



**SASKATCHEWAN
DENTAL HYGIENISTS'
ASSOCIATION**

ADMINISTRATIVE BYLAWS

PART I

MAY 2010

PURSUANT TO THE DENTAL DISCIPLINE ACT

**SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION
ADMINISTRATIVE BYLAWS**

Pursuant to the Dental Disciplines Act 1997

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SDHA ADMINISTRATIVE BYLAWS**Council of the Association****Section 1 Composition**

- (1) The Council is comprised of eight members, including six full registrants elected under these bylaws and two persons appointed by the Minister.

Section 2 Eligibility

- (1) Both the voters and those being elected as Councillors must be full registrants in good standing.
- (2) Employees of the Association shall not hold elected office.

Section 3 Terms of Office

- (1) The term of office for an elected Councillor, other than Councillors elected - to fill a vacancy on Council, shall be three years.
- (2) An elected Councillor is eligible for election for a maximum of two consecutive terms. Notwithstanding the foregoing, a person who is elected to fill a vacancy on the Council arising through the resignation, death or otherwise of a Councillor, shall be elected for the remaining term of the Councillor whom that person replaces.
- (3) An elected Councillor may resign at any time by delivering a notice in writing to the Council and the resignation of an elected Councillor shall take effect immediately upon receipt by the Council of the notice of resignation.
- (4) The president and vice-president of Council shall be elected by the Councillors and they shall hold a term of office of one year.
- (5) The term of office for the elected Councillors shall begin at the close of the annual meeting next following their election.

Section 4 Powers and Function

- (1) The Council shall manage and direct the affairs of the Association and without restricting the generality of the foregoing shall:
- (2) Establish and administer policies governing the admission, registration, licensing, counseling and discipline of members;
- (3) Establish and administer policy as necessary to further the objectives of the Association;
- (4) Establish a mechanism for regularly evaluating the Association;
- (5) Establish policy governing the appropriation, investment and disbursement of the funds of the Association;
- (6) Submit to each annual meeting of the Association an audited financial statement of the operations of the Association for the past calendar year which is the fiscal year of the Association; and
- (7) Appoint a registrar-executive director for the Association;
- (8) Establish the bylaws of the Association and amend the bylaws of the Association from time-to-time.

Section 5 Seal

- (1) The Council may provide a common seal for the Association.
- (2) The Council may direct by resolution that the seal be affixed to any document or class of documents.

Section 6 Officers

- (1) An officer of the Council is anyone elected or appointed to a position of authority .The officers of the Council shall be the president, vice-president and registrar-executive director.
- (2) The president and vice-president are elected by Council from amongst its' members.
- (3) The registrar-executive director is appointed by the Council, but need not be a member(s) of the Council.

Section 7 Duties of Officers and Councillors

- (1) The president shall:
 - (a) Preside at all Council meetings;
 - (b) Perform all acts and deeds pertaining to this office and shall exercise a general control and supervision over the affairs of the Council; and
 - (c) Be an ex officio member of all committees.
- (2) The vice-president shall:
 - (a) In the absence of the president perform the duties of the president; and
 - (b) Perform such duties as may be assigned by the Council.

Section 8 Remuneration of Councillors

- (1) An elected Councillor may be paid an honorarium by the Association and must be reimbursed by the Association for reasonable expenses necessarily incurred in connection with the activities of the Council.

Section 9 Financial Authority

- (1) The Council may:
 - (a) Enter into agreements on behalf of members and, subject to the bylaws, members are bound by such agreements;
 - (b) Enter into agreements on behalf of the Association;
 - (c) Raise or secure the payment or repayment of money on behalf of and in the name of the Association, in the manner it decides, in order to carry out - the purposes of the Association; and
 - (d) Invest funds of the Association in lawful securities in the name of the Association and may change these investments from time to time.

Section 10 Signing Authority

- (1) The signing officers of the Association shall be appointed by Council; those eligible as signing officers include a member of Council, the president, the vice-president and the registrar-executive director.

Section 11 Fiscal Year

- (1) The fiscal year of the Association commences on the first day of July and ends on the last day of June in each year.

Section 12 Auditor

- (1) The Council shall appoint an auditor for the Association.
- (2) An auditor shall audit the financial statement submitted by the registrar- executive director immediately after the end of each fiscal year.

Elections

Section 13 Nominations Procedure

- (1) Nominations shall be requested from the membership one (1) month prior to the annual session.
- (2) Any full registrant in good standing may nominate for office one full registrant by submitting the nomination to the Nomination Committee. The nomination shall be made in writing, signed by the nominator and at least two other full registrants and shall be endorsed with the acceptance of the nominee. Nominations will be accepted from the floor of the annual general meeting.
- (3) The Nomination Committee shall determine whether a nomination meets the criteria of the bylaw. The Nomination Committee shall determine whether a nominee is eligible to be elected under the terms of this bylaw. The Nomination Committee's determination shall be final and binding.
- (4) Consideration should be given to the following criteria in making nominations: representation from rural or urban areas, fields of practice, and geographical areas of the province.

Section 14 Election Procedure

- (1) Voting for elected Councilors shall be by secret ballot at the annual general meeting of the association.
- (2) A member who votes:
 - (a) Shall vote in accordance with the instructions enclosed with the ballot, and
 - (b) May vote for any number of candidates up to the number to be elected to Council at that election.
- (3) If the number of persons nominated to run for Council is the same as the number to be elected, the candidates shall be declared elected by acclamation, and no vote shall be held for Council.
- (4) The ballot shall contain the following information:
 - (a) The name, and place of residence for each candidate for the Council; and
 - (b) Instructions concerning the number of votes, which may be cast by each voter.
- (5) The Nomination Committee shall determine whether ballots are valid and shall be responsible for counting the ballots. The Nomination Committee's determination shall be final and binding.
- (6) The President of Council shall declare elected the candidate or candidates who receive the greatest number of votes, up to the number of Councilors to be elected at that election.
- (7) The Council may establish:
 - (a) Procedures and rules for voting;
 - (b) Procedures and rules for nomination of Councilors;
 - (c) Rules relating to the election of Councilors; and
 - (d) Procedures or rules to deal with any matter not dealt with in this bylaw in relation to nominations or election.

Section 15 Vacancy

- (1) In the case of a vacancy on the Council through resignation, death or otherwise, the remaining members of the Council shall fill the vacancy by the appointment of a full registrant who shall act until the next annual general meeting. If the Council is of the opinion that it is impractical to hold an election to fill the vacancy, the Council may fill the vacancy by the appointment of a full registrant for the remainder of the term of the Councilor who is replaced.
- (2) If, at an election, a Councilor is to be elected to fill a vacancy on Council, the person elected to Council with the lowest number of votes shall be declared elected for the unexpired term of the Councilor who is replaced.

Meetings

Section 16 Parliamentary Procedure

- (1) Except as otherwise provided in the Act or these bylaws, Robert's Rules of Order govern the procedures of all meetings of the Association.

Section 17 Quorum

- (1) Shall consist of the number of full registrants in good standing present at Association meetings.

Section 18 Voting

- (1) All full registrants in good standing are eligible to vote at annual or special meetings of the Association.
- (2) All questions voted on at the annual or special meeting of the Association shall be decided by a majority of the votes of the voting full registrants present.
- (3) A special mail vote may be called for by the Association on an issue of provincial importance when deemed necessary. A two-thirds majority vote is required on any such special mail ballot.

Section 19 Annual Meetings of the Association

- (1) An annual meeting of the Association must be held in Saskatchewan.
- (2) The registrar-executive director must provide the members with notice of the annual meeting at least 30 days in advance.
- (3) The annual reports shall be sent to members of the Association at least 14 days prior to the date of the annual meeting.

Section 20 Special Meetings of the Association

- (1) The Council may call special meetings of the Association as required at a time, and place decided upon by the Council.

Fees

Section 21 Fee Classifications

- (1) The Council must determine the following fees and publish the amount of the fees:
 - (a) Full and restricted registrations;
 - (b) License fees for:
 - (i) Full license;
 - (ii) Conditional license;
 - (iii) Nonpractising license and
 - (iv) Temporary permit to practice.
- (2) The Council may establish:
 - (a) Lesser license fees for full and conditional licenses for registrants who practice for less than a full year;
 - (b) Practical examination fees; and
 - (c) A credentials review fee.

Section 22 Registration Fees

- (1) Full and Restricted -\$100.00

Section 23 License Fees

- (1) Full- \$550.00
- (2) Conditional -\$550.00
- (3) Non Practicing -\$275.00
- (4) New Graduate (after June 30) - \$275.00

Section 24 Temporary Permit Fees

- (1) \$50.00

Section 25 Reinstatement Fee

- (1) The reinstatement fee to have Council review the status of a member shall be one half of the registration fee.

Section 26 Times of Payment

- (1) All license fees are payable by midnight January 15th each year. Council may establish prorated fees.

Section 27 Committees

- (1) The Council shall ensure that Professional Conduct and Discipline Committees are established as required by The Dental Disciplines Act.
- (2) The Council may establish such other standing or ad hoc committees, as it deems necessary to fulfill its duties.