. The Registrar is authorized to advertise for nominations for the position of elected Councillors, and to accept votes from the members by electronic means, or by mail ballot.

BYLAW III - FEES

SECTION 1 - Registration Fee

1. A non-refundable fee of \$50.00 shall accompany each application for registration;

SECTION 2 - Annual Licence Fee

1. The annual licensing fee for a practicing and restricted licence shall be \$1000.
2. Annual licence fees are payable at time of licensing - on or before January 15 - in any year for the succeeding annual licence year.
3. Members who have not paid the annual licensing fee by January 15 shall pay a late fee of \$250 in addition to the regular fees.
4. Members who have not paid the annual licensing fee by January 31 will be stricken from the register and cease to be members of the association.
5. New members who register and request to be licensed by the SDTA on or after February 1st up to and including June 30th will be charged the full licensing fee. New members who register and request to be licensed on or after July 1st up to and including December 31st, including recent U of S Dental Therapy graduates, will be charged a pro-rated licensing fee (50% of annual fee). In both cases, a late fee will not be charged.

SECTION 3 - Non-practicing Membership Fee

1. Members who choose not to license but wish to remain registered with the Association are required to submit an annual non-practicing membership fee of \$250. The fee remains the same regardless of when the non-practicing membership is requested.
2. Non-practicing annual renewal fees are payable at the time of registration or before January 15 in any year for the succeeding membership year.
3. Members who have not paid the annual non-practicing fee by January 15 in any year for the succeeding year shall pay a late fee of \$250.
4. Members who have not paid the annual non-practicing membership fee by January 31 in any year for the succeeding annual membership year will be stricken from the register and cease to be members of the association.
5. Non-practicing members who apply for a licence at any time in the current licensing period will have the non-practicing membership fees credited towards the cost of the licence.

SECTION 4 - Temporary Licence to Practice Fee

1. The temporary licence to practice fee shall be one half of the annual licence fee, payable when the temporary licence is sought.

SECTION 5 - Reinstatement Fee

1. The reinstatement fee to have Council review the status of a member shall be one half of the annual licence fee.