

*College of Dental  
Technologists of Alberta*



Bylaws

Under the Authority of the  
Health Professions Act  
Section 132

## TABLE OF CONTENTS

ARTICLE 1: PREAMBLE.....	3
ARTICLE 2: DEFINING AND INTERPRETING THE BY-LAWS.....	3
Definitions .....	3
Interpretation .....	5
ARTICLE 3: OBJECTIVES OF THE COLLEGE.....	5
ARTICLE 4: MEMBERSHIP.....	5
Categories of Membership.....	5
Regulated Members.....	5
Non-Regulated Members.....	6
Titles, Abbreviations, or Initials.....	7
Application for Membership.....	7
Application for Practice Permit.....	7
Practice Permit Renewal.....	8
Reinstatement of Regulated Members.....	8
Membership Year.....	10
Membership Fees.....	10
Rights and Privileges of Members.....	11
Continuance of Membership.....	12
Cessation of Membership.....	13
ARTICLE 5: GOVERNANCE.....	14
Council.....	14
Composition of Council.....	14
Authority of Council.....	14
Responsibility of Council.....	15
Executive Council.....	16
Election to Council.....	17
Meetings of Council.....	20
Term of Office.....	20
ARTICLE 6: DELEGATION.....	21
Power to Delegate.....	21
Mandatory Positions.....	22
Officials Directory.....	22

ARTICLE 7:	MEETINGS OF THE COLLEGE.....	23
	Meetings of the College.....	23
	Parliamentary Authority .....	23
ARTICLE 8:	FINANCE AND OTHER MANAGEMENT MATTERS.....	23
	Registered Office.....	24
	Finance and Auditing.....	24
	Seal of the College.....	24
	Cheques and Contracts of the College.....	24
	Preparation, maintenance and inspection of the books and records of the College.....	24
	Protection and Indemnity.....	24
ARTICLE 9:	INVESTMENTS, DISTRIBUTING ASSETS AND DISSOLVING THE COLLEGE.....	25
ARTICLE 10:	AMENDING THE BY-LAWS.....	26
ARTICLE 11:	PUBLICATION PURSUANT TO PART 4 OF THE ACT	27
ARTICLE 12:	MISCELLANEOUS .....	27

## ARTICLE 1 – PREAMBLE

**1.1 WHEREAS** the College of Dental Technologists of Alberta is duly incorporated under the Health Professions Act of the Province of Alberta;

**AND WHEREAS** power is given to the Council of the College of Dental Technologists of Alberta by the Health Professions Act to make By-Laws as may be necessary;

**NOW THEREFORE** the Council of the College of Dental Technologists of Alberta enacts as follows these Bylaws:

## ARTICLE 2 – DEFINING AND INTERPRETING THE BY-LAWS

### 2.1 Definitions

- (a) “**Act**” means the Health Professions Act of the Province of Alberta;
- (b) “**Annual General Meeting**” means the annual general meeting of the College;
- (c) “**Bylaws**” means these Bylaws;
- (d) “**College**” means the College of Dental Technologists of Alberta;
- (e) “**Council**” means the Council of the College as described in Section 5 of the Act;
- (f) “**Councillor**” means any person elected or appointed to the Council;
- (g) “**District**” means an electoral district;
- (h) “**Executive Director**” means the title and position of Executive Director for the College;
- (i) “**Employer**” means:
  - (a) a person who is self-employed; or
  - (b) who owns, co-owns, or is a shareholder of a facility that is engaged in the direct manufacture and fabrication of dental prosthetics;

- (j) **“Member”** means a person who is a Regulated Member or a Non-Regulated Member of the College;
- (k) **“Minister”** means the Minister defined in Section 1(1)(v) of the Act;
- (l) **“Non-Employer”** means a person who does not meet the definition of “employer” in Article 2.1(i);
- (m) **“Non-Regulated Member”** means a Member in a voluntary category of membership under section 33 of the Act;
- (n) **“Practice Permit”** means a Practice Permit issued to a Regulated Member in accordance with Section 19 of the Dental Technologists Profession Regulation;
- (o) **“Public Member”** means a person appointed as a Public Member under the Act;
- (o) **“Register”** means a register established in accordance with the Health Professions Act, the Dental Technologist Profession Regulation, or the College’s Bylaws;
- (p) **“Registrar”** means the title and position of Registrar for the College as appointed by the Council pursuant to Section 8 of the Act;
- (q) **“Registration, Education and Competence Committee”** means the Registration Committee established by Council in accordance with section 9 of the Act;
- (r) **“Registered Office”** means the Registered Office for the College as described in Article 8.1;
- (s) **“Regulated Member”** means a person who is a registered member under section 33 of the Act;
- (t) **“Regulation”** means the Dental Technologists Profession Regulation, AR243/2004;
- (u) **“Special Meeting”** means any meeting of the College called pursuant to Article 7;

## **2.2 Interpretation**

The following rules of interpretation must be applied in interpreting these Bylaws:

### **2.2.1 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.

### **2.2.2 Number and Gender**

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

### **2.2.3 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.

## **ARTICLE 3 – OBJECTIVES OF THE COLLEGE**

- 3.1** The objectives of the College are to regulate the profession of Dental Technologists and Dental Technicians in Alberta pursuant to the Act and the Regulation and to administer and manage the affairs of the College consistent with the Bylaws, Standards of Practice, Code of Ethics, Council policies, directives and guidelines, as amended from time to time.

## **ARTICLE 4 – MEMBERSHIP**

- 4.1 Categories of Membership** – Membership shall be composed of Regulated Members and Non-Regulated Members.
- 4.2 Regulated Members** – A Regulated Member shall be an individual who:

(a) meets the registration requirements set out in the Act and Regulation;

- (b) has completed any and all additional requirements set out by Council; and
- (c) has paid the applicable and registration fees.

The categories of Regulated Members are:

- i. Dental Technologist;
- ii. Dental Technician;
- iii. Courtesy Dental Technologist; and
- iv. Courtesy Dental Technician.

**4.3 Non-Regulated Members** - A Non-Regulated Member shall be an individual who:

- (a) meets the requirements set out in these Bylaws; and
- (b) has paid the applicable fees.

The categories of non-regulated members include:

- i. Practicum Student;  
Practicum student membership may be granted to an individual who meets the requirements for practicum student membership as determined by Council.
- ii. Educational Student;  
Educational student membership may be granted to an individual who:
  - (a) is a student of a dental technology program in the Province of Alberta, which is approved by Council;
  - (b) is not eligible to hold a Practice Permit;
  - (c) pays an annual fee, as determined by Council from time to time; and
  - (d) meets any and all other application requirements as determined by Council.
- iii. Dental Laboratory Technician Assistant;

Dental laboratory technician assistant membership may be granted to an individual who meets the requirements for dental laboratory assistant membership as determined by Council.

iv. other categories as Council may deem appropriate.

#### **4.4 Title, Abbreviations, or Initials**

4.4.1 Only those members who:

- (a) maintain current registration with the College; and
- (b) meet the requirements of registration established by the Council shall be entitled to use the following titles, abbreviations or initials:
  - i. Registered Dental Technologist - “RDT”
  - ii. Registered Dental Technician - “DT”

4.4.2 Council may establish non-regulated member titles, abbreviations or initials, as deemed appropriate.

4.4.3 Upon ceasing for any reason to be a Member of the College, the right to use the designator titles, abbreviations, or initials as indicated in 4.4.1 and 4.4.2 shall cease.

#### **4.5 Application for Membership**

4.5.1 An individual may become a Member by meeting the applicable requirements as set out in the Act, the Regulation, or the Bylaws and by submitting the required forms, documentation and applicable fees.

4.5.2 To become a Regulated Member the Registrar must refer any completed application to the Registration, Education and Competence Committee for their determination.

#### **4.6 Application for Practice Permit**

4.6.1 The Registrar shall consider all completed applications for a Practice Permit. Individuals applying for a Practice Permit must complete an application.



4.6.2 A Practice Permit shall be effective on January 01 and shall expire on December 31 each year unless otherwise indicated on the Practice Permit.

#### **4.7 Practice Permit Renewal**

A completed application form for a Practice Permit renewal as prescribed by Council, along with the required Practice Permit Fee(s), must be received by the College prior to November 01 of each year. All Practice Permit fees should be paid electronically.

#### **4.8 Reinstatement of Regulated Members**

##### **4.8.1 Reinstatement Application**

A Regulated Member whose Practice Permit is cancelled under the Act or the Regulation, except if cancelled under Part 4 of the Act, may apply for reinstatement of the Practice Permit to the Registration, Education and Competence Committee by:

- (a) completing the form(s) required by Council;
- (b) submitting the form(s) and the reinstatement fee(s), as determined by Council;
- (c) submitting appropriate verification of competence requirements; and
- (d) submitting information or any other requirements determined by the Registration, Education and Competence Committee.

##### **4.8.2 Reinstatement Decision**

As soon as reasonably possible, the Registration, Education and Competence Committee shall consider a completed application for reinstatement and must:

- (a) approve the application with or without conditions;
- (b) defer approval of the application until the applicant has successfully completed any requirements prescribed by the Registration, Education and Competence Committee; or

- (c) refuse the application.

#### 4.8.3 **Approval, Refusal or Deferral**

If the Registration, Education and Competence Committee approves subject to conditions, refuses, or defers an application for reinstatement of a Regulated Member's Registration, Practice Permit, the Registration, Education and Competence Committee must provide written reasons for its decision to the Registrar, who in turn must advise the applicant of the decision in accordance with College policies.

#### 4.8.4 **Review Application**

- (1) An applicant whose application for reinstatement as a Regulated Member pursuant to Article 4.8.1, has been accepted subject to conditions or is deferred or refused by the Registration, Education and Competence Committee, 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 4.8.4(2).
- (2) A request for a review by the Council must:
  - (a) be in writing;
  - (b) set out the reasons why the application for reinstatement should be approved with or without conditions; and
  - (c) be given to the Registrar, who must then provide a copy of the request to the Council.
- (3) On being given a letter of request, the Registrar must notify the applicant within 30 days, of the time and place at which the Council will conduct the review.
- (4) A review must be commenced no later than 60 days after the Registrar is given the letter of request unless the parties agree to the contrary.
- (5) The College may charge a fee for the review, pursuant to Article 4.10 of these Bylaws.

#### **4.8.5 Review of Reinstatement Decision**

- (1) An applicant and the Registrar and/or the Registration, Education and Competence Committee, may appear with or without Counsel and make representations to the Council at a review.
- (2) On reviewing a decision pursuant to a request for a review under Article 4.8.4, the Council may:
  - (a) confirm, reverse or vary the decision of the Registration, Education and Competence Committee and make any decision that the Registration, Education and Competence, Committee could have made;
  - (b) refer the matter back to the Registration, Education and Competence Committee and direct the Registration, Education and Competence Committee to make a further assessment of the application and make a decision under Article 4.8.2 on the application; and
  - (c) make any further requirements the Council considers necessary, for the purpose of carrying out its decision.
- (3) The Council must on making a decision, give the applicant and the Registrar a copy of its decision with reasons for the decision.

#### **4.9 Membership Year**

##### **4.9.1 Expiry Date**

An annual permit for a Regulated Member and a Non-Regulated Member expires on December 31 of each year unless otherwise indicated on the Practice Permit.

##### **4.9.2 Term of Practice Permit**

A Practice Permit or other designation shall be effective on January 01 and shall expire on December 31 of each year unless otherwise indicated on the Practice Permit or other designation.

#### **4.10 Membership Fees**

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4.10.1 After consultation with the Members at either an Annual General Meeting or Special Meeting, the Council shall within a reasonable time before the beginning of the College's fiscal year, establish:

- a) The Registration fee payable by Regulated Members and Non-Regulated Members;
- b) The Annual Practice Permit fee payable by Regulated Members and the annual fee payable Non-Regulated Members;
- c) The Practice Permit fee payable by Courtesy Regulated Members;
- d) Reinstatement fees payable by Members;
- e) Any Membership or other fees including late fees payable by Regulated Members, or Non-Regulated Members;
- f) Any fees for appeals to the Council; and
- g) Any other fees payable as deemed necessary by the Council.

4.10.2 All Membership fees, including late fees will be posted on the College website as soon as they are determined and available.

## **4.11 Rights and Privileges of Members**

### **4.11.1 Privileges of Regulated Members**

Regulated Members in good standing shall be entitled to all privileges and services of the College, including the right to:

- (a) titles, abbreviations and initials;
- (b) vote at meetings of the College
- (c) hold office; and
- (d) professional liability insurance provided by the College.

### **4.11.2 Privileges of Non-Regulated Members**

Non-regulated Members in good standing shall be entitled to all services of the College as determined by the Council, including the right to:

- (a) title, abbreviations and initials as outlined in Article 4.4.2; and

- (b) participate in discussion of all non-regulatory matters at meetings of the College.

For clarity, a Non-Regulated member is not entitled to the following privileges:

- i. vote at meetings of the College;
- ii. hold office; and
- iii. professional liability insurance provided by the College.

#### **4.12 Continuance of Membership**

Registration as a Member of the College continues in effect if the individual provides to the Registrar in a timely manner:

- (a) any changes to the information required to be provided to the Registrar under the Act, Regulation, or Bylaws;
- (b) reports on the progress of any continuing competence activities or any required educational training; and
- (c) on request of the Registrar, provides evidence satisfactory to the Registrar of continued compliance with conditions imposed on an individuals' Practice Permit.

##### **4.12.1 Obligations of Regulated Members**

- (a) Every Regulated Member of the College shall abide by the Act, Regulation, By-Laws, Standards of Practice, Code of Ethics and Council policies, directives or guidelines communicated to the Members by Council;
- (b) Every Regulated Member shall maintain a business address in Alberta and shall advise the Registrar in writing of that address and of any change in that address forthwith after the change occurs.

#### **4.12.2 Obligations of Non-Regulated Members**

Every Non-Regulated member shall abide by the Act, the Regulation, By-Laws, Standards of Practice, Code of Ethics and Council policies, directives or guidelines communicated to the Members by Council as if they were a Regulated Member.

#### **4.12.3 Additional Requirements for Membership**

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

- (a) all Practice Permit and membership fees payable by the Member have been received in full; and
- (b) no fines, fees, costs, dues or levies are owing to the College; and
- (c) in the case of Regulated Members, the Regulated Member has a valid Practice Permit and their registration has not been suspended or cancelled pursuant to Part 2 or Part 4 of the Act or the Regulation.

#### **4.12.4 Payment of Fees, Penalties, Costs, Levies or other Assessments**

- (a) The Registrar, after giving 30 days or more notice to the Regulated Member, may cancel the Regulated Member's Practice Permit in accordance with the Act and Regulation.
- (b) If any, fees, penalties, costs, levies or other assessments have not been paid by the specified date set forth in the notice above, the Registrar may have the Regulated Member's name removed from the College's general register and their registration shall stand cancelled.

### **4.13 Cessation of Membership**

4.13.1 If, for any reason, including death, a person ceases to be a member of the College, the rights and privileges of the Member shall cease.

4.13.2 Any Member whose name has been removed for reasons other than death shall be obligated to return their Certificate of Registration to the College.

#### **4.13.3 Resignation of Membership**

A Regulated Member of the College may resign their membership as provided for in the Act. A Member may resign from the College by submitting:

- (a) a request for resignation in writing;
- (b) a signed and notarized statutory declaration;
- (b) payment of any fines, fees, costs, dues or levies owing at the time of the resignation request;
- (c) return of Practice Permit; and
- (d) return of all membership card(s).

#### **4.13.4 Cancellation of Registration**

A Member's registration may be cancelled pursuant to the Act or Regulation.

### **ARTICLE 5 – GOVERNANCE**

#### **5.1 Council**

##### **5.1.1 Composition of Council**

Membership of Council is comprised of:

- (a) 6 Councillors elected in accordance with section 5.2 of these By-Laws, of whom, there can be no more than three (3) employers elected.
- (b) Two Councillors will be public members appointed by the Lieutenant Governor in Council in accordance with the Act; and
- (c) The immediate past President as an ex officio member.

##### **5.1.2 Authority of Council**

The governing body of the College is the Council. Council is empowered to:

- (a) set policies, directives or guidelines for the guidance of members, officers and officials of the College that conform to the Act, the Regulation and the Bylaws;
- (b) appoint officials as set out in Article 5.1.4;
- (c) create standing, ad hoc and other special committees as may be necessary to assist the Council in carrying out its duties;
- (d) enter into agreements including those with other institutions and societies;
- (e) oversee all financial transactions and ensuring a written financial statement is submitted at each regular meeting of Council;
- (f) oversee all financial transactions and ensure a written financial statement and projected budget for the upcoming year are submitted annually at a Regulated Members meeting or by electronic communication to their last known contact information.
- (g) deposit or invest operating monies in any of the following: a Canadian chartered bank, trust company, treasury branch, credit union, securities of the government of Canada or the government of any province of Canada;
- (h) invest the funds of the College in such investments and securities as the Council may see fit subject to Article 9;
- (i) grant awards, bursaries, grants, per diems or other allowances as determined by Council;
- (j) delegate authority and responsibility in writing for implementation of College policies, directives or guidelines to the Executive Director or Registrar; and
- (k) take any other action that is required by relevant legislation.



### 5.1.3 Decisions of Council

- (a) Decisions of Council shall be made as follows:
  - (i) at a Council meeting, by a vote of a majority of those present and voting at a meeting;
  - (i) during a telephone conference, by a vote of a majority to those members participating in the telephone conference and who vote;  
or
  - (ii) at a vote held by mail, facsimile, or electronic means, by a vote of a majority of those participating in the vote;
- (b) an ex-officio member of Council shall not vote;
- (c) all Councillors, including the President, present at the Council meeting shall each be entitled to one vote;
- (d) any 3 Councillors may by resolution in writing require the President to convene a special meeting of Council. The requisition shall state the object of the meeting so required; and
- (e) if the President does not cause a meeting to be held within fourteen days of the requisition being received by the President, the requisitionists may themselves convene a meeting, by providing not less than seven days notice in writing to all Councillors.

### 5.1.4 Executive Committee of Council

The Executive Committee of Council of the College shall consist of:

- (a) the President, who shall preside over all meetings of the College and the Council;
- (b) the Vice-President; and

- (c) the Treasurer

All Executive Committee members must be Regulated Members in good standing and be elected by the Council.

The Executive Committee of Council shall carry out, along with the Executive Director, the day to day business of the College as delegated by the Council subject to:

- (a) the Bylaws and policies of the College; and
- (b) any specific directive given to it by the Council

The Executive Committee of Council may authorize expenditures set forth in the annual budget, and it shall report its activity regularly to Council.

## 5.2 Election to Council

- (a) The election of Councillors shall be held at such time and place as decided by Council.
- (b) All Regulated Members in good standing are deemed to be qualified electors.
- (c) Elections will take place every 3 years on or before May 1st.

5.2.1 The Registrar, under the direction of the Nomination and Election Committee, no later than 60 days before the date set for the election of the Councillors, shall forward, by electronic communication to their last known contact information, to each Regulated Member in good standing;

- (a) a notice of the time and date fixed for the election of Councillors; and
- (b) a call for nominations, including a blank nomination form and the closing time and date for nominations.

5.2.2 In order for a nomination to be valid it shall be returned to the Nomination and Election Committee in the care of the College office so as to reach the College office no later than the date and time set out in the call for nominations.

5.2.3 In total, six (6) Councillors will be elected and there will be no more than three (3) employers elected. The Nomination and Election Committee shall determine the Councillors based on the number of votes received by each

candidate. In the event of a tie vote, the Chief Electoral Officer shall cast the deciding vote.

All Regulated Members of the College who are in good standing as set out in Article 4.2 and are residents of Alberta, are eligible for nomination as a Councillor by three qualified electors. Each qualified elector may nominate only one Regulated Member to each vacancy.

#### 5.2.4 **Appointment of Nomination and Election Committee**

- (a) The Council shall appoint a Regulated Member in good standing as Chief Electoral Officer to oversee votes by the membership. The Chief Electoral Officer shall follow the policies established by Council, as necessary for governing any member vote.
- (b) The Chief Electoral Officer shall appoint at least two (2) Regulated Members in good standing and may appoint one (1) Public Member to serve as Electoral Officers for any vote. This shall constitute the Nomination and Election Committee.

### **5.3 Voting**

- 5.3.1 (a) The Registrar, under the direction of the Nomination and Election Committee, not later than ten (10) days before the date fixed for the election, shall forward by email a link to a designated web site to every qualified elector on the General Register which will contain a statement of the number of vacancies to be filled and a ballot containing the names of all persons duly nominated for election..
- (b) Ballots shall be received through a secure web site hosted by an external provider designated by the Registrar that ensures anonymity and which is both certified and secure.
- (c) Upon holding of the election, all ballots shall be checked against the list of eligible voters and electronically counted through a secure web site hosted by an external provider designated by the Registrar before the hour fixed for the holding of the election.
- (d) Regulated Members will be notified of the electronic results as soon as possible following the close of voting.

(e) The Registrar shall ensure that the ballots are retained for a period of sixty (60) days and at the expiration of such time, if no proceedings are in the meantime taken to set aside the election, shall have the ballot data deleted.

5.3.2 In the electronic voting process any accidental or technical oversight, or omission in the giving of a notice or any other document required under these Bylaws does not invalidate any election result as determined by the Nomination and Election Committee.

## **5.4 Councillor Vacancy**

5.4.1 A Councillor may at any time resign by letter directed to the Council and in the event of resignation or in the event of any vacancy by death, incompetency or otherwise, a majority of the remaining Councillors may appoint any Regulated Member in good standing of the College, who is a resident of Alberta, to fill the vacancy. The replacement Councillor will only fill the vacancy for the remainder of the term of the replaced Councillor. However, the replacement Councillor will be eligible to run for re-election, subject to Article 5.7.1.

5.4.2 A Council member's position on the Council is vacated if for any reason the Council member's Practice Permit as a Regulated Member is suspended or cancelled or the Council member is convicted of an indictable offence.

5.4.3 If the required number of members of the Council is not nominated or elected, the newly elected Council may appoint any Regulated Member in good standing who is a resident of Alberta to fill the vacancy for the duration of the term.

## **5.5 Removal From Council**

5.5.1 Pursuant to a resolution made by a Councillor, a Councillor may be removed from the Council by a two-thirds majority vote of the other members of the Council after the affected 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 or any other electronic method as set out in the removal resolution.

- 5.5.2 A Councillor will be automatically removed as a Councillor:
- (a) If the Councillor falls into arrears greater than thirty (30) days in payment of any costs, fees, levies, dues and assessments required by the College or becomes insolvent;
  - (b) If the conduct of the Councillor is found to constitute unprofessional conduct under the Act, that Councillor may be removed from the Council by a simple majority vote of the other members of the Council.
  - (c) If a 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.

## 5.6 Meetings of Council

Council shall meet on a regular basis for the dispatch of business, adjourn and otherwise regulate their meeting and proceedings as required pursuant to the provisions of the Act, Regulation and these Bylaws.

- 5.6.1 The President or three (3) members of Council may call meetings of the Council at any time deemed necessary or advisable.
- 5.6.2 Any meeting of the Council may be held at such times and places and in such manner as the Council shall determine, including by means of telephone, electronic or other communication facilities that will permit all persons participating in the meeting to communicate with each other.
- 5.6.3 The President shall Chair and preside over all meetings of the Council. In the President's absence the Vice-President shall assume the Chair. In the event that neither the President nor Vice-President are in attendance the Councillors present shall choose one of their members to act as Chair.
- 5.6.4 A quorum for meeting of the Council is four (4) Councillors of which 3 are elected and one (1) is a Public Member.
- 5.6.5 Each Councillor shall have one vote regardless of the number of titles or positions held.

5.6.6 The Chair, with the approval of the majority of those Councillors at the meeting, may invite other individuals to take part in the discussions on pertinent business at any meeting of the Council.

5.6.7 In the event of a tie vote, the vote of the Chair shall decide the vote.

## 5.7 **Term of Office**

5.7.1 The term of office for Councillors shall be three (3) years, with all duties and responsibilities commencing at the first meeting of Council following the election.

5.7.2 A Councillor shall be eligible for re-election to a maximum of two (2) terms or 6 years in total. A Councillor, having served the maximum allowable period of 2 terms, shall not be eligible for re-election for a minimum of one year.

5.7.3 At the first meeting following an election of Councillors the Council shall elect a President, Vice President, and Treasurer, who shall remain so until their term of office shall be complete and act as an Executive Committee of Council. Once elected as a member of the Executive Committee of Council that person shall remain as a member of the Executive Committee of Council until their term as a Councillor is complete. At each subsequent election of Councillors if there are any vacancies on the Executive Committee of Council the appropriate elections shall be held.

5.7.4 The immediate Past-President may continue to be an ex-officio Councillor for a one-year period after completion of the term of President.

## **ARTICLE 6 – DELEGATION**

6.1 Subject to section 19 and 20 of the Act:

(a) Council may, by resolution, delegate any powers and duties under the Act, the Regulation and these By-Laws to one or more persons or committees.

(b) A person or committee to whom a power or duty is given under the Act or these By-Laws may by letter delivered to the College and stating the delegates name and contact information delegate the power or duty to one or more persons or committees subject to the written approval by Council.

**6.2** As soon as practicable following a vacancy of these positions, the Council shall choose individuals to fill the following positions:

- (a) a Complaints Director;
- (b) a Hearings Director;
- (c) a Registrar;
- (d) a Privacy Officer; and
- (e) an Executive Director

The Complaints Director and the Hearings Director may not be the same person, nor may any person be delegated the powers of both the Complaints Director and the Hearings Director.

6.2.1 The Council shall employ an Executive Director, who shall have charge and care of the day to day affairs of the College. They may act as Registrar and Complaints Director if appointed, or, in the appropriate circumstances and with the concurrence of the Council, delegate such authority.

**6.3** The College shall keep an Officials Directory containing the names and contact information of:

- (a) the Councillors and delegates;
- (b) the Complaints Director and any delegate;
- (c) the Hearings Director and any delegate;
- (d) the Registrar or any delegate;
- (e) the Privacy Officer and any delegate; and
- (f) the Executive Director and any delegate;

The Officials Directory must be made available to the public during regular business hours.

- 6.4** Only Council may terminate the positions, or any delegates of those positions, set forth in Section 6.2.
- 6.5** Only Council may appoint or terminate professional service providers to the College, including but not limited to the College's Chartered Accountant and Legal Counsel.

## **ARTICLE 7 – MEETINGS OF THE COLLEGE**

### **7.1 Meetings of the College**

The Council may call a meeting of the College at any time Council considers advisable. Council may fix the time and place thereof, and designate the notice to be given to the Regulated Members.

7.1.1 Only Councillors of Council, including Public Members, and Regulated Members may vote at meetings of the College.

7.1.2 A quorum at all meetings of the College shall consist of 6% of Regulated Members who are personally present. If there is not quorum within thirty minutes of the time specified in the notice, Council shall be authorized to conduct matters of business not requiring a vote which was to have been addressed at such meeting. Council will then be required to call a further meeting of the College in a timely fashion.

7.1.3 If a Regulated Member wishes to raise an issue at a meeting of the College the Regulated Member may bring the matter forward for discussion purposes only. Discussion at the meeting does not affect the ability of the Council, the Executive Council or the officers of the College from conducting business of the College.

7.1.4 Twenty percent (20%) of the Regulated Members in good standing can requisition a meeting of the College by advising the President of the College in writing.

### **7.2 Parliamentary Authority**

Unless otherwise provided for herein, meetings shall be conducted in accordance with the latest edition of Roberts Rules of Order.



## **ARTICLE 8 – FINANCE AND OTHER MANAGEMENT MATTERS**

### **8.1 Registered Office**

The Registered Office of the College and the principle place of business shall be located in Edmonton, Alberta.

### **8.2 Finance and Auditing**

8.2.1. The fiscal year of the College ends on December 31 of each year.

8.2.2 There must be an audit of the books, accounts, and records of the College at least once each year.

8.2.3 The most recent financial statements will be posted on the College website as soon as it is available.

8.2.4 The College's annual budget shall be prepared by the Finance Committee and will be presented to Council for approval.

8.2.5 The approved budget, as well as the audited financial statements will be made available to the Members.

### **8.3 Seal of the College**

The responsibility for the seal of the College, and its use and procedures to be followed in its use, shall be determined by the Council.

### **8.4 Cheques and Contracts of the College**

8.4.1 The Council shall appoint three (3) signing officers.

8.4.2 Any two (2) of the designated signing officers shall sign all cheques drawn on the monies of the College. Two signatures are required on all cheques.

8.4.3 All contracts of the College shall be reviewed by Council and executed by any two (2) signing officers.

## **8.5 Preparation, maintenance and inspection of the books and records of the College**

8.5.1 All minutes of the College, Council, committees and all other relevant records shall be maintained at the principal place of business of the College.

8.5.2 All documents are subject to the policy for retention of records of the College.

## **8.6 Protection and Indemnity**

8.6.1 Every Council Member, committee member, delegate, employee of the College or individual appointed pursuant to section 6.2 shall be indemnified and saved harmless by the College from and against all costs, charges and expenses which such individual sustains or incurs in any action, suit, claim or proceeding which is brought, commenced or prosecuted against them for, or in respect of any act, manner or thing done by them in the performance of the duties of their office, except where such action, matter or thing has been done or permitted to be done by them as the result of their own fraud, dishonesty, gross negligence or bad faith.

8.6.2 No Council Member, committee member, delegate, employee of the College or individual appointed pursuant to section 6.2 shall be liable:

- (a) for the acts, negligence or defaults of any other Council Member, committee member, delegate, employee of the College or individual appointed pursuant to section 6.2;
- (b) for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation dealing with the College or the bankruptcy of the College itself; or
- (c) or any other loss, damage or claim that may occur in the execution of the duties of their office;

Unless any of the above shall happen or occur by or through their own fraud, dishonesty, gross negligence or bad faith.

8.6.3 The Council shall procure either insurance or a bond for such indemnity.

## **ARTICLE 9 – INVESTMENTS, DISTRIBUTING ASSETS AND DISSOLVING THE COLLEGE**

**9.1** The Council shall apply and cause to be applied the funds of the College in any manner Council may decide in carrying out or promoting the objects of the College.

**9.2** No part of the income of the College shall be payable to, or otherwise available for the personal benefit of any Councillor or Regulated Member, but the College may reimburse Councillors and Regulated Members for expenses incurred in order to attain the objects of the College.

9.1.1 In the event of the dissolution or winding up of the College, all its remaining assets after payment of its liabilities shall be used to promote dental technology health and education in the Province of Alberta or for such other charitable or educational purposes as Council shall deem appropriate.

9.1.2 The Councillors, the Executive Director or any employee of the Council, shall not be liable for good faith decisions regarding investment of the College funds.

## **ARTICLE 10 – AMENDING THE BY-LAWS, CODE OF ETHICS AND STANDARDS OF PRACTICE**

**10.1** These Bylaws may be added to, amended or repealed in whole or in part by Council provided that:

- i. 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

- ii. Comments will be accepted for a minimum 15-day period following notification to Regulated Members and other stakeholders.

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

10.2.1 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 each Regulated Member by electronic delivery to the last known contact information of each Regulated Member.

- 10.3** Proposed amendments to the Code of Ethics and/or the Standards of Practice shall be done in the same manner as proposed amendments to the Bylaws set forth above and in accordance with Section 133 of the Act.

**ARTICLE 11– PUBLICATION PURSUANT to PART 2 or PART 4 of the ACT**

- 11.1** Information regarding Members may be disclosed and released subject to provisions of the Act, any other government legislation and policies approved by the Council relating to decisions or orders under Part 2 or Part 4 of the Act or the Regulation by a Hearing Tribunal, Complaint Review Committee, Registration, Education and Competency Committee, Registrar or the Council including any information respecting any decision or order made by any of the foregoing.
- 11.2** For the purposes of section 60(6)(a) of the Act, the Registrar may in accordance with any policies approved by Council, 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 Part 4 of the Act.

**ARTICLE 12 – MISCELLANEOUS**

- 12.1** If there is a conflict between the Bylaws and the Act or Regulation, the Act or Regulation shall prevail.
- 12.2.1** In the event that any portion of these Bylaws shall be found to be illegal, contrary to any Statute or inoperative, the remainder of the Bylaws shall remain in full force and effect. Upon the declaration of any Court of competent jurisdiction as to the inapplicability of any portion of these Bylaws the Council shall forthwith enact appropriate replacement provisions that carry out the purpose and intent of the struck out portion.
- 12.2.2** Notwithstanding anything contained in the Bylaws, any communication may be made electronically.