

Saskatchewan College of Physical Therapists
The SCPT General Administrative Bylaws

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Title

1 These Bylaws may be referred to as *The SCPT General Administrative Bylaws*.

Definitions

2 In these Bylaws:

- (a) “Act” means *The Physical Therapists Act, 1998*;
- (b) “polling day” means the last day of the annual meeting of the members of the college.

COUNCIL

Composition and term of office

3(1) For the purposes of clause 7(2)(a) of the Act, the number of members to be elected to the

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council consists of the president-elect and eight members-at-large.

- (2) All council elections are held at the annual meeting of the college in accordance with sections 13 to 16.
- (3) A president-elect is elected in each even calendar year to serve a one-year term in that office and to serve a two-year term in the following two years as president.
- (4) Four members-at-large are elected in each year.
- (5) Except in the case of the president-elect, the term of office for the elected members of council is two years.
- (6) The term of office for all elected members of council commences at the first business meeting of the council following their election, which must be held in accordance with subsection 4(2).

Meetings

- 4(1) Business meetings of the council must be held at least four times between annual meetings of the college.
- (2) The first business meeting of the council following an annual meeting of the college must occur within one month of the annual meeting at a time and place to be determined by the executive director.
- (3) The president may call a special meeting of the council at any time of his or her own initiative, and shall call a special meeting within 10 days of receipt by him or her of a written request for a special meeting signed by at least three members of the council, by sending a written notice to each member of the council at least two days prior to the date set for the special meeting stating the business to be considered at the special meeting.
- (4) No matters other than those specified in the notice of a special meeting may be brought before the meeting except by the unanimous vote of the members present.
- (5) Quorum for any council meeting is a majority of the members of the council.

Public appointees

- 5 The persons appointed to the council as public appointees pursuant to section 8 of the Act shall:

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- (a) represent the views of the public on matters before the council;
- (b) report to the council on public concerns; and
- (c) perform any other duties that may be assigned by the council.

OFFICERS

Officers

- 6(1) The officers of the college consist of the president, the president-elect, the secretary, the treasurer and the members-at-large elected to the council.
- (2) The council shall elect a secretary and treasurer from the members-at-large elected to the council at the first business meeting of the council after the annual meeting of the college.

President

- 7(1) The president shall:
 - (a) preside at all meetings of the college and of the council;
 - (b) perform all acts and deeds pertaining to the position of president; and
 - (c) exercise general control and supervision over the affairs of the council and the college.
- (2) The president is an *ex officio*, non-voting member of all committees, other than the professional conduct committee and the discipline committee, but is a voting member of any committees to which the president is specifically appointed by the council.

President-elect

- 8 The president-elect shall:
 - (a) in the absence of the president, perform the duties of the president; and
 - (b) perform any other duties that may be assigned by the council or delegated by the president.

Secretary

- 9 The secretary shall:
 - (a) perform the duties and functions provided for by the Act and these bylaws to be

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performed by the secretary; and

(b) perform any other duties that may be assigned by the council.

Treasurer

10 The treasurer shall:

(a) perform the duties and functions provided for by the Act and these bylaws to be performed by the treasurer; and

(b) perform any other duties that may be assigned by the council.

Members-at-large

11(1) The members-at-large shall perform any duties that may be assigned by the council.

(2) In the absence of the president and president-elect, the council shall appoint a member-at-large to perform the duties of the president.

Removal of officers

12(1) The members of the college or the council may, by a majority vote, remove an officer from the council if the officer:

(a) consistently fails or refuses to perform duties assigned according to the Act, bylaws, and policies and procedures of the college;

(b) is absent for more than three business meetings of the council between annual meetings;

(c) is not acting in the best interests of the college; or

(d) ceases to be a member.

ELECTIONS TO COUNCIL

Eligibility

13 Any practising member of the college in good standing, other than a college employee, is eligible to stand as a candidate for election to the council.

Nominations

14(1) All nominations must be received in writing by the chair of the nominations committee at

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least 30 days before polling day and must be accompanied by a signed consent from the nominee.

- (2) If there are insufficient nominations received 30 days before polling day to require a vote to be held, the chair of the nominations committee shall declare those nominated to be acclaimed to office and no vote need be conducted.
- (3) The nominations committee shall submit its list of nominations to the executive director in sufficient time prior to the annual meeting of members so that the ballot, if required, can be prepared.

Voting

15(1) Each practising member of the college is entitled to one vote.

- (2) Voting is conducted by secret ballot.
- (3) 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 are placed in the alphabetical order of their surnames.
- (4) The executive director shall, at least 20 days before polling day, or as soon as possible in the case of a member who is subsequently registered, mail or deliver to each member a ballot and a ballot envelope together with an envelope addressed to the college, on which the member shall verify their name and registration number .
- (5) 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 ballot envelope and seal the envelope;
 - (c) place the ballot in the sealed ballot envelope inside the envelope addressed to the college and seal the envelope;
 - (d) complete the information required to be provided on the face of the envelope addressed to the college in order to verify the member's entitlement to vote; and
 - (e) mail or deliver the ballot in the sealed envelope addressed to the college or deposit the ballot in the ballot box at the annual meeting before the time that is one hour

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after the commencement of the annual meeting.

- (6) In order to be counted, ballots must reach the executive director by the time that is one hour after the commencement of the annual meeting.
- (7) The executive director shall appoint at least two scrutineers and any candidate for election is entitled to have a scrutineer present when the ballots are counted.
- (8) In the case of a tie vote for any office, the president shall cast the deciding vote.

Voting by electronic or other means

- 16 Notwithstanding section 15, the council may authorize the use of an electronic or on-line system of voting provided that the system is accessible to all practising members and provides voting security at least equivalent to that of a mail-in ballot system.

MEETINGS OF THE COLLEGE

Annual meeting

- 17(1) The annual meeting of the college shall be held in Saskatchewan at a specific time and place to be determined by the council.
- (2) Notice of the annual meeting shall be sent to the members of the college at the mailing address or email address appearing in the register at least 30 days prior to the date of the annual meeting.
- (3) The annual report of the college shall be mailed to members of the college at the mailing address or email address appearing in the register at least 14 days prior to the date of the annual meeting.

Special meeting

- 18(1) A special meeting of the college shall be held in Saskatchewan at a specific time and place to be determined by the council in accordance with subsection 6(4) of the Act.
- (2) Notice of a special meeting shall be sent to the members of the college at the mailing address or email address appearing in the register at least 14 days prior to the date of the special meeting.

Quorum

- 19 Quorum for any annual or special meeting of the college is the number of practising members of the college who are present at the meeting.

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Procedure at meetings

- 20(1) Unless otherwise provided, the procedure at all meetings of the college and of the council shall be governed by the procedures contained in Appendix A and, in cases not provided for, by the rules set out in the most current edition of *Call to Order*, by Herb Perry and Susan Perry.
- (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 majority vote of the members present at the meeting.

FINANCIAL MATTERS

Fiscal year

- 21 The fiscal year of the college is the calendar year.

Audit

- 22(1) The annual meeting of the college shall appoint a chartered accountant to be the auditor of the college.
- (2) The auditor shall annually, or more frequently as required by the council, audit 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, which shall be presented at the annual meeting of the college.

Banking

- 23 The council shall keep bank accounts in a chartered bank or credit union and shall deposit in such bank accounts all monies received for and on account of the college.

Signing authority

- 24(1) Signing officers of the college are the president, the treasurer, one other officer appointed annually by the council, and the Executive Director.
- (2) No less than two signing officers of the college shall sign cheques, contracts, security instruments, and other legal documents affecting the college.

Remuneration and reimbursement

- 25(1) Officers of the council are entitled to any remuneration for their services rendered to the college as council members and to reimbursement for expenses as determined by the council.

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- (2) The council may establish remuneration payable to committee members, college members, and non-members representing the college in an official capacity.
- (3) Committee members and college representatives are entitled to be reimbursed for reasonable expenses incurred in the course of their duties.

Contributions, donations, scholarships and bursaries

26(1) Council may receive and accept contributions, donations and bequests to the college and shall utilize those funds as it sees fit for the purposes of the college subject to any conditions attached to the contribution, donation or bequest.

- (2) Council may create any scholarships or bursary programs on any terms and conditions that it considers, but no scholarship or bursary program may be created from the general operating revenues of the college without the prior approval of the membership at an annual meeting.
- (3) Council may contribute to established scholarships or bursary programs as it considers appropriate.

COMMITTEES

Structure

27(1) The council shall establish for all committees:

- (a) terms of reference;
 - (b) membership and terms of appointment;
 - (c) chair;
 - (d) quorum requirement; and
 - (e) budget allocation.
- (2) Each committee shall:
- (a) perform its duties subject to the direction of council;
 - (b) meet as frequently as required to fulfil its terms of reference;

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- (c) maintain minutes of all meetings; and
- (d) report to the council on the business of each meeting of the committee.
- (3) Members of a committee may be members of the college, public appointees, or public representatives.
- (4) The council shall make all committee appointments.
- (5) Unless the chairperson is elected or named in the bylaws, the council shall appoint the chairperson.

Standing committees

- 28(1) Unless otherwise specified, all standing committee appointments are for a term of two years and may be renewed or extended at the discretion of the committee chair and council.
- (2) All members of committees are voting members, unless otherwise specified.
- (3) Quorum for a committee is a majority.
- (4) All committees shall appoint a recording secretary.
- (5) The standing committees of the college are:
 - (a) the legislation committee;
 - (b) the professional standards of practice committee;
 - (c) the finance committee;
 - (d) the registration committee; and
 - (e) the nominations committee.

Legislation committee

- 29(1) The membership of the legislation committee consists of a minimum of three persons.
- (2) The duties of the committee are:
 - (a) to monitor federal, provincial and municipal legislation affecting physical

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therapists and the physical therapy profession, and to make recommendations to the council for college action where required;

(b) to review the Act and bylaws of the college and to make recommendations to the council regarding necessary changes;

(c) upon the direction of council, to draft changes to the Act and bylaws; and

(d) to review policies and procedures to ensure consistency with the Act and bylaws.

Professional standards of practice committee

30(1) The membership of the professional standards of practice committee consists of a minimum of three persons, at least one of whom is a public representative.

(2) The duties of the committee are to make recommendations to council with respect to:

(a) physical therapy practice issues;

(b) standards, ethics and competencies for physical therapists;

(c) guidelines for physical therapy practice; and

(d) continuing education.

Finance committee

31(1) The membership of the finance committee consists of a minimum of three persons, one of whom is the treasurer of the college who shall act as chair.

(2) The duties of the committee are to make recommendations to council with respect to:

(a) the investment of college monies;

(b) the proposed annual budget for the upcoming fiscal year;

(c) long term financial plans and strategies;

(d) the maintenance and amount of a contingency fund for the college; and

(e) any other matters of financial management.

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Registration committee

32(1) The membership of the registration committee consists of a minimum of three persons, one of whom shall act as chair.

(2) The duties of the committee are:

(a) to make written recommendations to the Registrar with respect to applications from registrants who apply for removal or modification of any term, condition or limitation imposed on their certificate of registration or licence and applications referred to it by the Registrar when the Registrar:

(i) has doubts, on reasonable grounds, about whether the applicant fulfills the registration requirements;

(ii) is of the opinion that terms, conditions or limitations should be imposed on a licence or registration of the applicant and the applicant does not consent to the imposition; or

(iii) proposes to refuse the application.

(b) to maintain an understanding of the current external environment related to entry to practice and identify emerging key issues for council awareness, debate and direction; and

(c) to prepare and recommend policies to council relating to registration.

Nominations committee

33(1) The membership of the nominations committee consists of at least two practising members.

(2) The duties of the committee are:

(a) to endeavour to secure one or more persons as candidates for each vacant position on council at each election and, wherever possible, candidates that reflect the diversity of the membership;

(b) to identify persons who are willing to serve on college committees.

Special committees

34 The council may appoint special committees at any time to carry out the objectives of the college and may dissolve the committees by a resolution of the council.

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Ad hoc committees

- 35(1) The council may appoint ad hoc committees for a specific purpose on precise terms of reference that state that the committee shall cease to function upon completion of the specific task.
- (2) The council shall provide each ad hoc committee with a written statement of its goals and objectives and a projected timetable for achieving them and the submission of written reports, including a final report.
- (3) The chairperson of each ad hoc committee shall:
- (a) provide council with a suggested list of committee members for appointment;
 - (b) submit written progress reports to the council at predetermined intervals or upon request and a final report; and
 - (c) attend council meetings when requested by council to present or clarify written reports.

Certified to be a true copy of *The SCPT General Administrative Bylaws* approved by the members of the Saskatchewan College of Physical Therapists at its annual meeting held on April 21, 2012

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APPENDIX A
Procedures at Meetings
(Section 20)

Parliamentary Authority

Call to Order, by Herb Perry and Susan Perry shall govern the organization in all procedural matters not otherwise covered by *The Physical Therapists Act, 1998*, the Bylaws, or these Rules and Procedures.

Voting Eligibility

Each practising member of the Saskatchewan College of Physical 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.

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.

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

The mover of a motion may speak twice:

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- 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 than 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.