



College of Alberta  
Dental Assistants

## **Bylaws**

**Approved by Council  
May 27, 2018**

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# 1 Definitions and Interpretation

## 1.01 Bylaws in Force

These Bylaws have been made by the Council pursuant to section 132 of the Act. These Bylaws replace the November 2017 Bylaws.

## 1.02 Amendment and Emergency Suspension of Bylaws

1.02.1 These Bylaws may be added to, amended or repealed in whole or in part by the Council (the “Amendments”) provided that:

- (a) Regulated Members and any other stakeholders identified by Council will be notified in a manner deemed appropriate by Council of any proposed Amendments and will be invited to review and comment on the Amendments, and
- (b) Comments will only be accepted for a 30-day period following notification to Regulated Members and other stakeholders.

The Council will carefully consider comments from Regulated Members and other stakeholders prior to final approval of any Amendments.

1.02.2 Within Thirty (30) days of ratification of additions to, amendments to or repeal of the Bylaws, Council shall send a copy of the amended Bylaws to Regulated Members by electronic delivery to the last known contact information of each Regulated Member.

1.02.3 Notwithstanding anything to the contrary in the Bylaws, the Council may by its own motion temporarily suspend 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) The motion lists the specific Bylaw suspensions and/or amendments;
- (b) The motion specifies the number of days the suspension and/or amendment is in effect, not to exceed 120 days; and
- (c) The motion is approved by a simple majority vote of the Council.

## 1.03 Definitions

All terms contained in these Bylaws that are defined in the Act or the *Dental Assistants Profession Regulation* will have the same meaning as the terms in the Act or the Regulation.

In these Bylaws:

- (1) “Act” means the *Health Professions Act*;
- (2) “Annual General Meeting” means the Annual General Meeting of the College;
- (3) “Ballot” means a voting ballot in a format (including electronic) approved by Council;
- (4) “Bylaws” means these Bylaws;
- (5) “Code of Ethics” means the Code of Ethics of the College established pursuant to section 133 of the Act, and as amended from time to time;
- (6) “College” means the College of Alberta Dental Assistants;
- (7) “Complaint Review Committee” means a Complaint Review Committee of the College;
- (8) “Council” means the Council of the College and includes Regulated Members and public members of Council;

- (9) “Councillor” means a member of the Council;
- (10) “Fees” means any costs, fees, levies, dues and assessments to be paid by Members and applicants with respect to registration, Practice Permits and late payment fees under the Act or these Bylaws and for any review, thing or service provided by the College under the Act or these Bylaws;
- (11) “Good Standing” has the meaning set out in Articles 10.08.1 and 10.08.2 of these Bylaws.
- (12) “Hearing Tribunal” means a Hearing Tribunal of the College;
- (13) “Member” means an individual who is a Regulated Member or an Other Member of the College;
- (14) “Minister” means the person charged by the Lieutenant Governor in Council with the administration of the Act;
- (15) “Officers” mean the Officers of the College pursuant to these Bylaws who are the President, Vice-President and Treasurer;
- (16) “Other Member” means a person who is not a Regulated Member of the College whose name is entered in the Register for Other Members established under these Bylaws;
- (17) “Practice Permit” means a Practice Permit issued to a Regulated Member under the Act and Regulation;
- (18) “Register” means a Register established in accordance with the Act, the Regulation or these Bylaws;
- (19) “Registrar” means the Registrar of the College;
- (20) “Regulation” means the *Dental Assistants Profession Regulation* made pursuant to the Act;
- (21) “Regulated Member” means a person whose name is entered on a Regulated Member Register under the Regulation and who provides the professional service of a dental assistant described in the Act and Regulation;
- (22) “Resolution” means, unless otherwise specified in these Bylaws, a Resolution passed by more than fifty (50%) percent of the votes cast on a Resolution;
- (23) “Special Meeting” means any meeting of the College other than an Annual General Meeting;
- (24) “Standards of Practice” means the Standards of Practice of the College established pursuant to section 133 of the Act and as amended from time to time; and
- (25) “Statutory Committee” means a committee authorized by the Act.

#### **1.04 Changes of Number and Gender**

These Bylaws are to be read with all changes of number and gender required by the context.

#### **1.05 Severable**

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

#### **1.06 Headings for Reference Only**

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

### **1.07 Effect of Policies**

Where the Act, Regulation, Standards of Practice, Code of Ethics and these Bylaws are silent, College policies apply. These policies must be consistent with the Act, Regulation, Standards of Practice, Code of Ethics and these Bylaws.

## **2 Council: Powers**

The Council will govern the College in compliance with the Act and Regulation. The Council will approve and implement governance and other policies to fulfill the requirements of the Act, Regulation, Standards of Practice, Code of Ethics and these Bylaws.

## **3 Council**

### **3.01 Composition of the Council**

The Council will consist of:

- 3.01.1 Nine Regulated Members in Good Standing; and
- 3.01.2 The number of public members, appointed by the Lieutenant Governor in Council pursuant to section 12(1) of the Act.
- 3.01.3 The non-voting Members, if any, appointed by the Council at their sole discretion, from time to time.

### **3.02 Term of Office**

- 3.02.1 Subject to any interim appointments, Regulated Member Councillors will hold office for a 3-year term commencing December 1.
- 3.02.2 Public Member Councillors will hold office according to their appointment by the Lieutenant Governor in Council pursuant to section 13(1)(a) of the Act.

### **3.03 Other Persons Attending Council Meetings**

The Council may request any persons to attend Council Meetings that Council deems necessary.

### **3.04 Council Elections**

The Council will ensure that nominations and elections for Regulated Member Councillors will be held annually.

- 3.04.1 The Governance and Nominations Committee will ensure Regulated Members in Good Standing are notified that nominations for Regulated Member Councillors are open not less than sixty (60) days prior to the end of the current council term. The notification will be sent by electronic delivery to the last known contact information of each Regulated Member in Good Standing and will include instructions for accessing nomination information and the Nomination Form and the date nominations close.
- 3.04.2 Nominations will be accepted online and must include support of three (3) Regulated Members in Good Standing as set out on the College's nomination form.
- 3.04.3 The Nomination Form will be deactivated at 11:59 PM on the date nominations close.
- 3.04.4 Notification of the date of elections will be sent by electronic delivery to the last known contact information of each Regulated Member in Good Standing and will include instructions for accessing the electronic Ballot and the dates voting will be open.

- 3.04.5 The electronic Ballot will be deactivated at 11:59 PM on the date voting closes.
- 3.04.6 The Governance and Nominations Committee Chair will notify candidates of the election results as soon as possible following the close of voting.

### **3.05 Exact Number of Nominees**

If the number of nominees is equal to or less than the number of vacant Regulated Member Councillor positions, then the nominees are deemed to be acclaimed.

### **3.06 Re-election**

- 3.06.1 A Regulated Member Councillor may only be elected for a maximum of two (2) consecutive terms;
- 3.06.2 Once the Regulated Member Councillor has completed the maximum consecutive terms, the Regulated Member must wait at least one (1) Council year before running for a Council position again.

### **3.07 President**

The President will:

- 3.07.1 Be elected by the Council from among the Councillors who are Regulated Members;
- 3.07.2 Preside over and chair all Council meetings and all meetings of the College;
- 3.07.3 Exercise any signing authority as authorized by the Council in the Council signing authority policy as approved from time to time;
- 3.07.4 Perform all duties which may be prescribed by the Council, the Act, the Regulation or these Bylaws; and
- 3.07.5 Serve a 1-year term as President.

### **3.08 Vice-President**

The Vice-President will:

- 3.08.1 Be elected by the Council from among the Councillors who are Regulated Members;
- 3.08.2 Perform the duties of the President if the President is absent, unable or unwilling to perform the duties of President;
- 3.08.3 Chair the Governance and Nominations Committee;
- 3.08.4 Exercise any signing authority as authorized by the Council in the Council signing authority policy as approved from time to time; and
- 3.08.5 Serve a 1-year term as Vice-President.

### **3.09 Treasurer**

The Treasurer will:

- 3.09.1 Be elected by the Council from among the Councillors who are Regulated Members;
- 3.09.2 Provide oversight of the College financial and risk management activities;
- 3.09.3 Chair the Finance, Risk Management and Audit Committee;
- 3.09.4 Exercise any signing authority authorized by the Council in the Council signing authority policy as approved from time to time; and
- 3.09.5 Serve a 1-year term as Treasurer.



### **3.10 Vacancy**

- 3.10.1 Where a vacancy of a voting Regulated Member Councillor occurs, the Council may appoint a Regulated Member in Good Standing to fill the vacancy. Any Councillor appointed pursuant to this article 3.10.1 is still eligible to be elected at the next scheduled elections for two further 3-year terms as described in article 3.02.
- 3.10.2 Notwithstanding anything to the contrary in articles 3.07, 3.08 and 3.09, where the vacancy described in article 3.10.1 relates to the person who is President, Vice-President or Treasurer, the members of Council may elect from among the Regulated Members of Council a Councillor to assume the remaining term of the President, Vice-President or Treasurer as the case may be.

### **3.11 Automatic Removal from Council**

A Regulated Member Councillor will be automatically removed as a Councillor:

- 3.11.1 If the Councillor becomes insolvent or falls into arrears greater than thirty (30) days in payment of any costs, fees, levies, dues and assessments required by the College;
- 3.11.2 If the Councillor becomes incapacitated or dies;
- 3.11.3 If the conduct of the Councillor is found to constitute unprofessional conduct under the Act; and/or
- 3.11.4 If the Councillor resigns in writing.

### **3.12 Removal from Council Due to Non-Attendance**

If a Regulated Member Councillor is absent from three (3) consecutive meetings of the Council without prior written notice and without proper justification, that Councillor may be removed from the Council by a simple majority vote of the other members of the Council.

### **3.13 Removal from Council Generally**

Pursuant to a resolution made by a Councillor, a Regulated Member Councillor may be removed from the Council by a two-thirds majority vote of the other members of the Council after the affected Regulated Member Councillor is provided with not less than thirty (30) days written notice of the removal resolution. The said resolution may be voted on by the other members of Council in person, by telephone conference call or by email as set out in the removal resolution.

## **4 Council: Duties**

The Council will exercise the authority given in the Act to:

- 4.01 Govern the College in a manner consistent with the Act;
- 4.02 Develop and implement the strategic plan and governance policies;
- 4.03 Oversee the administration of the College including financial, risk management, human resources;
- 4.04 Make regulations, bylaws, regulatory and governance policies and procedures;
- 4.05 Appoint Members to statutory and governance committees;
- 4.06 Hear appeals under Part 2 and Part 4 of the Act; and
- 4.07 Employ a qualified person as Registrar.

## **5 Meetings: Council**

### **5.01 Regular Meetings of Council**

Meetings of the Council will be held at least two (2) times per year on the dates, times and locations determined by the President, acting reasonably. Notice of the date, time and location of each Council meeting will be provided to each Councillor not less than thirty (30) days prior to the scheduled meeting. Council may, at Council's discretion, allow Councillors to participate in Council meetings by electronic means such as, but not limited to, teleconference or video messaging.

### **5.02 Special Meetings of Council**

Special meetings of the Council may be called by the President or any three (3) Councillors providing not less than seven (7) days written notice (including by email) to the other Councillors. The notice of meeting must include reasons for the meeting and an agenda for the meeting. All special meetings of Council will be held at the College's head office or at a location determined by the President, acting reasonably. Only the matters in the notice of meeting will be considered at a special meeting. Any Councillor may request in writing (including by email), not less than three (3) days prior to the special meeting, that the meeting take the form of a conference call and if such a request is made the meeting shall be held by conference call unless a simple majority of the Councillors determine that the Special Meeting should be held in person.

### **5.03 Parliamentary Procedure**

Except as described in the Bylaws, all meetings of the Council will be conducted according to Roberts Rules of Order Newly Revised, latest edition.

### **5.04 Regulated Members May Attend Council Meetings**

- 5.04.1 Upon making a written request to the President at least thirty (30) days prior to a Council Meeting, Regulated Members in Good Standing are entitled to make brief submissions to Council respecting only the matters stated in the request.
- 5.04.2 Notice of regular Council meetings will be published on the College website not less than forty-five (45) days prior to each Council meeting.

### **5.05 Quorum**

A quorum for a meeting of the Council consists of fifty-one percent (51%) of the Councillors including one Officer.

### **5.06 Majority Vote**

With the exception of the President, each Councillor will have one (1) vote per matter. In the event of a tie vote, the President will cast a deciding vote.

Unless otherwise provided for in these Bylaws, matters considered at Council meetings will be decided by a majority of votes cast upon each matter.

### **5.07 Chairperson of Meeting**

In the absence of both the President and Vice-President at the commencement of the meeting, a chairperson of the meeting will be elected from amongst the Councillors participating in the meeting.

### **5.08 Resolutions**

A resolution passed by all of the Councillors without their meeting together will be as valid as if it had been passed at a meeting of the Council, and consent to the resolution may be evidenced by means of counterpart documents in the same form each signed by one or more Councillors, or by any other method of transmitting consent, including, if directed by Council for a resolution, by email.

## **6 Committees**

### **6.01 Committees**

The College has three (3) Standing Committees:

- (a) Governance and Nominations;
- (b) Finance, Risk Management and Audit; and
- (c) Registrar Performance Appraisal.

The College has two (2) Statutory Committees:

- (a) Registration; and
- (b) Competence

6.01.1 Council will appoint Regulated Members in Good Standing to College Committees.

6.01.2 Council will appoint a Chair for each Committee from the Regulated Members of each Committee.

6.01.3 Council may appoint Regulated Members in Good Standing to fill any Committee vacancy.

6.01.4 Where not prohibited by the Act, Council may appoint Other Members and non-members to Committees.

6.01.5 Committees will conduct their meetings at the dates, times and locations set by the Committee and in the manner the Committee deems appropriate.

6.01.6 Quorum for Committee meetings will be a simple majority of Regulated Members of the Committee.

6.01.7 The provisions in Article 6.01.1 to 6.01.6 are not applicable to Hearing Tribunals and Complaint Review Committees which are constituted on an as-needed basis and pursuant to the requirements of the Act.

### **6.02 Special and Ad Hoc Committees and Working Groups**

Notwithstanding Article 6.01, Council may appoint Special or Ad Hoc Committees or Working Groups as it considers necessary to assist with the work of the College.

### **6.03 Registration Committee**

The Registration Committee, pursuant to the Act, will have the powers and duties of the Registration Committee and, in the absence of a Competence Committee, the Competence Committee.

- 6.03.1 For the purposes of sections 9(4)(a), 29(3) and 30(1) of the Act, the Registration Committee must consider and decide on applications for Registration, Registration Renewal and Practice Permits that are referred by the Registrar.
- 6.03.2 For the purposes of sections 38(2) and 40(2) of the Act, the Registration Committee must consider and decide on applications for Registration, Registration Renewal and Practice Permits that are referred by the Registrar.
- 6.03.3 For the purposes of section 43(4) of the Act, the Registration Committee will consider a referral from the Registrar concerning a Regulated member who has not complied with conditions respecting that person's Practice Permit, and may direct the Registrar to cancel the member's Practice permit and registration.

### **6.04 Terms of Reference**

The terms of reference for Committees, Special Committees, Ad Hoc Committees and Working Groups must be approved by the Council. The terms of reference will include the following:

- (a) Overall purpose of the Committees, Special Committees, Ad Hoc Committees or Working Groups;
- (b) Function of Committees, Special Committees, Ad Hoc Committees or Working Groups;
- (c) Competencies of Committees, Special Committees, Ad Hoc Committees or Working Groups members;
- (d) Relationship (if any) to other Committees, Special Committees, Ad Hoc Committees or Working Groups;
- (e) Composition of Committees, Special Committees, Ad Hoc Committees or Working Groups; and
- (f) Any other matters Council deems appropriate including term, chairperson, and quorum.

### **6.05 Removal from a Committee or Working Group**

A member of a Committee, Special Committees, Ad Hoc Committees or Working Groups may be removed from a Committee or Working Group by a majority vote of the Council.

## **7 College: Obligations**

### **7.01 Head Office**

The head office of the College will be located within the Province of Alberta.

### **7.02 Fiscal Year**

The fiscal year of the College will be the 12-month period beginning June 1 and ending May 31.

### **7.03 Collect and Disburse Funds**

The College will collect and receive all costs, fees, levies, dues and assessments required and paid by the Members and make use of revenues to carry out the affairs and activities of the College.

#### **7.04 Seal of the College**

The College will have a Seal, which will have inscribed on the seal “College of Alberta Dental Assistants.” The Seal will be kept at the head office of the College.

#### **7.05 Signing Authorities**

The Council will appoint at least two (2) persons to sign contracts, documents, cheques or any instruments in writing requiring the signature of authorized Officers of the College.

### **8 Information on Settlements, Fines, Reprimands and Directions**

#### **8.01 Release of Information – Hearing Tribunal or Complaint Review Committee**

Information regarding Members may be disclosed and released subject to provisions of the Act, any other government legislation and to policies approved by the Council. Information relating to decisions under Part 4 of the Act may be published as directed by the Hearing Tribunal or Complaint Review Committee.

#### **8.02 Release of Information - Registrar**

For the purposes of section 60(6)(a) of the Act, the Registrar may in the Registrar’s sole discretion, but acting reasonably, publish in any manner the Registrar considers appropriate, any information respecting a complaint and a ratified settlement which has been achieved through the Alternative Complaints Resolution process provided for in Division 2 of Part 4 of the Act.

### **9 Code of Ethics and Standards of Practice**

Pursuant to section 133 of the Act, the Council has developed and approved a Code of Ethics and Standards of Practice for the profession of dental assisting.

#### **9.01 Changes to the Code of Ethics and Standards of Practice**

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 the Council:

- 9.01.1 Provides, in a manner deemed appropriate by the Council, a copy of the proposed changes to the Code of Ethics and/or the proposed Standards of Practice, to all Regulated Members and provides the Regulated Members not less than thirty (30) days from the date of distribution, to submit written comments on the proposed changes to the Council;
- 9.01.2 Provides, in a manner deemed appropriate by the Council, a copy of the proposed changes to the Code of Ethics and/or Standards of Practice, to the Minister and to any appropriate stakeholders determined by the Council, and provides the Minister and stakeholders not less than thirty (30) days from the date of distribution, to submit written comment on the proposed changes to the Council; and
- 9.01.3 Reviews and considers any and all written comments received from Regulated Members, the Minister and the other stakeholders.

#### **9.02 Implementation of Changes to the Code of Ethics and Standards of Practice**

Upon completing the review set out in 9.01, any changes to the Code of Ethics and/or Standards of Practice as determined by the Council are deemed to be made and implemented.

### **9.03 Publishing Code of Ethics and Standards of Practice**

Within thirty (30) days of finalizing changes to the Code of Ethics and/or Standards of Practice, the Council will post the revised Code of Ethics and/or Standards of Practice to the College website.

## **10 Membership Categories**

### **10.01 Registers for Categories of Other Members**

In addition to Registers required to be maintained pursuant to the Act, the Registrar will maintain Registers for each of the following categories of Other Members:

- 10.01.1 Leave of Absence;
- 10.01.2 Honorary Lifetime; and
- 10.01.3 Student.

### **10.02 Leave of Absence**

Leave of Absence membership may be granted to a Regulated Member who meets the requirements in the Leave of Absence Policy as determined by the Council and as amended from time to time by Council.

### **10.03 Honorary Lifetime Member**

Honorary Lifetime membership may be granted to an individual who meets the requirements in the Honorary Membership Policy as determined by the Council and as amended from time to time by Council.

### **10.04 Student Member**

Student membership may be granted to an individual who meets the requirements in the Student Membership Policy as determined by the Council and as amended from time to time by Council.

### **10.05 Application and Renewal for Other Members**

- 10.05.1 An individual may apply for membership or renewal as an Other Member by submitting the prescribed form with the membership fee determined by the Council to the College.
- 10.05.2 If an application is refused the College will provide reasons for the refusal to the applicant at the contact information given on the application form.
- 10.05.3 If the College approves the application the name of the applicant is entered in the appropriate category of the Other Member Register.

### **10.06 Cancellation of Other Member Membership**

- 10.06.1 Membership as an Other Member in the College may be cancelled if the member fails to meet the membership renewal requirements or by a simple majority vote of the Council.
- 10.06.2 The Other Member will be notified about the change in membership status at the last contact information the Other Member supplied to the College.
- 10.06.3 Appeals of Other Member's membership can be made by a policy as determined by the Council and as amended from time to time by Council.

## **10.07 Information Required From Other Members**

Other Members will provide to the Registrar any information required on membership and membership renewal forms, as prescribed by Council.

## **10.08 Members in Good Standing**

A Member of the College will be in good standing only if no fines, fees, costs, assessments, penalties or levies are owed by the Member to the College.

In the case of Regulated Members, the Regulated Member is in Good Standing if:

- (a) The Regulated Member has a valid Practice Permit;
- (b) The Regulated Member's registration has not been cancelled or suspended pursuant to Part 4 of the Act; and/or
- (c) The Regulated member is not in breach of any discipline orders issued pursuant to Part 4 of the Act.

## **11 Member Privileges**

### **11.01 Attend Annual General Meetings or Special Meetings**

Members in Good Standing are entitled to attend Annual General Meetings and Special Meetings and participate in discussions at these meetings.

### **11.02 Member of Committees**

Members in Good Standing of the College are eligible to serve on Committees, Special Committees, Ad Hoc Committees and Working Groups. Participation will be subject to applicable terms of reference.

### **11.03 Member of Council**

Only Regulated Members in Good Standing are eligible to be elected to the Council.

### **11.04 Vote**

Only Regulated Members in Good Standing may vote at Annual General Meetings and Special Meetings of the College.

## **12 Meetings of the College**

### **12.01 Annual General and Special Meetings**

Meetings of the College other than Annual General Meetings will be called Special Meetings.

### **12.02 Parliamentary Procedure**

Subject to these Bylaws, meetings of the College will be conducted according to Roberts Rules of Order Newly Revised, latest edition.

### **12.03 Annual General Meeting**

12.03.1 The College will hold an Annual General Meeting of its Regulated Members once during each fiscal year at a date, time and location determined by Council to:

- (d) Receive the audited financial statements of the College;
- (e) Receive reports of the College's Committees;
- (f) Receive reports of the College Officers;
- (g) Receive the report by the Council of the activities of the College since the last Annual General Meeting; and
- (h) Transact other business as may be properly conducted.

12.03.2 Any resolution or matter carried at an Annual General Meeting will be carefully considered at the next meeting of the Council.

12.03.3 Notice of the Annual General Meeting including the date, time, and location of the meeting will be sent to Regulated Members by electronic delivery to their last known contact information no less than thirty (30) days prior to the date of the Annual General Meeting. The notice of Annual General Meeting will include instructions for accessing a copy of the agenda and a copy of the minutes from the last Annual General Meeting. The same information will be posted on the College website at the time of giving notice.

### **12.04 Special Meetings**

12.04.1 The Council shall, whenever a two-thirds (2/3) majority of the Council deems appropriate, or upon written request by twenty-five percent (25%) of Regulated Members in Good Standing, convene a Special Meeting of the Regulated Members of the College for the purpose of considering a specific urgent matter which cannot be delayed until the next Annual General Meeting.

12.04.2 The Council will determine the date, time and location of the Special Meeting at their sole discretion, acting reasonably.

12.04.3 Notice of a Special Meeting, together with the purpose for holding the Special Meeting, will be sent to Regulated Members of the College by electronic delivery to their last known contact information no less than ten (10) days prior to the date of the Special Meeting. The same information will be posted on the College website at the time of giving notice.

12.04.4 Only the matter or matters set out in the notice of Special Meeting will be dealt with at a Special Meeting.

12.04.5 Any resolution or matter carried at a Special Meeting will be carefully considered at the next meeting of the Council.

### **12.05 Chairperson of Meetings**

12.05.1 The President of the College, or, in the absence of the President, the Vice-President will Chair any meeting of the College. In the absence of both the President and Vice-President, a Member of Council elected by the Regulated Members at the meeting will Chair the meeting.

12.05.2 Notwithstanding Article 12.05.1, the Council may retain a parliamentarian to assist in chairing a meeting of the College.



## **12.06 Quorum**

- 12.06.1 The presence of twenty-five (25) Regulated Members in Good Standing at the commencement of any meeting of the College will constitute a quorum.
- 12.06.2 If at the Call to Order quorum is not present, the meeting will be adjourned for one-half (1/2) hour after which time the meeting may reconvene and quorum will consist of the Regulated Members in Good Standing present.

## **12.07 Procedure at Meetings**

- 12.07.1 Subject to these Bylaws, all meetings of the College will be conducted in accordance with Roberts Rules of Order Newly Revised, latest edition, provided that the Council will determine the agenda and order of business for Annual General Meetings.

## **12.08 Voting Rights**

- 12.08.1 Each Regulated Member in Good Standing will have one (1) vote per matter at a meeting of the College. In the event of a tie vote, the Chair may cast the deciding vote.
- 12.08.2 A Regulated Member who is not in Good Standing is ineligible to cast a vote at a meeting of the College.
- 12.08.3 Voting by proxy is not permitted.

## **12.09 Voting Process**

- 12.09.1 At a meeting of the College, a resolution, motion or matter will be decided by a show of hands unless, in the opinion of the Chair, a secret Ballot is necessary, and, unless a secret Ballot is conducted, a declaration by the Chair of a meeting that a resolution, motion or matter on a show of hands has been dealt with is conclusive proof that the resolution, motion or matter has been dealt with.
- 12.09.2 If the Chair determines that a secret Ballot is necessary, the Chair will appoint two (2) scrutineers to collect and count the Ballots. The scrutineers will provide the results of the secret Ballot vote to the Chair.
- 12.09.3 In the event of a tie vote, the Chair may cast a deciding vote.
- 12.09.4 Subject to Article 12.10 and these Bylaws, a simple majority vote by the Regulated Members in attendance at a meeting of the College shall be sufficient to determine any resolution or matter at a meeting of the College.

## **12.10 Mail Vote**

In the event the Council determines a mail vote is required, the Council will determine the procedure for a mail vote and publish the procedure on the College website not less than thirty (30) days prior to the commencement of the voting period.

# **13 Membership Matters**

## **13.01 Provision of Information**

Members will provide to the Registrar any information required on registration and Practice Permit renewal forms, as prescribed by the Council.

### **13.02 Change of Member Information**

A Member shall notify the Registrar as soon as reasonably possible of any change in the information contained in any Register which relates to that Member.

### **13.03 Practice Permit**

A Practice Permit will be effective on December 1 and will expire on November 30 of the following year unless otherwise indicated on the Practice Permit.

### **13.04 Renewal of Practice Permit**

A completed application form for a Practice Permit renewal as prescribed by the Council, along with the required Practice Permit fee and required evidence of satisfying competence requirements, must be received by the College by October 31 each year.

### **13.05 Reinstatement**

13.05.1 A Regulated Member whose registration and Practice Permit are cancelled under the Act, except if cancelled under Part 4 of the Act, may apply in writing for reinstatement of the registration and Practice Permit, to the Registrar by:

- (a) Completing the required form;
- (b) Submitting the reinstatement fee and paying prior outstanding fees or costs owed to the College;
- (c) Submitting evidence of current competency to practise the dental assisting profession;
- (d) Submitting evidence of having good character and reputation; and
- (e) Submitting any other information required by the Registrar.

13.05.2 Upon receipt of the reinstatement application the Registrar, shall within 30 days consider the reinstatement application and must:

- (a) Approve the application with or without conditions;
- (b) Defer approval of the application until the applicant has successfully completed any requirements;
- (c) Refuse the application.

13.05.3 An applicant whose application for reinstatement is subject to conditions or is deferred or refused may, within 30 days of the date of being given a copy of the decision, request a review of that decision by the Council. Sections 31 and 32 of the Act apply to a review under Article 13.05.3 and the College may charge a fee for the review.

## **14 Costs, Fees, Levies, Dues and Assessments**

### **14.01 Annual Assessment**

At least ninety (90) days prior to the beginning of each fiscal year, the Council, or at its request, the Registrar or any other person appointed by Council will conduct an annual assessment, including estimates of the amount of costs, charges, expenses and revenues that will be incurred or required during the upcoming fiscal year. This assessment will be considered by the Council in determining

and approving costs, fees, levies, dues and assessments under the authority of the Act, Regulation and these Bylaws.

#### **14.02 Registration, Registration Renewal, Reinstatement and Practice Permit Fees**

The Council will, at least annually and when necessary, establish any fees, dues, levies and assessments for applications, registration, renewals, reviews, late payment fees and any other fee deemed necessary by the Council to be paid in the manner and time determined by the Council.

#### **14.03 Failure to Make Assessment**

The omission, failure or inability of the Council before the expiration of any fiscal year, to consider the assessments for that or for the next year will not be deemed a waiver or modification in any respect of the provisions of these Bylaws, or release of the Member or Members from their obligations to pay the costs, fees, levies, dues and assessments for that or any subsequent year, but the costs, fees, levies, dues and assessments fixed for the preceding year will continue until new costs, fees, levies, dues and assessments are fixed.

#### **14.04 Payment of Fees and Costs**

Each Member shall pay to the College as and when prescribed, all costs, fees, levies, dues and assessment, together with any penalties or interest for late payment, established by Council or by policy.