



COLLEGE OF  
**ALBERTA DENTURISTS**

# Bylaws

May 22, 2020

## 1. DEFINITIONS AND INTERPRETATIONS

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### 1.1 Bylaws in force

These Bylaws have been made by the Council pursuant to Section 132 of the *Health Professions Act*, hereinafter known as “the Act”. These Bylaws replace all Bylaws previously in force under the Act.

### 1.2 Definitions

In these Bylaws:

- (a) “Act” means the *Health Professions Act* of Alberta;
- (b) “Bylaws” means these Bylaws;
- (c) “College” means the College of Alberta Denturists;
- (d) “Courtesy regulated member” means a person whose name is entered in the courtesy regulated member register under Section 2 of the Regulation;
- (e) “Council” means the Council of the College;
- (f) “General regulated member” means a person whose name is entered in the general regulated member register under Section 2 of the Regulation;
- (g) “Member” means a person who is a regulated or non-regulated member of the College;
- (h) “Minister” means the minister defined in Section 1(1)(v) of the Act;
- (i) “Non-regulated member” means a student member, honorary member or associate member of the College;
- (j) “Practice of denturism” means the practice of denturism defined in Section 3 in Schedule 8 of the Act;
- (k) “Practice permit” means a practice permit issued to a regulated member under the Regulation;
- (l) “Provisional regulated member” means a person whose name is entered in the provisional regulated member register under Section 2 of the Regulation;
- (m) “Register” means a register established in accordance with the Act, the Regulation or the College’s Bylaws;
- (n) “Registrar” means the registrar of the College;
- (o) “Regulation” means the *Denturists Profession Regulation* made pursuant to the Act;
- (p) “Supervised employment agreement” means a College approved agreement between a provisional regulated member and one or more general regulated members, as per College policy.

### 1.3 Severable

The provisions of these Bylaws are independent and severable and the invalidity of any part of the Bylaws does not affect the validity of the remainder of the Bylaws, which shall continue in full force and effect.

### 1.4 Number

All words referencing the singular in these Bylaws shall also include the plural where the context requires and vice versa.

### 1.5 Headings

The headings in the Bylaws are for ease of reference only and shall not affect in any way the meaning or interpretation of the Bylaws.

## 2. PURPOSE OF THE COLLEGE

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### 2.1 Purpose of the College

The College is established under the Act and, pursuant to that Act, is required to regulate the profession of denturism in Alberta and is obligated to serve and protect the public.

## **3 MEMBERSHIP**

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### **3.1 Registration/membership year**

The registration/membership year for regulated and non-regulated members is the first day of January to the last day of December.

### **3.2 Categories of members**

3.2.1 The categories of members in the College are:

- (a) regulated members
  - i. general regulated members
  - ii. provisional regulated members
  - iii. courtesy regulated members
- (b) non-regulated members
  - i. honorary members
  - ii. associate members
  - iii. student members

3.2.2 The Registrar shall maintain a register of each category of membership in the College.

3.2.3 If a person's registration is cancelled, the Registrar must advise the person of the cancellation by mail and email at that person's last known address and email.

### **3.3 Regulated members on the general register**

A regulated member on the general register who is in good standing with the College:

- (a) is entitled to all privileges and rights of membership in the College generally;
- (b) may be a member of Council;
- (c) may be a member of a committee of the College;
- (d) may vote on matters brought to the membership by Council or the Registrar;
- (e) may enter into a Supervised Employment Agreement with a provisional regulated member.

### **3.4 Regulated members on the provisional or courtesy register**

A regulated member on the provisional or courtesy register who is in good standing with the College, shall be entitled to all privileges and rights of membership in the College generally excepting the right to:

- (a) Be a member of Council; and
- (b) Be a member of a committee of the College.

### **3.5 Non-regulated members**

A non-regulated member registered on the honorary, associate or student register, who is in good standing with the College, shall be entitled to all privileges and rights of membership in the College generally excepting the right to:

- (a) be a member of Council;
- (b) be a member of a College committee; and
- (c) vote on matters brought to the membership by Council or the Registrar.

#### **3.5.1 Honorary member**

3.5.1.1 The status of non-regulated membership in the College designated as honorary member may be granted to an individual by Council.

3.5.1.2 Individuals designated as an honorary member, are not issued a practice permit and are not permitted to provide denturist services in Alberta.

3.5.1.3 If Council grants approval for an honorary member, Council must advise the Registrar and the Registrar must give notice to the individual, and the name of the individual shall be entered in the honorary member register.

3.5.1.4 Council, at its discretion, may cancel an individual's honorary membership and instruct the Registrar to remove a name from the honorary member register.

### 3.5.2 Associate member

- 3.5.2.1 The category of membership in the College designated as associate member may be granted to an individual, who:
- (a) was previously a regulated member in good standing with the College, but is no longer registered with the College; and/or
  - (b) is a regulated member in good standing with another denturist regulatory College in an equivalent jurisdiction in Canada; and
  - (c) pays the fee(s) as per the College fee schedule.
- 3.5.2.2 An individual designated as an associate member, is not issued a practice permit and is not permitted to provide denturist services in Alberta.

### 3.5.3 Student member

- 3.5.3.1 The category of membership in the College designated as student member may be granted to an individual, who:
- (a) is currently enrolled in an approved denturist technology program in Alberta; and
  - (b) pays the fees as per the College fee schedule.
- 3.5.3.2 Individuals designated as a student member, are not issued a practice permit and are not permitted to independently provide restricted activities and/or denturist services in Alberta. Student members are permitted to provide restricted activities and/or denturist services only under the direct supervision of a regulated member within the context of a denturist technology program approved by Council.
- 3.5.3.3 Student membership shall be granted for the period of time that the individual is actively enrolled in a denturist technology program in Alberta approved by Council.

## 3.6 Application for registration

Subject to the requirements set out in the Act and the Regulation, an individual may apply for registration with the College of Alberta Denturists, by completing the appropriate application form and by remitting the appropriate fee(s) to the College.

## 3.7 Members in good standing

A member of the College shall be in good standing only if:

- (a) no fees or levies are owing to the College;
- (b) any fines, costs or penalties have defined arrangements for payment(s) and there is no delinquency in said payment; and
- (c) in the case of regulated members, the regulated member:
  - i. has a valid practice permit; and
  - ii. their registration has not been cancelled or suspended pursuant to Part 4 of the Act.

## 3.8 Change of member information

- 3.8.1 A member shall notify the Registrar of any change in the information contained in any register, which relates to that member, as soon as reasonably possible. The member is required to submit the appropriate change via their online member profile or by contacting the College directly. The Registrar may then update the register accordingly.
- 3.8.2 For the purposes of Section 33(5) of the Act, the Registrar may enter and remove information concerning non-regulated members, from the applicable register(s).
- 3.8.3 Subject to the Act, the Registrar, in their sole discretion, may amend or delete any information on any register or record of the College which is irrelevant, inaccurate or outdated.

## 3.9 Payment of fees and costs

Each member shall pay to the College as and when prescribed all costs, fees, levies and assessments, together with any penalties or interest for late payment, established pursuant to Article 9.1 of the Bylaws.

## 4 REGISTRATION AND PRACTICE PERMITS

### 4.1 Term of practice permit

A practice permit shall be effective on January 1 and shall expire on December 31 of each year, unless otherwise indicated on the practice permit.

### 4.2 Application for registration

4.2.1 The Registrar shall consider all complete applications for registration that are accompanied by appropriate fees.

4.2.2 The Registrar will make a decision on registration as soon as reasonably possible.

4.2.3 The Registrar, in their sole discretion, may refer applications to the Registration Committee for review and decision. The Registration Committee will make a decision on registration as soon as reasonably possible.

#### 4.2.4 Practice permit renewal

4.2.4.1 A completed application for a practice permit renewal, along with full payment of the required fee(s), must be completed by the member, no later than November 30 each year.

4.2.4.2 The Registrar shall consider all applications for practice permits which are complete and are accompanied by all applicable fees as are determined by Council.

4.2.4.3 The Registrar may refer practice permit applications to the Registration Committee for review and decision.

4.2.4.4 A regulated or non-regulated member who has not completed their registration renewal and payment of applicable fees by the renewal date shall be subject to an administration fee. The fee shall be determined by Council.

#### 4.2.5 Returning to practice

4.2.5.1 A regulated member whose registration and practice permit are cancelled under the Act, except if cancelled under Part 4 of the Act, may apply for reinstatement by:

- (a) completing in full an application for registration;
- (b) remitting the appropriate fees; and
- (c) submitting any other information as requested by the Registrar or Registration Committee.

4.2.5.2 Should a regulated member's practice permit be cancelled solely due to failure to remit fees, costs, levies and/or assessments, the Registrar may grant registration upon remittance of the required fees, costs, levies and/or assessments.

### 4.3 Review of registration decision

4.3.1 If an applicant whose application for registration as a regulated member, has been accepted, but subject to conditions or is deferred or refused by the Registrar, the applicant may, within 30 days of the date of being given a copy of the decision, request a review by the Council in accordance with Article 4.3.

4.3.2 A request for a review by the Council must:

- (a) be in writing;
- (b) set out the reasons why the application for registration should be approved with or without conditions, or without deferral; and
- (c) be given to the Registrar, who must then provide a copy of the request to the Council.

4.3.3 On being given a letter requesting a review, the Registrar must notify the applicant within 30 days, of the time and place at which the Council will conduct the review.

4.3.4 A review must be commenced no later than 60 days after the Registrar is given the letter requesting a review.

4.3.5 The College may charge a fee for the review, pursuant to Article 9 of these Bylaws.

- 4.3.6 An applicant and the Registrar may appear with or without legal Counsel and make representations to the Council at a review.
- 4.3.7 On reviewing the Registrar's decision pursuant to a request for a review under Article 4.3.2, the Council may:
- (a) confirm, reverse or vary the decision of the Registrar and make any decision that the Registrar could have made;
  - (b) refer the matter back to the Registrar and direct a further assessment of the application; and
  - (c) make any further directions the Council considers necessary, for carrying out its decision.
- 4.3.8 The Council must on making a decision, give the applicant and the Registrar a copy of its decision with reasons for the decision.

#### 4.4 Practice permit cancellation

- 4.4.1 When a member fails or neglects to apply for a practice permit and/or remit any required fees, costs, levies and/or assessments by 11:59 p.m. on November 30 of each year, following a 30-day notice as per the Act, their registration and practice permit shall be automatically cancelled and their employer (if appropriate) shall be notified.
- 4.4.2 If it is determined that a regulated member has failed to comply with conditions imposed under s. 40(2) of the Act, within the time specified, the Registrar may cancel the regulated member's practice permit and registration or refer the matter to the Registration Committee for consideration.
- 4.4.3 A regulated member may cancel their practice permit and registration by submitting the appropriate form(s) to the College. The College shall refund in accordance to the College Fees Policy.

## 5 COLLEGE ADMINISTRATION

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### 5.1 College office

The office of the College of Alberta Denturists shall be located in the province of Alberta in the greater Edmonton area.

### 5.2 Fiscal year

The fiscal year of the College begins on January 1 and ends on December 31.

### 5.3 Audit

Following each fiscal year of the College, there must be an audit of the College's financial books, records and accounts by a chartered accountant, certified management accountant or certified general accountant, who is registered under the *Chartered Professional Accountants Act*. This person/firm is appointed by Council.

### 5.4 Seal of the College

The College shall have a seal, which shall have inscribed thereon, "College of Alberta Denturists", and the seal shall be kept at the main office of the College.

### 5.5 Signing authority

- 5.5.1 There shall be two of the following four persons designated by Council with signing authority on behalf of the College:
- (a) College Registrar
  - (b) Council President
  - (c) designate of Council
  - (d) Council appointed College treasurer or bookkeeper
- 5.5.2 The disbursement of funds and appropriate signatories shall be as per Council policy.

## 5.6 Deposit and investments of funds

Monies of the College shall only be deposited in one or more Canadian financial institutions, chartered under the Canadian *Bank Act*, provided that both principal and interest of such deposits are fully guaranteed.

## 5.7 Forms and documents

The Registrar is authorized to prescribe such forms, certificates, permits or other documents that may be required for the purposes of the Act, the Regulation or these Bylaws.

# 6 MEETINGS OF THE COLLEGE

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## 6.1 Membership meeting

- 6.1.1 The College shall hold a membership meeting at least once annually to keep members informed.
- 6.1.2 The meeting shall be in person, conducted electronically or by other means available to the College, in the College's discretion.
- 6.1.3 Notice of the membership meeting, shall be given to members not less than 30 days prior to the date of the membership meeting.
- 6.1.4 Materials applicable to the meeting shall be made available to the membership not less than 30 days prior to the date of the membership meeting.

## 6.2 Special meeting

- 6.2.1 A special meeting may be called by Council or upon written request to Council by regulated members who are in good standing and who represent 25% percent of the total regulated members for the purpose of considering a specific and urgent matter.
- 6.2.2 Notice of a special meeting, together with the purpose for holding the meeting, shall be given to the regulated members of the College not less than 10 days prior to the date of the special meeting.
- 6.2.3 Only the matter or matters set out in the notice of a special meeting shall be dealt with at a special meeting.

## 6.3 Chairperson of meetings

- 6.3.1 The President of the College or, in their absence, the Vice-President of the College, shall be the Chair of any meeting of the College.
- 6.3.2 Notwithstanding Article 6.3.1, Council may appoint a parliamentarian to assist in chairing a meeting of the College.

## 6.4 Quorum for meetings

The presence, whether in person, electronic or by other means of participating in the meeting, of 15 regulated members of the College in good standing at the commencement of a meeting of the College, shall constitute a quorum for any membership meetings of the College.

## 6.5 Failure to reach a quorum

If a quorum is not present within one-half hour after the time set for a meeting of the College, the meeting shall not proceed and Council shall be authorized to proceed with the business which was to have been done at such meeting and need not call a further membership meeting of the College during that year.

## 6.6 Procedure at meetings

Subject to these Bylaws, all meetings of the College shall be conducted in accordance with Call to Order, Meeting Rules and Procedures for Non-Profit Organizations, by Herb Perry, ISBN 0-9691683-0-6.

## 6.7 Voting rights

Each regulated member in good standing, excepting the Chair of the meeting, shall have one vote per matter at a meeting of the College. In the event of a tie vote at any meeting of the College, the Chair of the meeting shall have a deciding vote.

## 6.8 Forfeiture of voting rights

A regulated member, who is not in good standing with the College, is ineligible to cast a vote at a meeting or matter of the College.

## 6.9 Votes

A majority vote of the regulated members in attendance, at a meeting of the College, shall be considered by Council in reaching a decision.

## 6.10 Voting process

At a meeting of the College, a resolution or matter shall be voted on by show of hands, secret ballot or other means, electronic or otherwise, as determined by Council, its sole discretion.

## 6.11 Mail vote

6.11.1 A matter or resolution may be voted upon by mail if Council, in their sole discretion, determines that any matter or resolution shall be the subject of a mail vote.

6.11.2 When Council determines that a matter or resolution shall be the subject of a mail vote, it shall be delivered to the regulated member by an appropriate method as determined by the College. The communication shall include:

- (a) the matter or resolution which is to be the subject of a mail vote;
- (b) such background information as Council deems appropriate;
- (c) a ballot (if appropriate);
- (d) directions as to voting, which the Council deems appropriate; and
- (e) a date and time specified by Council for the closing and receipt of the mail vote.

6.11.3 Regulated member's mail votes which are not received by the College on or before the stated closing date will be deemed spoiled and shall not be counted.

6.11.4 Immediately following the date specified for the closing of a mail vote, College staff shall count the mail votes and provide the results of the vote to the President.

6.11.5 College members shall be informed of the results of the vote within 30 days of the results being provided to the President.

6.11.6 In the event of a tie vote, the President or in their absence, the acting Chair of the Council, if they have not previously voted, shall cast a deciding vote.

6.11.7 All votes shall be retained for 60 days following the date specified for the closing of a vote, and then subsequently the votes shall be destroyed.

# 7 COUNCIL

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## 7.1 Composition of Council

The Council shall consist of:

- (a) not fewer than five and not more than seven regulated members including a President and a Vice-President;
- (b) the number of public members appointed by the Lieutenant Governor in Council pursuant to the Act;
- (c) non-voting members, if any, appointed by the Council.



## 7.2 Responsibility of Council

Council is the governing body of the College and has the responsibility to enact the powers and duties defined by the Act including, but not limited to:

- (a) operate within the terms and conditions of the Act, the Regulation and any other applicable legislation;
- (b) delegate powers established under the Act and these Bylaws to the Registrar, College employees or any College committee and reserve the right to revoke such delegation;
- (c) establish, review and revise (where appropriate) policies governing the activities of the College;
- (d) delegate authority and responsibility for the implementation of policy to the Registrar;
- (e) in accordance with the Act, Council must appoint a:
  - i. Registrar;
  - ii. Complaints Director; and
  - iii. Hearings Director.

To avoid real or perceived conflict, the Registrar may not, unless in an emergency or other unforeseen situation, be named as the Complaints Director. The Complaints Director may not be appointed as the Hearings Director.

- (f) establish committees as required under the Act and as appropriate to ensure efficient function of the College; and
- (g) establish the registration, membership and other applicable fees of the College.

## 7.3 Term of office

7.3.1 As required, in order to ensure that one-half of the Council's members' terms will not expire in the same year, the Council members may call a meeting of the Council to conduct the following business:

- (a) to select certain Council members to hold office for a one-year term which is deemed to have begun on January 1 of the current year, or
- (b) to select the certain Council members to hold office for a two-year term which is deemed to have begun on January 1 of the current year.

7.3.2 Subject to interim appointment, the term of office for a member of Council shall be three years.

7.3.3 Subject to Article 7.3.4, any Council member whose term of office as a Council member is expiring shall be eligible for re-election.

7.3.4 Any Council member may only sit two consecutive terms of office.

## 7.4 Nominations

7.4.1 Council shall appoint a nominations committee to manage, in collaboration with the Registrar, the annual recruitment and election of new Council members.

7.4.2 Nominations Committee

7.4.2.1 Council shall appoint no fewer than three regulated members, including one Council member, to the nominations committee.

7.4.2.2 Council shall designate a member of the nominations committee to act as Chair

7.4.2.3 A decision of the committee shall be by a vote of majority of members present at a meeting

7.4.2.4 Nominations by members shall follow the process as determined by Council policy and shall be received by a date specified by Council

7.4.2.5 The committee shall be responsible for:

- (a) recruitment of potential Council members for Council vacancies;
- (b) preparing a slate of nominees for Council positions; and
- (c) presenting the nominees to the regulated membership.

## 7.5 Elections

7.5.1 Where the number of nominees is equal to or less than the number of vacant Council positions, those nominees shall be declared elected.

7.5.2 If an election is required, all elections for Council shall be by electronic voting, or other voting means, as determined by Council in its sole discretion.

7.5.3 The nominees receiving the highest number of votes shall be declared elected.

7.5.4 A previous member of Council is eligible to be re-elected after one year has passed since the expiry of their last Council term.

## 7.6 Vacancy

Where a vacancy or shortage of regulated members occurs on the Council at any time, the Council may appoint regulated member(s) in good standing, to fill any vacant positions.

## 7.7 Deemed vacancy

A Council member shall be deemed to have vacated the office of Council member if the regulated member:

- (a) is not in good standing with the College;
- (b) is found to be in contravention of the Act, the Regulations and/or these Bylaws;
- (c) is convicted of an indictable offense;
- (d) becomes incapacitated;
- (e) ceases to be a regulated member of the College;
- (f) displays conduct that is found to constitute unprofessional conduct under Part 4 of the Act; or
- (g) resigns in writing.

## 7.8 Removal of Council or committee member

7.8.1 A Council member may be removed from the Council, where a motion to that effect is passed by two thirds or more of the other members of the Council.

7.8.2 A member of a College committee may be removed from a College committee, where a motion to that effect is passed by two thirds or more of the Council.

## 7.9 Council officers

7.9.1 The officers of Council consist of the President and Vice-President and other officers as determined by Council, if any.

7.9.2 Council shall elect a President and Vice President and any other officers as determined by Council from among the members of Council.

7.9.3 A Council member may only be elected as an officer once they have completed at least one term as a Council member.

7.9.4 The term of a Council officer is two years.

7.9.5 In the event the term of the President or the Vice-President extends beyond their Council term, their term will be extended to the completion of the Officer's term. An election shall be held for the remainder of such Council Term in accordance with Articles 7.3 and 7.5.

7.9.6 The President may call meetings of the officers of Council at any time deemed necessary or advisable.

7.9.7 The officers of Council may participate in a meeting of the officers of Council in person, by electronic means or telephone or by other communication facilities that permit all persons participating in the meeting to hear and be heard.

## 7.10 Duties of the President

The President shall:

- (a) perform all duties, which may be prescribed by the Council and as assigned by these Bylaws;
- (b) if present, preside as Chair of the Council meetings;
- (c) be the primary contact for the Council; and
- (d) be a signatory for the College.

## 7.11 Duties of the Vice-President

The Vice-President shall:

- (a) perform the duties of the President if the President is absent, unable, or unwilling to perform their duties; and
- (b) perform other duties, which may be prescribed by the Council, as required.

## 7.12 Meetings of the Council

- 7.12.1 Meetings of the Council shall be held at least three times per year, on such dates and at such times and places as may be determined by the President, acting reasonably.
- 7.12.2 Meetings of Council may take place in person, by electronic means or telephone or by other communication facilities that permit all persons participating in the meeting to hear and be heard.
- 7.12.3 Notice of the time, date and place of each meeting of the Council, shall be given to each Council member not less than 30 days before the date when the meeting is to be held.
- 7.12.4 Except when Council otherwise directs, Council meetings are open to regulated members of the College but closed to the public. Notwithstanding the foregoing, Council may direct that a meeting or a portion of a meeting be held *in camera*.

### 7.13 Special meeting of Council

Notwithstanding Article 7.12, a special meeting of the Council shall occur upon the request of a majority of the members of Council.

### 7.14 Parliamentary procedure

Subject to any provisions in the Bylaws, all meetings of the Council shall be conducted in accordance with Call to Order, Meeting Rules and Procedures for Non-Profit Organizations, by Herb Perry, ISBN 0-9691683-0-6.

### 7.15 Chair

The President or, in the absence of the President, the Vice-President, shall chair meetings of the Council.

### 7.16 Quorum

The quorum for meetings of the Council shall be a simple majority of the members of the Council.

### 7.17 Voting privileges

Except for the Chair of the Council and any non-voting members of Council appointed pursuant to Article 7.1(c), each member of Council shall have one vote. In the event of a tie vote, the Chair of the Council shall then cast a deciding vote.

### 7.18 Majority vote

Matters considered at any meeting of the Council, shall be decided by a simple majority of votes cast upon each matter, provided that in the event of a tie, the President, or the Chair of the meeting in the President's absence, shall have a tie-breaking vote.

### 7.19 Remuneration and reimbursement

- 7.19.1 Council members shall receive compensation for their services as a Council member, pursuant to the College's Remuneration and Expense Policy.
- 7.19.2 Council members shall be reimbursed for expenses incurred during discharge of applicable duties, pursuant to the College's Remuneration and Expense Policy.

## 8 COMMITTEES

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### 8.1 Committees

- 8.1.1 There shall be the following standing committees of the College:
  - (a) Registration Committee, which is responsible for the duties in accordance with College policy and pursuant to the Act, the Regulation and these Bylaws;
  - (b) Examination Committee, which is responsible for the duties of the Examination Committee in accordance with College policies for the registration examination for denturists in the province of Alberta;
  - (c) Nominations Committee, as set out in s. 7.4 of these Bylaws;
  - (d) Competence Committee; and
  - (e) other Committees as determined by Council or the Registrar.



## 8.2 Registration Committee

- 8.2.1 There shall be no fewer than three regulated members on the Registration Committee for a term to be determined by Council.
- 8.2.2 Council shall designate a member of the Registration Committee to act as Chair
- 8.2.3 Quorum of the Registration Committee shall be three members
- 8.2.4 A decision of the Registration Committee shall be by majority vote of those present at the meeting.
- 8.2.5 The Registration Committee shall be responsible to:
  - (a) carry out duties and responsibilities of a Registration Committee under the Act
  - (b) carry out duties and responsibilities of a Competence Committee under the Act
  - (c) consider and decide on an application for registration that is referred by the Registrar.
  - (d) pursuant to Section 43(4) of the Act, shall consider a referral from the Registrar concerning a regulated member who has not complied with conditions respecting the member's practice permit and may direct the Registrar to cancel the member's registration and practice permit.

## 8.3 Examination Committee

- 8.3.1 There shall be no fewer than four members on the Examination Committee, the majority of which shall be regulated members, for a term to be determined by Council.
- 8.3.2 Council shall designate a member of the Examination Committee to act as Chair
- 8.3.3 Quorum of the Examination Committee shall be a simple majority of the members of the Examination Committee.
- 8.3.4 A decision of the Examination Committee shall be by majority vote of those present at the meeting.
- 8.3.5 The Examination Committee may develop and implement registration examinations for the profession.

## 8.4 Competence Committee

- 8.4.1 There shall be no fewer than three members on the Competence Committee, the majority of which shall be regulated members, for a term to be determined by Council.
- 8.4.2 Council shall designate a member of the Competence Committee to act as Chair
- 8.4.3 Quorum of the Competence Committee shall be a simple majority of the members of the Competence Committee.
- 8.4.4 A decision of the Competence Committee shall be by majority vote of those present at the meeting.
- 8.4.5 The Competence Committee may undertake any power or duty given to it under the Act, including but not limited to, making recommendations to the Council on continuing competence requirements, considering an application for registration or a practice permit renewal, placing conditions or restrictions on a practice permit or cancelling a practice permit.

## 8.5 Special and ad hoc committees

Notwithstanding Article 8.1, Council may appoint special and ad hoc committees, as it considers necessary to assist in the management and administration of the College.

## 8.6 Term

- 8.6.1 Subject to interim appointment, the term of appointment to a committee is determined by Council;
- 8.6.2 Members of a committee shall not serve more than three consecutive terms, if applicable; and
- 8.6.3 Subject to Article 8.6.2, any committee member whose term is set to expire, is eligible for reappointment to the committee.

## 8.7 Chair of committees

The Council shall annually appoint a Chair for each committee of the College from among the regulated members of each committee.

## 8.8 Committee meetings

- 8.8.1 All meetings of committees of the College shall occur at the dates, times and places which each committee considers appropriate.
- 8.8.2 Meetings of committees may take place in person, by electronic means or telephone or by other communication facilities that permit all persons participating in the meeting to hear and be heard.

## 8.9 Quorum

Unless otherwise stated in these Bylaws, quorum for meetings of the committees shall be a simple majority of the regulated members of the committee.

## 8.10 Remuneration and reimbursement

- 8.10.1 Committee members of the College shall receive compensation for their services as a committee member pursuant to the College's Remuneration & Expense Policy.
- 8.10.2 Committee members of the College shall be reimbursed for expenses incurred during discharge of applicable duties pursuant to the College's Remuneration & Expense Policy.

## 9. FEES, DUES, AND LEVIES

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- 9.1 The Council shall establish fees, costs, levies and/or assessments for the following:
  - (a) application fee;
  - (b) administration fees;
  - (c) registration and practice permit fees payable by regulated members;
  - (d) fees for reviews or appeals of any decisions provided for in the Act;
  - (e) examination fees;
  - (f) reinstatement fees;
  - (g) any other fees payable by regulated and/or non-regulated members; and
  - (h) other fees payable by any other third-party or non-member as deemed necessary by the Council.
- 9.2 Council may direct the College to charge a further fee to regulated and/or non-regulated members in the circumstances where a fee described in Article 9.1 is not paid on or before the required date for payment.
- 9.3 Subject to the Bylaws, a regulated member may propose to Council a resolution assessing or levying an additional cost, fee, levy or assessment from members.
- 9.4 Council may, acting reasonably and upon deliberations with College administration, assess or levy an emergency cost, fee, levy or assessment from the members, to address a financial emergency that is before the College which fundamentally affects the ability of the College to carry out its required duties.

## 10. CODE OF ETHICS AND STANDARDS OF PRACTICE

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### 10.1 Development and adoption

The Council pursuant to Section 133 of the Act has developed and approved a Code of Ethics and a Standards of Practice for the practice of denturism.

### 10.2 Changes to the Code of Ethics and Standards of Practice

- 10.2.1 The Council may add to, amend or repeal in whole or in part, the College's Code of Ethics and/or Standards of Practice, after Council:
  - (a) distributes a copy of the proposed changes to the Code of Ethics and/or Standards of Practice, to all regulated members and provides the regulated members with not less than 21 days from the date of distribution, to submit feedback on the proposed changes, to the Council;

- (b) provides a copy of the proposed changes to the Code of Ethics and Standards of Practice, to the minister and to any appropriate identified stakeholders determined by the Council, for their review and written comments on the proposed changes; and
  - (c) reviews and considers any and all written comments received from regulated members, the minister and other stakeholders who were provided with a copy of the proposed changes.
- 10.2.2 Upon completing the review set out in Article 10.2.1, the changes to the Code of Ethics and/or Standards of Practice as finalized by the Council, are deemed to be implemented.
- 10.2.3 Within 30 days of finalizing changes to the Code of Ethics and/or the Standards of Practice, the College shall advise members of the date of enforcement of the amended Code of Ethics and/or Standards of Practice and ensure the new documents are available on the College website.

## **11. AMENDMENT OF BYLAWS**

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- 11.1 Members may submit proposals for new Bylaws or Bylaw amendments to Council or directly to the College at any time. Council shall consider the proposal and provide a documented response to the member within 120 days of receipt of the proposal.
- 11.2 The Bylaws may be amended or new Bylaws implemented by Council by majority vote. Council may seek input from the membership to assist in its decision.
- 11.3 Within 30 days of ratification of the new Bylaws or the amendments to the Bylaws, the College shall inform the members of the new Bylaws or amendments and make them publicly available.
- 11.4 All Bylaws so amended shall be binding on regulated members of the College.
- 11.5 The Registrar is authorized to make any corrections to article and section designation, punctuation, grammar and cross-referencing, except where this would change the intent or meaning of the Bylaw.
- 11.6 Notwithstanding anything to the contrary in the Bylaws, the Council may temporarily suspend and/or amend portions of the Bylaws during an internal or external disaster, a public health emergency, a state of emergency, or similar event to ensure efficient functioning of the College provided:
- (a) A Council motion lists specific Bylaw suspensions and/or amendments and the number of days of the suspensions or amendments are in effect, is approved by simple majority vote of the Council;
  - (b) The motion specifies the number of days the suspension or amendment is in effect, not to exceed 120 days; and
  - (c) The College notifies the regulated members by mail to their primary clinic address and/or by electronic delivery if consented by the regulated member.

## **12. PUBLICATION**

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- 12.1 For the purposes of the Act, the Registrar may in their sole discretion, but acting reasonably, publish in any manner they consider appropriate, any information respecting a complaint and a ratified settlement which has been achieved by the alternative complaints resolution process.
- 12.2 The College will publish, on the College website, all Hearing Tribunal Decisions and Orders, and any appeal decisions by Council made under Part 4 of the Act, with or without disclosure of the member's name, as stipulated in a Hearing Tribunal Decision and Order, in an appeal decision by Council, and/or the Act.
- 12.3 In accordance with the Act, and in addition to the matters required to be published pursuant to the Act, the College website may include:
- (a) Information and applicable forms for registration as regulated or non-regulated member
  - (b) Public registry to include
    - i. Member name
    - ii. Registration number

- iii. Registration status and time frame
- iv. Conditions of registration
- v. Directions made pursuant to s. 118(4) of the Act
- (c) Information about
  - i. the College
  - ii. the profession
  - iii. membership requirements and privileges
  - iv. complaints and conduct
  - v. Continuing Competence matters
  - vi. Registration examination
  - vii. College awards
- (d) Patient Relations Program
- (e) news and events
- (f) labour mobility
- (g) links to associated and applicable organizations and resources
- (h) upcoming hearings or appeals; and
- (i) any other matter determined appropriate for publication on the College website, in the sole discretion of the Registrar.