

Saskatchewan College of Podiatrists Bylaws

PART I - Administrative Bylaws- *The Podiatry Act*

Table of Contents

Council

Section 1	Members of Council
Section 2	Terms of Office for Elected Council Members
Section 3	Seal of the College
Section 4	Duties of the Council
Section 5	Registrar
Section 6	Remuneration and Reimbursement for Expenses
Section 7	Organization, Powers and Procedures of the Council
Section 8	College Finances
Section 9	Fiscal Year
Section 10	Contributions, Donations and Bequests
Section 11	Scholarships, Bursaries and Prizes

Elections

Section 12	Election of Council
Section 13	Vacancy in the Council
Section 14	Removal of Council Members

Meetings

Section 15	Meetings of Council
Section 16	Annual General Meeting

Fees

Section 17	College Fees
-------------------	--------------

Committees

Section 18	Committees Appointment and Duties
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PART I - Administrative Bylaws- The Podiatry Act

COUNCIL

Section 1 Members of the Council

- (1) Any General Member of the College who holds a General Practice License may be elected to the Council in the manner prescribed in these bylaws.
- (2) Pursuant to Section 8 of the Act, up to three public appointees may be members of Council.

Section 2 Terms of office for elected Council members

- (1) A Council member shall hold office following his or her election for a period of (2) two years or until his or her successor is elected or appointed.

Section 3 Seal of the College

- (1) The Council may provide a common seal for the College.
- (2) The seal of the College shall be affixed to certificates of membership and licensure and such other documents as the Council may direct under the hands of the persons the Council designates.

Section 4 Duties of the Council

- (1) Each elected member of the Council shall be appointed to one of the following positions by majority vote of the Council.

(a) **President**

- (i) It shall be the duty of the President to chair all meetings of the Council and to act on behalf of the Council and the membership of the College.
- (ii) The President shall see that the other officers of the Council perform their respective duties.
- (iii) The President shall sign all policy documents and directives from Council unless otherwise stated in the Act or these bylaws.
- (iv) The President shall supervise the appointment and structure of all committees.
- (v) The President shall make a President's report annually at the annual general meeting to inform the membership on the current status of the College.
- (vi) The President shall submit copies of all letters, records, books, files, papers, electronic data and other material he or she generates or receives as President to the Secretary as they are created or received.
- (vii) The President shall submit the original copies of all letters,

records, books, files, papers, electronic data and other material he or she generates or receives as President to the Secretary upon his or her resignation or completion of elected term.

- (viii) The President shall carry out such other duties delegated to him or her by Council or pursuant to these bylaws.

(b) **Vice President**

- (i) It shall be the duty of the Vice President to assist the President in all duties as assigned by the President.
- (ii) The Vice President shall be the primary designate in all matters where the President is unavailable or unable to be present.
- (iii) In the event of the resignation, removal or incapacitation of the President, the Vice President shall act as chair of Council meetings until a new President is appointed pursuant to these bylaws.
- (iv) The Vice President shall submit copies of all letters, records, books, files, papers, electronic data and other material he or she generates or receives as Vice President to the Secretary as they are created or received.
- (v) The Vice President shall submit the original copies of all letters, records, books, files, papers, electronic data and other material he or she generates or receives as Vice President to the Secretary upon his or her resignation or completion of elected term.
- (vi) The Vice President shall carry out such other duties delegated to him or her by Council or pursuant to these bylaws.

(c) **Secretary**

- (i) It shall be the duty of the Secretary to act as secretary to the Council.
- (ii) The Secretary shall be the custodian of all letters, records, books, files, papers, electronic data and other material relating to the affairs of the Council and College.
- (iii) The Secretary shall keep the aforementioned archive in his or her possession until his or her successor is elected or appointed.
- (iv) The Secretary shall keep a proper record of the proceedings of each meeting of the Council and the General Membership.
- (v) The Secretary shall, with the permission of the Council, release copies of all archive material to the membership and outside agencies upon request.
- (vi) The Secretary shall be the custodian of the seal of the College.
- (vii) The Secretary shall deliver to his or her successor all letters, records, books, files, papers, electronic data and other material belonging to the Council and the College.

- (viii) The Secretary shall carry out such other duties delegated to him or her by Council or pursuant to these bylaws.

(d) **Vice Secretary**

- (i) It shall be the duty of the Vice Secretary to assist the Secretary in any duties as directed by the Secretary.
- (ii) The Vice Secretary shall submit copies of all letters, records, books, files, papers, electronic data and other material he or she generates or receives as Vice Secretary to the Secretary as they are created or received.
- (iii) The Vice Secretary shall submit the original copies of all letters, records, books, files, papers, electronic data and other material he or she generates or receives as Vice Secretary to the Secretary upon his or her resignation or completion of elected term.
- (iv) The Vice Secretary shall carry out such other duties delegated to him or her by Council or pursuant to these bylaws.

(e) **Treasurer**

- (i) It shall be the duty of the Treasurer to receive all funds of the College and to be custodian of them.
- (ii) The Treasurer shall deposit such funds accruing to the College into a chartered bank.
- (iii) The Treasurer shall ensure all College financial matters are administered in accordance with Sections 8 and 9 of these bylaws.
- (iv) The Treasurer will recommend to the Council no later than September 1 of each year the amount that will be proposed for the following year's annual fees in accordance with the provisions of the Podiatry Act and bylaws of the College.
- (v) The Treasurer shall pay out of College funds such monies necessary for College operation as well as travel and expenses to any member of the College who are acting as agents of the College.
- (vi) The Treasurer shall keep complete and accurate records of all monies received and expended by the Treasurer and of all debts, savings or investments by the College.
- (vii) The Treasurer shall report to each regular meeting of the Council on the immediate financial condition of the College.
- (viii) Before entering upon his or her duties, the Treasurer may be requested by the Council to give a security bond in such amount as required and approved by the Council, for the faithful accounting of the monies the Treasurer shall receive as the agent of the College. The premium for this bond shall be paid by the College.
- (ix) The Treasurer shall make a Treasurer's report annually at the annual general meeting to inform the membership on the current financial status of the College.

- (x) The Treasurer shall submit copies of all letters, records, books, files, papers, electronic data and other material he or she generates or receives as Treasurer to the Secretary as they are created or received.
 - (xi) The Treasurer shall submit the original copies of all letters, records, books, files, papers, electronic data and other material he or she generates or receives as Treasurer to the Secretary upon his or her resignation or completion of elected term.
 - (xii) The Treasurer shall carry out such other duties delegated to him or her by Council or pursuant to these bylaws.
- (2) Pursuant to Section 8 of the Act, up to three public appointees may be members of Council.

(a) **Public Appointees**

- (i) It shall be the duties of Public Appointees to represent the views of the public on matters before the Council.
- (ii) Public appointees shall report to Council on public concerns.
- (iii) Public appointees shall perform such duties as may be assigned by Council or by the minister.

Section 5

Registrar

- (1) The Council shall appoint a Registrar from the membership or from the general public.
- (2) The Registrar shall be appointed to his or her position by majority vote of Council.
- (3) The Registrar may resign by giving written notice of his or her resignation to Council
- (4) The resignation of the Registrar is effective on the date stated on the written notice or if no date is stated, on the date the written notice is received by the Council.
- (5) In the event of a vacancy of the Registrar, the Council may appoint a new Registrar in accordance with 1 and 2 above.
- (6) Any General Member may request that council remove the Registrar. The member must give a reason for the request and the request must be signed by another General Member. If the Council by majority vote decides there is merit in the reason for removal of the Registrar, the Registrar shall be removed. The vacancy created shall be filled in accordance with the Podiatry Act and these bylaws.
- (7) If the Council decides by a majority vote that there is no merit to the recommendation, then the Registrar may remain.
- (8) The duties of the Registrar shall be as follows;

(a) **Registrar**

- (i) It shall be the duty of the Registrar to keep a true record of members of the College.
- (ii) The Registrar shall record the date of issuance of all memberships, licences, names of members, qualifications and other pertinent

particulars in the records of the College.

- (iii) The Registrar shall sign all certificates of membership and licences.
- (iv) The Registrar shall maintain the annual register.
- (v) The Registrar shall cause to be printed each year a true copy of the annual register.
- (vi) The Registrar shall make a Registrar's report annually at the annual general meeting to inform the membership on the current membership status of the College.
- (vii) The Registrar shall submit copies of all letters, records, books, files, papers, electronic data and other material he or she generates or receives as Registrar to the Secretary as they are created or received.
- (viii) The Registrar shall submit the original copies of all letters, records, books, files, papers, electronic data and other material he or she generates or receives as Registrar to the Secretary upon his or her resignation or completion of appointed term.
- (ix) The Registrar shall carry out such other duties delegated to him or her by Council or pursuant to these bylaws.

Section 6 Remuneration and reimbursement for expenses

- (1) Members of the Council and all members appointed to committees may receive remuneration for their time spent while attending to Council and committee affairs as set by the Council from time to time and approved by a majority of the Council.
- (2) For reasonable travel to and from Council and committee meetings, members of the Council may be paid an allowance as set by the Council from time to time and approved by a majority of the Council.
- (3) Members of the Council and committee members shall be reimbursed by the College, in accordance with guidelines set by the Council, for reasonable expenses necessarily incurred in performing their official functions.
- (4) The minister shall remunerate and reimburse for expenses the members of the Council appointed pursuant to Section 8 of the Podiatry Act at the rate determined by the Lieutenant Governor in Council.

Section 7 Organization, powers and procedures of the council

- (1) The Council shall be organized in accordance with the bylaws and the Podiatry Act.
- (2) The Council shall manage and regulate the affairs and business of the College in accordance with these bylaws and as stated in the Podiatry Act.
- (3) The current edition of Sturgis Standard Code of Parliamentary Procedure, as published from time to time, shall constitute the parliamentary code of procedures of the Council, and shall govern Council meetings. Where the said code of procedure is inconsistent with the Podiatry Act or bylaws of the College, the Podiatry Act or bylaws shall govern.

Section 8 College finances

- (1) Financial statements for the College will be prepared promptly at the close of each fiscal year and will be presented to Council.
- (2) The Treasurer, by resolution of the Council, may from time to time:
 - (a) Borrow money upon the credit of the College;
 - (b) Issue, sell, or pledge debt obligations of the College, including without limitation bonds, debentures, notes, or similar obligations of the College, whether secured or unsecured;
 - (c) Charge, mortgage, hypothecate, or pledge all or any currently owned or subsequently acquired real or personal, movable or immovable property of the College, including book debts, rights, powers, franchises, and undertakings, to secure any such debt obligations or any money borrowed or other debt or liability of the College.
- (3) The President and the Treasurer will be the financial signing officers for the College.
- (4) The Treasurer may approve capital purchases of \$5,000 or less.
- (5) The Council will approve capital purchases of more than \$5,000.

Section 9 Fiscal year

- (1) The fiscal year of the College shall be January 1 to December 31.
- (2) The Council shall yearly retain a chartered accountant to prepare financial statements of the College and to act as advisor for the fiscal year.

Section 10 Contributions, donations and bequests

- (1) Council may receive and accept contributions, donations or bequests to the College and shall utilize those funds as it sees fit for the purposes of the College subject to any conditions which might accompany such contributions, donations or bequests.

Section 11 Scholarships, bursaries and prizes

- (1) Council may create such scholarships or bursary programs as it sees fit.
- (2) Council may define terms as to eligibility and qualifications.
- (3) No scholarship or bursary program shall be created from the general operating revenues of the College without the prior approval of the Council.
- (4) Council may contribute to established scholarships or bursary programs as it sees fit.

ELECTIONS

Section 12 Election of Council:

- (1) At the annual general meeting, in a year where an election for Council is due and a quorum of Council members are present and at least fifty one percent (51%) of the General Members who hold valid general or restricted practice licenses are present, the President shall

call an election and appoint a ballot officer.

- (2) The ballot officer may not be a member of Council and may not accept a nomination for him or herself. The ballot officer shall record all nominations accepted and declined and will be responsible for the ballot distribution and counting. The ballot officer shall not cast a ballot.
- (3) After appointing the ballot officer the President shall open the floor to eligible General Members for nominations for Council.
- (4) Only General Members present at the election with a valid general or restricted practice license shall be eligible to nominate members for Council.
- (5) Only General Members present at the election who reside in Saskatchewan and possess a general practice license shall be eligible to accept a nomination for Council.
- (6) All nominations must be seconded by another General Member who holds a valid general or restricted practice license and is present at the election.
- (7) After a reasonable time and provided that a minimum number of nominations has been received to fill all Council vacancies, the President shall make a motion to Council that nominations cease.
- (8) In the event that the number of accepted nominations received equals the number of Council vacancies to be filled, then the nominees shall be appointed to Council by acclamation and no ballot is required.
- (9) In the event that the number of accepted nominations is less than the number of Council vacancies to be filled or a quorum of Council members is not in attendance or at least fifty one percent (51%) of the General Members who hold valid general or restricted practice licenses are not present, then the election must be reconvened within sixty (60) days. The current Council shall continue as Council until such time as an election can be held.
- (10) In the event that the number of accepted nominations received is greater than the number of Council vacancies to be filled, then the ballot officer shall display in plain view of the entire membership the names of all the accepted nominees and shall issue a single blank ballot to all General Members with a valid general or restricted practice license who are in attendance.
- (11) Each eligible voting General Member shall place one (1) name for each Council vacancy out of the displayed nominees on that ballot and return it to the ballot officer.
- (12) Only members of Council and General Members with a valid general or restricted practice license in attendance at the election shall be allowed to cast a ballot. Ballot casting by proxy or mail shall not be permitted.
- (13) Upon receipt of all the ballots, the ballot officer shall verify the number of ballots and will count the number of votes for each nominee. The nominees with the most votes shall fill the Council vacancies.
- (14) In the event of a tie vote, the ballot officer will distribute subsequent ballots to the members of Council and the eligible voting General Members until the tie can be broken.
- (15) The members of Council shall decide by majority decision which Council member performs which duty of Council.
- (16) All members shall be allowed to view the counting of the ballots and a final tally shall be

recorded in the minutes of the meeting.

Section 13 Vacancy in the Council

- (1) Any vacancy which occurs in the elected membership of the Council may be filled as provided for in Section 9 and 10 of the Podiatry Act.
- (2) Any vacancy which occurs in the appointed membership of the Council may be filled as provided for in Section 8 of the Podiatry Act

Section 14 Removal of Council members

- (1) Any General Member may request that Council remove a member of Council. The member must give a reason for the request and the request must be signed by another General Member. If the Council by majority vote decides there is merit in the reason for removal of the member of Council, the member of Council shall be removed. The vacancy created shall be filled in accordance with Section 9 and 10 of the Act.
 - (a) If the Council decides by a majority vote that there is no merit to the recommendation, then the Council member may remain on Council.
 - (b) Any General Member may appeal the Council's decision and ask the Council to draft a letter to the Minister of Health for his or her decision.
- (2) Any General Member may request that Council draft a letter to the minister requesting the removal of a public member of Council. The member must give a reason for the request and the request must be signed by another General Member and the council shall draft a letter to the Minister of Health for his or her decision.
- (3) Any elected or appointed member of Council who has had a recommendation for removal brought forth may vote on the recommendation for removal.

MEETINGS

Section 15 Meetings of Council

- (1) A quorum of Council shall consist of no less than fifty-one percent (51%) of the members of the Council.
- (2) The Council may only vote on motions when a quorum of members of the Council is present.
- (3) Motions brought before Council must be passed by a majority decision of Council members present unless otherwise stated in the Act.
- (4) The Council shall meet at least three (3) times a year.
- (5) All meetings shall be held at a time and place to be determined by the Council.
- (6) At least 21 days notice of the Council meeting shall be given to all members by the Secretary except in the circumstance where an emergency or special meeting of the Council is called.
- (7) Any member of the College may attend Council Meetings unless the meeting or any portion of the meeting is deemed private in accordance with these bylaws.

- (8) At the meeting of Council the Council shall:
 - (a) consider and vote on issues raised by members of Council and General Members;
and,
 - (b) consider any other matters of interest to the profession and the public.
- (9) The order of proceedings at all meetings shall follow an agenda or program prepared by the President.
- (10) If, in the opinion of the President, or in the President's absence, the Vice President, a situation arises which requires immediate attention by the Council, then the President, or in the absence of the President, the Vice President, may convene an emergency meeting of the Council on such notice as the convener sees fit. Such a meeting shall be comprised of as many members of Council as are available in person or by teleconference, provided a quorum of the Council is present.
- (11) Council may decide at any time, by majority vote of those Council members present, that a whole meeting or any part of a meeting be held in private.
- (12) At the conclusion of the in private portion of a meeting, the chair shall secure the approval of Council for the issuance of a report or announcement of a decision made in private and will be made public following the meeting or its in private portion, whichever is appropriate.
- (13) Only members of the Council shall vote on motions proposed by the Council.
- (14) Council members may vote either in person or by teleconference call.
- (15) Council members shall not vote by proxy, email or written correspondence.
- (16) If any General Member or member of Council cannot attend any meeting of the Council, he or she may send to the Council in writing a request for the Council to review any issue that the General Member would have brought to the attention of the Council in person at the meeting. Such a request must be sent to a member of the Council forty eight (48) hours prior to the Council meeting and must be signed and dated by the member. The Council shall make available copies of the member's request at the time of the meeting provided the request does not violate any section of the Podiatry Act or its bylaws and is not deemed to be an in private issue.
- (17) If a request for a special meeting of Council is received in accordance with Section 33 of these bylaws, then the President, or the Vice President in the President's absence, may call a special meeting of the Council on such notice as the convener sees fit. Such a meeting shall be comprised of as many members of Council as are available in person or by teleconference, provided a quorum of the Council is present.

Section 16 Annual General Meeting

- (1) One (1) of the Council meetings per year shall be the annual general meeting.
- (2) At the annual general meeting the Council shall:
 - (a) distribute annual reports relevant to the activities of the College;
 - (b) call an election as terms expire;
 - (c) consider and vote on issues raised by members of Council and General Members;

and,

(d) consider any other matters of interest to the profession and the public.

- (3) All annual general meetings shall be held at a time and place to be determined by the Council.
- (4) The order of proceedings at all annual general meetings shall follow an agenda or program prepared by the President.
- (5) At least 21 days notice of the annual general meeting shall be given to all members by the Secretary.

FEES

Section 17 College fees

- (1) All fees shall be set annually by Council.
- (2) The fees to be set by Council shall include the following:
 - (a) Application fees;
 - (b) Membership fees;
 - (c) License fees;
 - (d) Reinstatement fees;
 - (e) other such fees as Council sees fit.
- (3) No later than thirty (30) days before the prescribed license fees are due, the Registrar shall notify the member of the amount of the fee, and the day on which it is due.
- (4) Upon payment of the prescribed fees and satisfaction of the all other requirements of the Podiatry Act and its bylaws, the Registrar shall issue to the member a receipt under the Registrar's hand confirming that the member has paid the required fees.
- (5) Any member who fails to pay their required fees shall be given a notice by the Registrar that their fees are late and that they have ten (10) days to pay the required fees to the College without penalty. If the member fails to pay the prescribed fees within ten (10) days then the Registrar may refer the matter to Council for their determination.
- (6) The Council may:
 - (a) reimburse a member up to fifty percent (50%) of his or her license fee if, in the opinion of the Council, extraordinary circumstances exist that would justify reimbursement; and
 - (b) extend the time for an applicant to pay any fees in circumstances of undue hardship and on such terms and conditions as the Council deems appropriate upon receipt of a written request by the member or applicant.

COMMITTEES

Section 18 Committees appointment and duties

(1) During the annual general meeting, the Council shall appoint, or re-appoint the following committees and such other committees as are formed by approved motion of the Council:

(a) **Executive Committee:**

(i) The Executive Committee shall be composed of the President, the Treasurer, Secretary and the Registrar. Except as restricted by the Podiatry Act or these bylaws, the Executive Committee shall have the authority to act on behalf of the College on all matters that arise between meetings of the Council.

(b) **Legislation Committee:**

(i) The Legislation Committee shall be composed of a minimum of three persons, one of whom shall be the Registrar. The Legislation Committee shall review legislation respecting the profession of podiatry in other jurisdictions, make recommendations to the Council regarding amendments to the current bylaws, and draft proposed changes to the legislation when so directed by Council.

(c) **Quality Assurance Committee:**

- (i) The Quality Assurance Committee shall be composed of a minimum of three persons, two of which shall be the Vice Secretary and the Vice President.
- (ii) The Quality Assurance Committee shall assist the membership in a co-operative manner to provide a quality standard of care to the public and to ensure members adhere to the policies and standards of the College regarding the manner and method of practice.
- (iii) The Quality Assurance Committee shall evaluate, with the approval of Council, continuing education programs for members and assign credit hour values to various continuing education activities.
- (iv) The Quality Assurance Committee shall review all members' "Continuing Education Activities Records" and report to the Registrar the status of the memberships' continuing education activity.
- (v) The Quality Assurance Committee shall develop and circulate to the members, with the approval of Council, guidelines setting out what constitutes misleading or unprofessional advertising.
- (vi) The Quality Assurance Committee shall use the above guidelines to review every member's advertisements and shall inform the Registrar of any advertising by a member which may be deemed misleading or unprofessional.
- (vii) The Quality Assurance Committee may appoint any one or more of its members or other persons as assessors and delegate to persons so

appointed the authority to conduct an assessment and to report thereon to the Quality Assurance Committee.

- (viii) Every member of the College shall co-operate fully in allowing any such assessors to enter and inspect their podiatry offices; and have access to inspect all books, records, correspondence and other documents or electronic data related to the podiatry practice, including the right to make copies thereof; and shall provide all information as requested by the assessor and appear before or confer with the Quality Assurance Committee or any of its assessors when requested to do so.
- (ix) Following any such assessment, the Quality Assurance Committee may require the member to make such changes to his or her procedures, attend such courses, or successfully complete such further examinations as the Quality Assurance Committee determines as necessary; and/or refer any matter which has come to the attention of the Quality Assurance Committee or the assessor, including professional incompetence or professional misconduct, to the Registrar or the Professional Conduct Committee.
- (x) Where the member refuses or fails to co-operate with the Quality Assurance Committee or any of the assessors, or to complete the requirements of the Quality Assurance Committee, the Quality Assurance Committee may refer the matter to the Professional Conduct Committee.

(d) **Professional Conduct Committee;**

- (i) The Council shall establish a Professional Conduct Committee as set out in Section 25 of the Act and shall conduct its affairs and perform those duties set out in the Act and the bylaws.

(e) **Discipline Committee;**

- (i) The Council shall establish a Discipline Committee as set out in Section 28 of the Act and shall conduct its affairs and perform those duties set out in the Act and its bylaws.

- (2) The Council may establish or modify any existing committee or any other committee deemed necessary to attend to the business of the College at any Council meeting.
- (3) The Council shall appoint all committee members from the General Members of the College who hold valid general or restricted practice licenses, except for those committees whose appointment procedures are otherwise outlined in the Podiatry Act or its bylaws.
- (4) A member of a committee appointed under subsection (3) holds office until the earlier of:
 - (a) expiry of the appointment; or
 - (b) resignation of position; or
 - (c) being removed by the Council.
- (5) A committee may request the Council to fill any vacancy created by subsection (4).
- (6) Any General Member may request that Council remove an appointed committee member. The member must give a reason for the request and the request must be signed by another

General Member. If the Council by majority vote decides there is merit in the reason for removal of the appointed member of the committee, the committee member shall be removed. The vacancy created shall be filled in accordance with the Podiatry Act and these bylaws.

- (a) If the Council decides by a majority vote that there is no merit to the recommendation, then the appointed committee member may remain on committee.
 - (b) Any appointed member of a committee who has had a recommendation for removal brought forth and sits on Council may vote on the recommendation for removal.
- (7) Any General Member may request that Council ask the minister to remove a public appointed committee member. The member must give a reason for the request and the request must be signed by another General Member the Council shall draft a letter to the Minister of Health for his or her decision.
- (8) A committee shall, in addition to the duties assigned to it by the Podiatry Act and these bylaws, perform any duties assigned by the Council.
- (9) At a meeting of any committee, other than the Discipline Committee, a majority of committee members present constitutes a quorum.
- (10) A committee may act by majority decision.
- (11) A committee may appoint its own chairperson.
- (12) Any committee may make a request to Council to have more members appointed to their committee in accordance with the Podiatry Act and the bylaws.

Certified to be a true copy of the administrative bylaws approved by the Council of the Saskatchewan College of Podiatrists:

Certified by: _____
Steven Harris, Registrar

Date: 20 February 2007