

ADMINISTRATIVE BYLAWS

**Pursuant to
The Dental Disciplines Act**

SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION

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Amended January 1, 2003; Amended October 25, 2005;
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1. ASSOCIATION: DUTIES AND POWERS

1.1. Head Office

The head office of the association shall be located in the province of Saskatchewan.

1.2. Financial Operation

- 1.2.1. The financial year of the association shall be January 1 to December 31.
- 1.2.2. The banking business of the association, including without limitation, the borrowing of money and giving of security therefore, shall be transacted by such banks, trust companies or other bodies corporate or organizations as may from time to time be designated by or under the authority of the council. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegations of power as the council may from time to time prescribe.

1.3. Contracts

The council shall have at least two persons authorized to sign contracts, documents, cheques or any instruments in writing requiring the signature of authorized officers of the association.

1.4. Seal of the Association

- 1.4.1. The association shall have a seal, which shall have inscribed thereon "Saskatchewan Dental Assistants' Association".
- 1.4.2. The seal shall be kept at the head office of the association.
- 1.4.3. Any instrument to which the seal is affixed shall be signed by the president or by the executive director or by any other person authorized to do so by the council.

2. COUNCIL

2.1. Composition of the Council

- 2.1.1. The affairs of the association shall be managed by the directors of council, which shall be composed of:
 - 2.1.2. three elected officers with voting power who shall be the president, president-elect, and past-president who shall be the elected officers of the association;
 - 2.1.3. elected directors to a maximum of five;
 - 2.1.4. three public representatives with voting power appointed by the Lieutenant Governor in Council of the Province of Saskatchewan; and
 - 2.1.5. provincial voting delegate to the Canadian Dental Assistants Association.

2.2. Term of Office

- 2.2.1. The term of office for the elected officers of council shall be one year and shall begin at the close of the annual meeting immediately following the election process.
- 2.2.2. While president-elect this individual shall for all purposes remain a member of the council for one-year term as president-elect, one-year term as president and one-year term as past-president.
- 2.2.3. The term of office for other directors shall be not more than two consecutive three-year terms unless they are elected to the office of president-elect in which case they shall automatically remain on the council until the completion of their term as past president.
- 2.2.4. The council shall request the replacement or reappointment of the public representatives at least every three years in accordance with *The Dental Disciplines Act*.

2.3. Officers of the Council

- 2.3.1. The officers of the association will be the president, past president, president-elect and executive director. Officers need not be directors prior to election.

- 2.3.2. The duties of the president and the president-elect are such as their titles by general usage indicate or as may be required by law, or as specified or assigned to them from time to time by the council.
- 2.3.3. The president will chair all meetings of the council and is an ex-officio member of council committees. If the president is absent, unable or unwilling to act, the president-elect assumes the duties of the president.
- 2.3.4. The president-elect assists the president in all respect, reviews the bylaws and “*Council Handbook*” yearly and recommends revisions.
- 2.3.5. The past president acts as nominations chairperson, a resource to the council and assumes responsibilities assigned from time to time by the council.
- 2.3.6. The executive director is the chief executive officer of the association. The executive director has custody of the funds and securities of the association; keeps full and accurate accounts of all assets, liabilities, receipts and disbursements, and assumes responsibilities assigned from time to time by the council.

2.4. Public Representative

- 2.4.1. The public representatives, in addition to the powers and functions identified in *The Dental Disciplines Act*, section 9, shall:
 - 2.4.2. represent the views of the public on matters before the council; and
 - 2.4.3. report to the council on public concerns.

2.5. Eligibility

- 2.5.1. Members in good standing may be elected as members of the council with the following exceptions:
- 2.5.2. employees of the association shall not hold elected office; and
- 2.5.3. elected officers shall not hold the same office for more than two consecutive terms without an election. (refer to 7.1.3)

3. POWERS AND FUNCTIONS OF COUNCIL

3.1. Manage the Association

The council shall manage and conduct the activities of the association, exercising the rights, powers and privileges and carry out the duties of the association in the name of and on behalf of the association and carry out the powers and duties of the council under *The Dental Disciplines Act* and the bylaws and without restricting the generality of the foregoing shall:

3.2. Establish Mission, Vision & Strategic Ends

- 3.2.1. Establish and maintain policies necessary to further the goals of the association;
- 3.2.2. Annually review the association’s strategic plan, including the mission, vision, and ends policies; and make revisions and additions as council deem necessary to the association’s strategic ends;

3.3. Establish Bylaws, Registration & Licensure Policies

- 3.3.1. Establish revisions to, and amendments of, the bylaws;
- 3.3.2. Amendments to any bylaw of the association will require the approval of three-quarters of the council. Any amendment of any regulatory bylaw of the association will not be enforced or acted upon until the approval of the Minister of Health is obtained;
- 3.3.3. Establish policies governing examinations, registration and licensure, and membership;

3.4. Establish Policies Related to Committees

- 3.4.1. Establish and maintain policies governing all standing, statutory, ad hoc, and special committees of the association;

3.5. Fees, Funds & Disbursements

- 3.5.1. The directors will manage the financial affairs in a prudent manner consistent with carrying out the strategic ends;
- 3.5.2. The directors will submit to each annual meeting of the association an audited financial statement of the operations of the association for the past fiscal year of the association;
- 3.5.3. The directors will ensure a summary of the auditor's report is published annually in an official publication of the association;
- 3.5.4. The directors will establish policies respecting the acquirement and management of association property;
- 3.5.5. The membership will, at each annual meeting, appoint a licenced auditor to audit the accounts of the association and prepare a report for presentation to the members at the next annual meeting.

4. DUTIES OF COUNCIL

4.1. Keep Minutes

The council shall cause minutes to be kept on its proceedings and meetings. Copies of minutes of council meetings shall be made available to regulated members upon written request.

4.2. Keep Accounts

The council shall cause proper books of accounts to be kept in respect of all sums of money received and expended by the association.

4.3. Prepare Financial Records

The council will cause to be prepared proper accounts relating to all monies of the association and the income and expenditures thereof, for each annual general meeting.

4.4. Maintain Insurance

The association shall at all times keep and maintain in force liability and other insurance coverage for members, officers, directors, employees and property of the association, and maintain such insurance as it considers necessary and appropriate;

4.5. Signing Authority

All cheques, drafts, orders for payment of money, notes, acceptances and bills of exchange issued or endorsed on behalf of the directors will be signed by such officers, employees or agents of the directors as will be determined by resolution of the directors from time to time.

4.6. Employ Executive Director

The council shall employ for and on behalf of the association an executive director to supervise, manage, carry out and perform any and all of the duties of the association as the council may determine from time to time, subject always to the control and direction of the council, such executive director to be reasonably fit and suited to perform such duties.

4.7. Terminate Employment of Executive Director

If the council is dissatisfied with the fitness or suitability of the executive director or the adequacy of the work or services performed by the executive director, the council may terminate the employment of the executive director.

4.8. Benefit Program

Council may establish scholarships, bursaries and prizes.

5. EXECUTIVE DIRECTOR AND EMPLOYEES

5.1. Executive Director

- 5.1.1. The council shall enter into a contract with the executive director which shall specify the position description and policies and any powers and duties under the Act delegated by the council to the executive director.
- 5.1.2. The executive director shall ensure registrar duties are executed in accordance with *The Dental Disciplines Act, Regulatory Bylaws* and related policies.

5.2. Annual Review of the Executive Director

The executive director's contract, performance and remuneration shall be reviewed at least annually by the council.

5.3. Other Staff

- 5.3.1. The executive director may authorize the employment of such full or part-time employees as are appropriate to carry out the programs and business of the association. The remuneration and other terms or employment shall be set out by the executive director, who may enter into contracts of employment with such employees on behalf of the association.
- 5.3.2. The council may delegate the duties and responsibilities of employment to the president, executive director or to such other officers or employees as the council may determine.

6. REGISTRATION FEE, LICENSURE AND MEMBERSHIP

6.1. Saskatchewan Trained

- 6.1.1. A non-refundable registration fee of \$75.00 for applicants trained in Saskatchewan shall accompany each application for registration.

6.2. Out of Province Applicants

- 6.2.1. A non-refundable registration fee of \$100.00 for applicants trained outside of Saskatchewan shall accompany each application for registration.

6.3. Initial Licensure Fees

- 6.3.1. The initial licensing fee for a practising member shall be \$200.00, or
- 6.3.2. An initial licensing fee of \$115.00 shall be established to accommodate applicants seeking licensure after June fifteenth of the membership year and such fee shall cover licensure for the remainder of the membership year.
- 6.3.3. An applicant, who is currently a member of the Canadian Dental Assistants' Association through licensure in another province, shall pay an annual licensure fee minus the Canadian Dental Assistants' Association fee.

6.4. Annual Full Practising Licensure Fee

- 6.4.1. The annual licensing fee for the subsequent membership year shall be payable by January 31.
- 6.4.2. The annual licensing fee for full practising members shall be \$200.00.
- 6.4.3. Members who have not paid the annual licensing fee and other fees prescribed by council by January 31 shall cease to be members of the association. Such applicants shall be licensed as full practising members upon completing the prescribed forms and submission of the annual licensing fees and other fees prescribed by council provided the applicant has met the requirements of regulatory bylaw I section 1.
- 6.4.4. The licensure fee shall be pro-rated to \$115.00 after June 15 of the membership year and such fee shall cover licensure for the remainder of the membership year.
- 6.4.5. An applicant, who is currently a member of the Canadian Dental Assistants' Association through

licensure in another province, shall pay an annual licensure fee minus the Canadian Dental Assistants' Association fee.

6.5. Annual Restricted Practising Licensure Fee

- 6.5.1. The annual licensing fee for the subsequent membership year shall be payable by January 31.
- 6.5.2. The annual licensing fee for a restricted practising member shall be \$200.00.
- 6.5.3. Restricted practising members who have not paid the annual licensing fee and other fees prescribed by council by January 31 shall cease to be members of the association. Such applicants shall be licensed as restricted practising members upon completing the prescribed forms and submission of the annual licensing fee and other fees prescribed by council provided the applicant has met the requirements of regulatory bylaw 1, section 1.
- 6.5.4. The licensure fee shall be pro-rated to \$115.00 after June fifteenth of the membership year and such fee shall cover licensure for the remainder of the membership year.
- 6.5.5. An applicant, who is currently a member of the Canadian Dental Assistants' Association through licensure in another province, shall pay an annual licensure fee minus the Canadian Dental Assistants' Association fee.

6.6. Non-Practising Licensure Fee

- 6.6.1. The annual non-practising licensing fee for the subsequent membership year shall be payable by January 31.
- 6.6.2. The non-practising license fee shall be \$90.00.
- 6.6.3. Members who have not paid the annual non-practising licensing fee and other fees prescribed by council by January 31 shall cease to be members of the association. Such applicants shall be reinstated as non-practising members during the year of lapse upon completing the prescribed forms and submission of the annual non-practising licensing fees and other fees prescribed by council provided the applicant has met the requirements of regulatory bylaw I, section 1. Reinstatement rules shall otherwise apply.
- 6.6.4. The licensure fee shall be pro-rated to \$60.00 after June fifteenth of the membership year and such fee shall cover licensure for the remainder of the membership year.
- 6.6.5. An applicant, who is currently a member of the Canadian Dental Assistants' Association through licensure in another province, shall pay an annual licensure fee minus the Canadian Dental Assistants' Association fee.

6.7. Courtesy Licensure Fee

- 6.7.1. The courtesy licensing fee shall be \$25.00.

6.8. Honorary Life Membership Fee

- 6.8.1. Honorary Life Members shall be exempt from the payment of fees.

6.9. Reinstatement Fee

- 6.9.1. The reinstatement fee shall be \$50.00.

6.10. Change of Status Fee

- 6.10.1. The change of status fee shall be \$25.00 for changes made during the membership year.
- 6.10.2. An additional fee of \$110.00 shall be payable by a non practising member changing to restricted practising or full practising status during the course of the fiscal year; or
- 6.10.3. An additional fee of \$55.00 shall be payable by a half-year non practising member changing to restricted practising status or full practising status during the course of the fiscal year.

6.11. National Dental Assisting Examining Board Fee

- 6.11.1. The National Dental Assisting Examining Board shall set fees for the Written Examination and Clinical Practice Evaluation, or
- 6.11.2. The Clinical Practice Evaluation fee shall be \$750.00 when contracted by the SDAA.

7. ELECTIONS OF THE ASSOCIATION

7.1. Election of Officers

- 7.1.1. The president, president-elect and past president shall serve a one-year term.
- 7.1.2. The president automatically succeeds to the position of past-president and the president elect automatically succeeds to the position of president at the end of a one-year term. Nothing within these bylaws prevents a president and president elect from remaining in their positions for one additional one-year term with their written agreement and a two-thirds majority vote of the council.
- 7.1.3. Subject to a two-thirds majority vote of council a president may seek a third term of office through an election.

7.2. Election of Directors

- 7.2.1. Directors shall be elected at the annual general meeting;
- 7.2.2. If there is no director nominated the council shall have the authority to appoint a director;
- 7.2.3. All directors are eligible to seek a second term with their written agreement and a two-thirds majority vote of the council.
- 7.2.4. In the event a vacancy occurs in the membership of the council, the vacancy shall be filled as defined in section 11 of *The Dental Disciplines Act*.

7.3. Expiration of Term

- 7.3.1. At the close of each annual general meeting of the association, all directors whose term expires at that time shall retire from office and turn over the books of office. All new directors elected to council shall take office at the close of that annual general meeting.

7.4. Nominations

- 7.4.1. Members are eligible to submit nominations to the past president.
- 7.4.2. Two active members of the association must sign a nomination form.
- 7.4.3. A nomination must be accompanied by the signed consent of the nominee.
- 7.4.4. Nominations will be accepted from the floor of the annual general meeting.

7.5. Voting

- 7.5.1. Voting for directors or president-elect of the council shall be by secret ballot at the annual meeting of the association.
- 7.5.2. A vote will be held for all elected positions open at the time of the annual general meeting.
- 7.5.3. Election process will be according to "*Roberts Rules of Order*".

8. MEETINGS OF THE ASSOCIATION

8.1. Notice of Annual Meeting

- 8.1.1. Notice of the annual meeting shall be distributed at least two months prior to the date of the meeting.
- 8.1.2. The annual report shall be mailed to members of the association at least 14 days prior to the date of the meeting.

8.2. Notice of Council Meeting

Meetings of the council shall be called by the president or as arranged at a previous meeting of the council with not

less than two meetings being held between annual meetings.

9. MEETING PROTOCOL

9.1. Rules of Conduct

Council shall establish the rules and procedures for the conduct of the meeting.

9.2. Parliamentary Authority

The rules contained in *Robert's Rules of Order* (newly revised) are binding in all cases where they are not inconsistent with the bylaws of the association or with the powers granted under *The Dental Disciplines Act*.

9.3. Quorum

9.3.1. A quorum of the council shall be seven voting members.

9.3.2. A quorum for any annual or special meeting shall be the number of members present.

10. SPECIAL MEETINGS

10.1. Special Meetings of Council

10.1.1. Special meetings of council may be called by or at the request of the president or on the written request of at least three directors. The person or persons that call a special meeting may designate any place within the province of Saskatchewan as the place for holding any special meeting of council. At any directors request, that meeting may take the form of a conference call.

10.1.2. Council shall establish the rules and procedures for the conduct of the meeting.

10.2. Special Meetings of the Association

10.2.1. Special meetings of the association as required at a time and place decided upon by the council.

10.2.2. The council shall call a special meeting of the association on the written request of at least 10% of the members of the association.

10.2.3. Council shall establish the rules and procedures for the conduct of the meeting.

11. VOTING

11.1. Majority Vote at Meetings of Council

11.1.1. Each director will have one vote. The votes of all directors shall always be of equal weight.

11.1.2. All matters shall be decided by a majority vote, unless otherwise provided for in these bylaws.

11.2. Majority Vote at Annual or Special Meeting

11.2.1. All questions shall be voted on at a meeting of the association, except as otherwise specified for bylaws in section 14 of *The Dental Disciplines Act*;

11.2.2. Each member shall be entitled to one vote;

11.2.3. Eligibility to vote at a meeting of the association shall be determined by reference to the membership list.

12. ESTABLISHMENT OF COMMITTEES

12.1. Committees of Council

12.1.1. Committees of the council will be established by the directors to conduct such business and perform such duties as may from time to time be determined and will report to the council at least annually. The council members will appoint the chairperson and members of each committee annually. The council will provide specific terms of reference for the committees including policies, budgeting

- requirements, reporting procedures, scope of work to be accomplished and deadlines
- 12.1.2. The council may remove a committee chairperson or committee member by a two-thirds majority vote of the directors.
 - 12.1.3. Vacancies occurring in committees may be filled at the discretion of the council.

12.2. Standing Committees

The standing committee of the council will include but not be limited to:

- 12.2.1. Curriculum & Credentials Committee

12.3. Special Committees

- 12.3.1. The directors may establish such ad hoc committees as are required from time to time to carry out the affairs of the association. Ad hoc committees will be established for a specific function and time period.

13. DISTRICTS OF THE ASSOCIATION

13.1. District Associations

- 13.1.1. Ten registered and currently licenced dental assistants residing within the district may apply to the council for permission to form a district association;
- 13.1.2. Each district shall be limited to one district association.
- 13.1.3. The boundaries of the district are those identified in the map attached as Appendix I.

13.2. Membership

- 13.2.1. Upon the presentation of a current membership card, any practising, non-practising or honorary life member of the association living in the geographic area becomes a member of the association.
- 13.2.2. Rights and privileges of district association members shall be entrenched in the constitution and bylaws of the district association.

13.3. Constitution

- 13.3.1. The constitution and bylaws of the district association shall be in effect after approval by the council.

13.4. Finances

- 13.4.1. Following approval of the constitution and bylaws, the district association shall be eligible to receive membership grants from general funds in lieu of membership fees.
- 13.4.2. Each district association may engage in fund raising activities, which are not in conflict with activities of the council.

13.5. Maintenance of District Associations

- 13.5.1. In order to maintain district association status and be eligible for grants, each district association shall:
- 13.5.2. show evidence of at least two (2) meetings each year;
- 13.5.3. show evidence that an approved professional development seminar was presented at which a minimum of eight members of the association were in attendance; and
- 13.5.4. Upon application by a district association and under extenuating circumstances, the council may reduce the minimum attendance requirement for meetings.

14. CONFLICT OF INTEREST

14.1. Potential Conflicts

- 14.1.1. Conflict of interest in matters involving association representatives, shall include:
- 14.1.2. Directors of council and officers;

- 14.1.3. Members appointed to serve as delegates, committee members or committee chairs; and
- 14.1.4. Employees of the association acting in an official capacity.

14.2. Declaration and Management of Conflicts

- 14.2.1. Members serving in an official capacity at the provincial or district level, as directors, committee members or district officers, shall declare a conflict of interest in matters under discussion or in decisions taken in which they have a vested interest.
- 14.2.2. It shall be the responsibility of the presiding officer to ensure that members identifying a conflict of interest shall leave the meeting during consideration of the pertinent issue and that the secretary of the meeting shall record such action.

14.3. Definition of Conflict

- 14.3.1. A conflict of interest may be defined as, but is not limited to the following:
- 14.3.2. Where the member is involved in negotiating wages and/or employment contracts, or completing performance appraisals for association staff who may be related to that member;
- 14.3.3. When the member is involved in determining/reviewing credentials and registration/licensing eligibility for an applicant or another member who may be related to that member;
- 14.3.4. Where the member is involved in the investigation and/or discipline process affecting another member who may be related to that member; and
- 14.3.5. Where the member is involved in the adjudication or appeal of registration, or examination results for a person related to that member.

15. REMUNERATION AND REIMBURSEMENT

15.1. Council and Committees

- 15.1.1. Directors of council are entitled to remuneration and reimbursement for services rendered to the association in an amount determined annually by council.
- 15.1.2. Members of standing, ad hoc and special committee shall be entitled to reimbursement for services rendered on behalf of the association in an amount determined by council.

15.2. Members and Non-Members

- 15.2.1. Under special circumstances the council shall have the authority to approve payment for travel and other expenses for members and non-members who are acting in an official capacity on behalf of the association.

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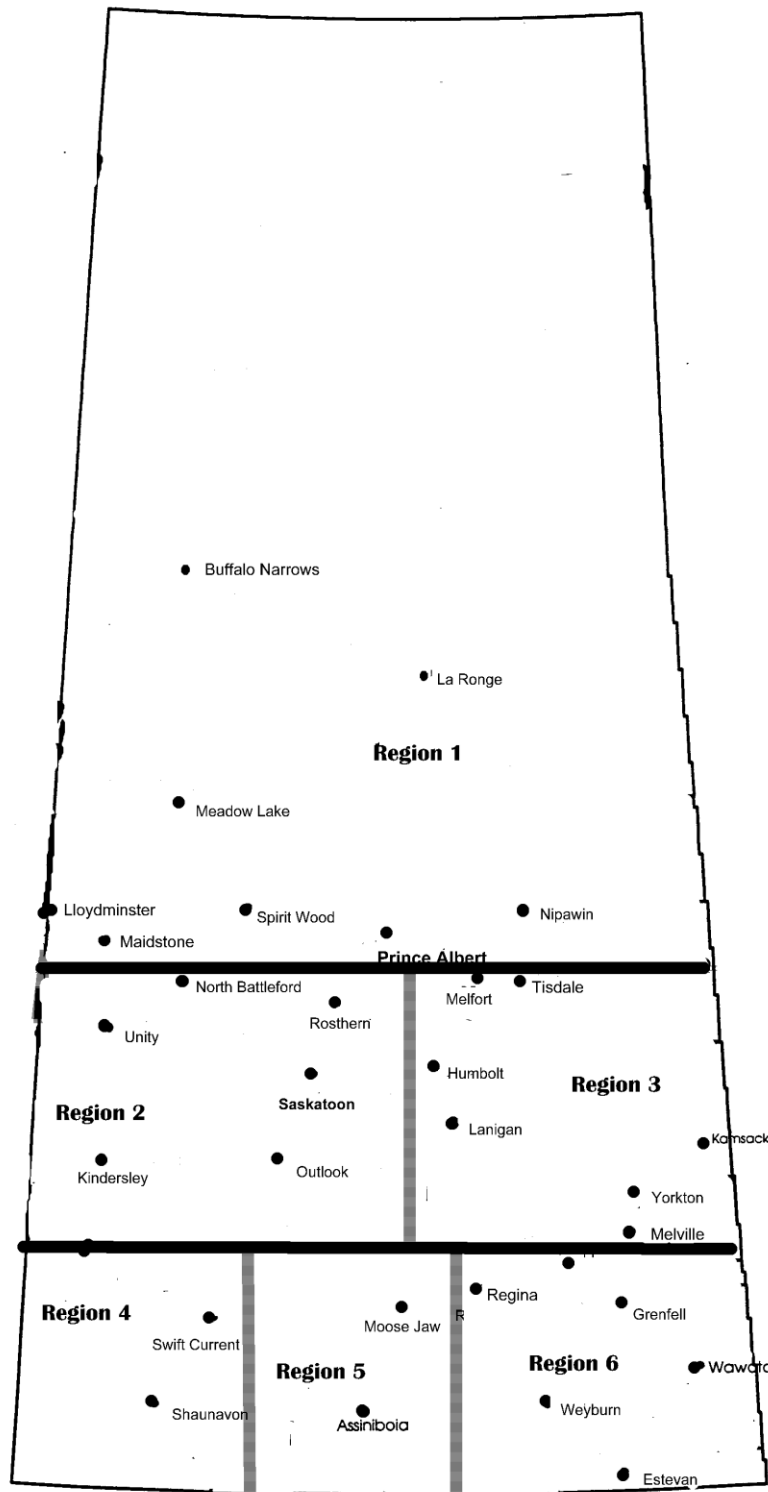


Registrar

December 5, 2008

Date

Appendix 1



Approved: September, 1997