CMLPSK (SSMLT) Administrative Bylaws

2025

Approved by Council 1/30/25

The Saskatchewan Society of Medical Laboratory Technologists Administrative Bylaws, 2025

Contents

Title

1 These bylaws may be cited as *The MLT Administrative Bylaws*- 2025

Definitions

2 In these bylaws:

(a) "Act" means *The Medical Laboratory Technologists Act, 1995;*

(b) "chair" means the college President pursuant to the *Act*;

(c) "college" means Saskatchewan Society of Medical Laboratory Technologists operating as the College of Medical Laboratory Professionals of Saskatchewan;

(d) "good standing" means a licensed medical laboratory technologist who owes no money to the college, has no outstanding complaints, and is in compliance with any discipline orders or agreements or undertakings provided to the college;

(e) "governance" the processes and structures used to direct, make decisions, and manage an organization's operations and activities;

(f) "vice-Chair" means the college Vice-president pursuant to the *Act*.

Seal

3 The college seal is affixed to these bylaws in Appendix A.

Execution of documents

4 (1) Subject to section 5 documents to be executed on behalf of the college shall be signed by those appointed by the council.

(2) Those eligible for appointment by council include chair, vice-chair, executive director and/or designate(s) approved by council.

Banking and financial

5(1) The executive director or designate is authorized to approve unbudgeted financial commitments and authorize payments in amounts of less than $10,000.

(2) Notwithstanding subsection (1), the executive director may authorize the movement of college funds from one account to another and may invest the whole or any portion of the college funds in investments in the name of the college.

(3) The executive director shall provide the balance sheet, statement of revenue and expenditure, and summary of investments at each scheduled council meeting and the end of each fiscal quarter.

Fiscal year

6 Fiscal year is the period from December 1 to the following November 30.

Audit

7(1) The Council shall annually appoint a duly qualified certified professional accountant to be the auditor for the college.

(2) The auditor shall annually or more frequently as required, audit the college's accounts, and furnish an audited financial statement to be presented to the council.

(3) The audited financial statements shall be included in the college's annual report and presented at the annual meeting.

Annual Report

8 The college shall publish an annual report and submit it to the ministry responsible. The report shall be published on the college's website and presented at the annual meeting.

Insurance coverage

9 The college shall obtain directors and officers insurance for liability coverage of those conducting college business.

COUNCILLORS

Number and composition

10(1) For the purposes of *subsection 7(2) of the Act*, the council shall consist of at least 4 and not more than 6 registrants appointed by the council, at least 4 of whom must be practicing registrants.

(2) The council shall appoint a member of council to act as chair and vice-chair each year.

Term of office

11 For the purposes of subsection 7 (4) of the *Act*, the term of office of a member of council appointed pursuant to subsection 10(1) shall not exceed 4 years and no person shall hold office in any capacity for more than 6 consecutive years.

Council Members

12 (1) Council members shall take the oath of office approved by council before taking their seat on council.

(2) Council members shall comply with the council governance policies, as adopted from time to time by the council, and perform duties that may be assigned by the council or the chair.

Public appointees

13 Members of council who appointed to the council by the Lieutenant Governor in Council pursuant to section 8 of the *Act* shall:

(a) represent the views of the public on matters before the council;
(b) be eligible to be appointed chair or vice-chair;
(c) report to council on public concerns; and
(d) perform duties assigned by council or the chair.

Remuneration of Expenses

14 Staff, appointed members to council and committees are entitled to remuneration for their services to the college in the amount determined by council and to reimbursement for expenses with the rates set by the Government of Saskatchewan.

Eligibility for appointment and to hold office

15(1) Subject to subsection (2), only a licensed medical laboratory technologist who holds a practicing licence or a non-practicing registration, is in good standing, and has completed the mandatory screening procedures required by council is eligible to be recommended for or appointed to or to hold or continue to hold office on the council.

(2) The following persons are not eligible to be recommended for or appointed to or to hold or continue to hold office on the council:

(a) a person who is employed by the college, or was employed by the college in the previous 5 years;
(b) a person described in section 10 who was a member of council in the previous 2 years;
(c) a person who holds a governance position with an employer of registrants or union representing registrants;
(d) a person who has been the subject to a discipline order by the college in the previous 5 years;
(e) a person who is not reasonably available to attend meetings of council;
(f) a person who has been convicted of an indictable offence under the *Criminal Code* (Canada)

Removal or suspension from office

16(1) The council may, by resolution supported by a two-thirds majority, remove a member of council; other than one appointed by section 8 of the Act, before the expiry of their term of office, where it satisfied that the member or council:

(a) has failed to comply with the council governance policies;
(b) has ceased to be registered with the college in good standing; or
(c) has become ineligible to continue to hold office as described in section15(2).

(2) The council may, by a resolution supported by a two-thirds majority, suspend a member of council where a complaint alleging that a member of council has engaged in conduct that constitutes professional incompetence or professional misconduct is received by the college, pending the resolution of the complaint.

(3) The Executive Director shall ensure that a motion to remove or suspend a member of council is provided to the council, including the member to whom the motion relates, at least 14 days prior to the council meeting at which the motion is to be considered.

OFFICERS AND EMPLOYEES

Chair

17(1) The Chair shall:

(a) be accountable for the integrity of the council's processes;
(b) ensure the effectiveness of and preside over meetings of council;
(c) represent the college to outside parties.

Vice-Chair

18(1) The Vice-Chair shall assume the duties of the chair if the chair is unable to fulfill the duties of the position.

Executive Director

19(1) The Executive Director shall perform the duties imposed on the executive director by the *Act* and the bylaws and the council and shall:

(a) keep all college records, including minutes of college meetings and meetings of council and committees, and shall send out notices on behalf of the college, the council and committees;
(b) conduct all college correspondence;
(c) act as registrar and, in that regard;
    (i) manage registration provided for by the *Act* and the bylaws and by council.
(d) act as treasurer of the college and in that regard:
    (i) collect and receive, pay out or invest all monies due and payable to and by the college;
    (ii) ensure that full and accurate accounts are kept;
(e) prepare a financial report to the council as required by the council;
(f) issue any notices that may be required;
(g) carry out the policies established by the council pertaining to the management and administration of the affairs;
(h) perform all duties assigned to the executive director by the council.

(2) The executive director is ex-officio, non-voting member of all college committees, other than the counselling and investigation committee and the discipline committee.

MEETINGS

Council

20(1) The council shall meet at the call of the chair or as determined at the previous meeting of council.

(2) The chair shall convene the council to a special meeting to be held within 14 days following the receipt by the chair of the written meeting request of three councilors.

(3) At least three meetings of council must be held in each year.

(4) Meetings of the council may be held in person or by electronic or virtual means.

Annual

21 (1) The annual meeting of the college for reporting purposes shall be held in each calendar year at a time and place in Saskatchewan determined by the council.

(2) The annual meeting reporting shall include:

(a) summary college registrations and operations for the current fiscal year;

(b) committees reports;

(c) audited financial report

(3) For the purposes of section 6(4) and 6(5) of the *Act*, notice of meetings of the college shall be sent by ordinary mail, or email to the postal address or email address shown in the college's records.

Quorum

22(1) A quorum for a meeting of council meetings consists of a majority of the voting members of the council.

(2) A quorum for a special meeting of the college consists of the number of council members present at the meeting.

Procedure at meetings

23(1) Unless otherwise provided, the procedure at all college meetings shall be governed by "Robert's Rules of Order" most recent edition.

COMMITTEES

Establishment

24(1) Where the council establishes a committee pursuant to section 12 of the *Act* or in accordance with these bylaws:

(a) the committee shall perform it duties under the direction of the council;

(b) a majority of committee members or panel of the committee shall constitute quorum; and

(c) committee members may, at the discretion of the council, be compensated as outlined in section 14.

(2) The council shall make all appointments to all committees and shall designate the chairpersons and alternates, if any.

(3) All committee appointments are for a term of three years, unless otherwise identified by council; and may be renewed for one additional three-year term.

(4) Any committee member whose conduct or activities are detrimental to or inconsistent with the objectives of the college may be removed or suspended from the committee by a two-thirds majority of council.

Professional Practices Committee

25(1) The committee shall consist of minimum of up to 5 (five) members which include:

(a) two appointed members of council;
(b) two practicing members at large;

(2) one representative from the Saskatchewan accredited training program. The committee shall:

(a) Review and approve applications for continuing competency program funds managed by the college;
(b) Review the audit of the continuing competence program;
(c) Review and make recommendation for any reconsideration requests;
(d) Conduct other duties related to registration or renewal as assigned by council;
(e) Report to council annually.

Finance and Audit Committee

26(1) The Finance and Audit Committee shall consist of the chair, vice-chair and one public representative.

(2) The committee shall:

(a) Review, consult and recommend to council the annual budget presented by the executive director;
(b) Make recommendations to the council regarding annual budget and the college finances, including income, expenditures, utilization, and investment of surplus funds;
(c) Shall monitor the financial affairs of the college and provide an annual report to council;
(d) Provide a summary and audited financial statement in the annual report and meeting.

Ad Hoc Committee(s)

27(1) An Ad Hoc Committee may be appointed by the council for a specific purpose.

(2) The committee's terms of reference will be determined by council.

(3) The committee will cease to function upon completion of the purpose.

(4) The council will determine committee membership

FEES

Fees

28 (1) Application fee - $150 (non-refundable)

(a) Includes application processing

(2) Practicing or Provisional Practicing Licence fee- $375

(a) The licence fee is non-refundable and is collected once per registrant per practice year.

(b) The CMLPSK licence year is December 1 to November 30 each year.

(c) New applicants who apply for a licence during the licence year will pay a prorated fee:

(i) June 1- September 30 - $187.50

(ii) October 1- November 30 - $93.75

(3) Upgrade to Practicing

(a)This is available to non-practicing registrants that meet the continuing competency requirements and intend to return to practice during a licence year.

(i) Dec 1-May 31 - $375

(ii) June 1-September 30 - $162.50

(iii)October 1- November 30 - $68.75

(4) Non-practicing fees - $25

(5) Late fees are automatically applied

(a) December 1-December 31 - $75

(b) January 1-January 31- $100

(c) Registrants that do not renew by February 1st are removed from the CMLPSK register and must re-apply.

(6) Service Fees

(a) Credential Document Review Letter – $150

(b) NSF cheque - $50

(c)Letter of standing:

(i) Current registrant - $50

(ii) Former registrant - $75

Appendix A

Seal

Signature: _____

Position: Executive Director/Registrar

Dated: _____January 31, 2025___