

Saskatchewan College of Paramedics
Administrative Bylaws
Section 15(1) The Paramedics Act
Amended June 12, 2009

COLLEGE		FEES	
1.	Title	26.	Establishing Fees
2.	Definitions	27.	Initial Processing Fee
3.	Seal	28.	Annual Practising License
4.	Fiscal Year	29.	Restricted License Fee
		30.	Life Membership Fee
		31.	General
		32.	Late Fees & Reinstatement Fees
		33.	Other Fees
COUNCIL OF THE COLLEGE		COMMITTEES	
5.	32.	34.	Council Committees
6.	Term of Office	35.	Statutory Committees
7.	Powers and Functions	36.	Executive Committee
8.	Removal from Office	37.	Legislation and Bylaws Committee
9.	Council Meetings	38.	Education Committee
10.	President	39.	Audit Committee
11.	Vice-President	40.	Nominations Committee
12.	Members-at-Large	41.	Staff Advisory Committees
13.	Executive Director	42.	Special Committees
14.	Signing Officers	43.	Ad Hoc Committees
ELECTIONS		REIMBURSEMENT OF EXPENSES	
15.	Election of Council	44.	Council and Committees
16.	Polling Day	45.	Other
17.	Nominations		
18.	Ballot		
19.	Voting		
20.	Counting the Ballots		
MEETINGS OF THE COLLEGE			
21.	Annual Meeting		
22.	Special Meetings		
23.	Quorum		
24.	Voting		
25.	Parliamentary Authority		

Certified to be a True Copy
June 19, 2009

Lily A. Stonehouse
Executive Director

COLLEGE

1. **Title**

1.1 These bylaws may be cited as the Administrative Bylaws of the Saskatchewan College of Paramedics.

2. **Definitions**

2.1 In these bylaws:

2.1.1 "Act" means *The Paramedics Act*, and

2.1.2 "public appointee" means a person who is appointed to the Council pursuant to section 9 of the Act.

3. **Seal**

3.1 The seal of the college shall be the seal whose imprint is found on Appendix A.

4. **Fiscal Year**

4.1 The fiscal year of the college is the calendar year.

COUNCIL OF THE COLLEGE

5. **Eligibility for Council**

5.1 Practising and non-practising members of the college may be elected as members of the council with the following exceptions:

5.1.1 employees of the college shall not hold elected office; and

5.1.2 elected officers shall not hold the same office for more than two consecutive terms.

6. **Term of Office**

6.1 The term of office for the elected members of the council shall be three years and shall begin at the close of the annual meeting at which the member is elected.

6.2 Notwithstanding the previous paragraph, at the first election of council members to the college, following the proclamation of the Act, six members shall be elected as follows:

- 6.2.1 the positions of president and vice-president shall each be elected for a term of three years;
 - 6.2.2 two positions of members at large shall each be elected for a term of two years; and
 - 6.2.3 two positions of members at large shall each be elected for a term of one year.
- 6.3 The vice-president succeeds to the office of president on the expiry or termination of the president's term of office and thereafter continues in office as the president of the college, subject to the provisions of 6.4 and 6.5.
- 6.4 If the vice-president succeeds to the office of president during the first year of the previous president's term, the person:
- 6.4.1 holds office as president for the remainder of the predecessor's term of office, and
 - 6.4.2 continues in office thereafter as president for a further one year.
- 6.5 If the vice-president succeeds to the office of president during the second or third year of the previous president's term, the person:
- 6.5.1 holds office as president for the remainder of the predecessor's term of office, and
 - 6.5.2 continues in office thereafter as president for a further two years.

7. Powers and Functions

- 7.1 The Council shall govern the affairs of the college and without restricting the generality of the foregoing shall:
- 7.1.1 establish policies as necessary to further the goals of the college;
 - 7.1.2 establish policies governing examinations, registration and licencing, temporary licencing, and the admission of members;
 - 7.1.3 establish policies governing the financial affairs of the college including the management of surplus funds;
 - 7.1.4 establish policies governing the appropriation, investment and disbursement of the funds of the college;
 - 7.1.5 establish policies governing the proposed budget of the college;

- 7.1.6 recommend to the college membership revisions to, or amendment of, the bylaws;
- 7.1.7 participate in the public relations program of the college;
- 7.1.8 establish a mechanism for regularly evaluating the college;
- 7.1.9 submit to each annual meeting of the college an audited financial statement of the operations of the college for the past calendar year;
- 7.1.10 appoint the executive director of the college; and
- 7.1.11 link with members and the public.

8. Removal from Office

8.1 Elected members of council, and elected or appointed members of college committees or membership units, whose conduct or activity is detrimental to or incompatible with the objects and policies of the group may be removed or suspended from office.

8.2 The matter shall be dealt with by the council upon written request from five members of the college.

8.3 Notice of motion for removal or suspension of any member must be given to the member concerned and to all members of the particular committee or group and all members of the council 30 days before the council meeting.

8.4 The motion to remove or suspend must be passed by a two-thirds vote at the council meeting.

9. Council Meetings

9.1 Meetings of the council shall be called by the president or as arranged at a previous meeting of the council with not less than four meetings being held between annual meetings.

9.2 Meetings of Council may be held in person, by conference call or tele-conference, or by means of an email or internet poll.

9.3 Reports of council meeting decisions shall be provided to the membership and the public by means of timely posting on the college web site.

OFFICERS AND EMPLOYEES

10. **President**

10.1 The president shall:

- 10.1.1 preside at all general and special meetings of the college, and of the council;
- 10.1.2 perform all duties pertaining to this office;
- 10.1.3 be accountable for the integrity of the council's process; and
- 10.1.4 represent the council to outside parties.

11. **Vice-President**

11.1 The vice-president shall:

- 11.1.1 in the absence of the president perform the duties of the president;
- 11.1.2 act as chairperson of the Audit Committee;
- 11.1.3 perform such duties as may be assigned by the council or the president;
and
- 11.1.4 succeed to the office of president.

12. **Members-at-Large**

12.1 The members-at-large shall:

- 12.1.1 in the absence of the president and vice-president, choose one of their members to perform the duties of the president; and
- 12.1.2 perform such duties as may be assigned by the council or the president.

13. **Executive Director**

13.1 The executive director shall be appointed by and accountable to the council and shall:

- 13.1.1 carry out the policies established by council pertaining to the management and administration of the affairs of the college;
- 13.1.2 act as treasurer of the college:

- 13.1.2.1 ensure complete and accurate accounts are kept;
- 13.1.2.2 make a financial report to the council and the audit committee quarterly and to the membership at the annual meeting;
- 13.1.3 act as secretary of the college:
 - 13.1.3.1 keep the register of the college;
 - 13.1.3.2 keep all records of the college, including a record of all meetings of the college and the council;
 - 13.1.3.3 notify all members of all regular and special meetings, and send out to members appropriate information and documentation prior to any special or annual meeting;
 - 13.1.3.4 issue all notices required by statute, by these bylaws, or by resolution of the council;
- 13.1.4 be responsible for employment, assignment and supervision of staff, and the administration of salaries;
- 13.1.5 be an ex-officio non-voting member of all council committees with the exception of the nominations committee and the statutory committees;
- 13.1.6 act as advisor to the president; and
- 13.1.7 have custody of the seal of the college.

14. **Signing Officers**

- 14.1 Signing officers shall include the president, the executive director, and one or more other council member(s) as appointed by council.
- 14.2 Cheques shall be co-signed by two signing officers of the college.

ELECTIONS

15. **Election of Council**

- 15.1 For the purposes of clause 8(2)(a) of the *Act*, the total number of practising and non-practising members to be elected to comprise the council is six, including:

- 15.1.1 the president;
- 15.1.2 the vice-president; and
- 15.1.3 one member-at-large nominated from the members employed within the fire-fighting sector; and
- 15.1.4 three members-at-large nominated from the members registered as EMRs, EMTs, EMT-As and EMT-Ps;

15.2 Subject to 6.4 and 6.5, two council members shall be elected every three years for three-year terms on a staggered basis;

16. **Polling Day**

16.1 Polling day for the election of members of council and elected members of the nominations committee to be elected in any year is one week prior to the first day of each annual general meeting of the college.

17. **Nominations**

17.1 At least 90 days prior to polling day, the nominations committee shall submit its list of nominations to the executive director so that the ballot can be prepared.

17.2 All nominations must be accompanied by the written consent of the nominees.

17.3 A person must reside in Saskatchewan to be nominated and elected.

18. **Ballot**

18.1 Council shall prescribe the form of the ballot, which shall contain instructions to vote as set out in these bylaws, on which the names of all nominees shall be placed in the alphabetical order of their surnames.

18.2 The executive director shall, at least 30 days before polling day, or as soon as possible in the case of a member registered after that day, mail or deliver to each member who is eligible to vote a secure ballot.

19. **Voting**

19.1 Each member who votes shall:

- 19.1.1 vote for the required number of candidates to fill each vacancy, as indicated on the ballot, by marking an "X" opposite the name of the candidate of the member's choice; and

19.1.2 deliver the ballot to the executive director in a secure manner before noon on polling day.

20. Counting the Ballots

20.1 In order to be counted, ballots must reach the executive director by noon on polling day.

20.2 The executive director shall appoint at least two scrutineers, and any candidate for election is entitled to have a scrutineer present when the ballots are counted.

20.3 The executive director or his or her designate shall certify the eligibility of each voter and shall deliver the secure ballots to the scrutineers who shall count the votes and report the result of the vote to the executive director.

20.4 In the case of a tie vote for any office, the president shall cast the deciding vote.

MEETINGS OF THE COLLEGE

21. Annual Meeting

21.1 Notice of the annual meeting shall be provided to the membership at least 60 days prior to the date of the meeting.

21.2 Notice of the annual meeting shall be provided to the public.

21.3 Notice as referenced in 21.1 and 21.2 shall include web site posting or email.

21.4 The annual report shall be available to members of the college at least fourteen days prior to the date of the meeting.

21.5 Copies of the annual report shall be made available to the public upon request.

21.6 A resolution to amend bylaws may be proposed by a member in good standing to the annual meeting.

21.6.1 Resolutions shall be proposed by at least two members and shall take the form prescribed in College policy.

21.6.2 All resolutions shall be reviewed by the legislation and bylaws committee prior to being proposed at the annual meeting.

22. Special Meetings

22.1 Council may call for a special meeting of the college.

22.2 Notice of a special meeting shall state the business to be considered at such a meeting.

23. Quorum

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

24. Voting

24.1 All questions voted on at a meeting of the college, except as otherwise specified for bylaws in the *Act*, shall be decided by a plurality of the votes cast. Each practising member shall be entitled to one vote.

24.1.1 Abstentions will not be considered in calculating a plurality or two thirds majority of votes; only actual votes cast will be considered.

24.2 Eligibility to vote at a meeting of the college shall be determined by presentation of a current practising membership card.

25. Parliamentary Authority

25.1 The rules and procedures of the college shall apply to every annual and special meeting as set out in the Rules and Procedures for Annual Meetings of the college. Where such rules and procedures are silent on any point, the meeting shall be conducted in accordance with Kerr and King's *Procedures for Meetings and Organizations*.

25.2 The rules and procedures may be amended or suspended at any annual meeting by a two-thirds majority vote of the practising members at the annual meeting.

FEES

26. Establishing Fees

26.1 Fees will be set by Council and supported by an annual general meeting of the college.

27. Initial Processing Fee

27.1 The processing fee payable for an initial application for registration as a member is:

27.1.1 \$50, in the case of an applicant who has completed the relevant education program to be licensed as an EMR, EMT, EMT-A or EMT-P in Canada; or

27.1.2 \$950, in the case of an applicant who has completed the relevant education program to be licensed as an EMR, EMT, EMT-A or EMT-P program in a country other than Canada, that was not accredited by the Canadian Medical Association, and who has not been registered as an EMR, EMT, EMT-A, or EMT-P in another Canadian jurisdiction.

28. Annual Practising Licence

28.1 The fee payable for an annual practising license for 2010 shall be \$425.

28.1.2 The fee payable for an annual practising license for 2011 and each subsequent year shall be increased from \$425 by the annual rate of inflation rounded up to the nearest \$5.

28.2 The fee payable for an annual non-practising license is \$50.

28.3 If application for initial registration and licensing is made on or after October 1 in any year, the license fee will be 60% of the cost of the annual licensing fee.

29. Restricted License Fee

29.1 The fee for a restricted license shall be the annual licensing fee plus \$100.

30. Life Membership Fee

30.1 There shall be no fee for a life membership.

31. General

31.1 The annual fee is payable on or before December 1 of the prior year to which it relates, and a person who fails to pay the required fee by December 31 ceases to be a licensed practising member as of midnight on December 31.

31.2 The Council may, at its discretion, refund or waive the whole or any portion of any fee or late payment penalty.

32. Late Fees and Reinstatement Fees

32.1 In this section, "licensing year" means the calendar year in respect of which the fee for an annual practising licence is required to be paid.

32.2 If a person fails to pay the required licensing fee on or before December 1 in the year prior to the licensing year, a penalty in the form of a late fee shall be charged. The late fee will be \$50 payable on December 2nd and will escalate weekly by \$25 beginning the Monday after December 2nd, to a maximum of \$275 up to January 31 after which the member will have to apply to be reinstated.

32.2.1 The post mark on mailed applications or the date of the receipt of a FAX, courier delivered or hand delivered application will be the date used to calculate the fee payable.

32.3 If a person fails to pay the required licensing fee and late fee penalty on or before January 31 of the licensing year, the person must apply for reinstatement and pay the fee for reinstatement as a licensed practising member:

32.3.1 where the application for reinstatement is made at any time in the licensing year the reinstatement fee is the fee for that licensing year plus \$275;

32.3.2 where the application for reinstatement is made in a licensing year subsequent to the one in respect of which the fees were required to be paid, is the fee for the annual licence for that licensing year, plus \$275.

33. Other Fees

33.1 The fee to change licensing status during a licensing year is \$50.

33.2 The fee for a returned cheque or a denied credit card charge will be determined by Council.

33.3 The fee for each writing of the Licensing Examination is \$300.

33.4 A member shall protect the security of the member card and certificate of licensure at all times.

33.4.1 Where a member requests an additional or a replacement card or certificate of licensure, the College will not provide a duplicate member card but a replacement certificate of licensure may be issued upon the member supplying a signed statement indicating the reason why the member needs a replacement and paying the fee of \$20.

COMMITTEES

34. Council Committees

34.1 A council committee is any committee created by *The Paramedics Act* or by the council.

34.2 Each council committee with the exception of a statutory committee shall:

34.2.1 perform its duties subject to direction of the council;

34.2.2 meet as frequently as required to fulfill its terms of reference; and

34.2.3 report to the council on the business of the council committee.

34.3 The council shall make all council committee appointments with the exception of the elected members of the Nominations Committee and shall specify an alternate who may be called upon to complete the term of any committee member who resigns during his/her term of office. If the alternate is called upon to complete the term of a committee member, that term shall not be considered as a term of the alternate.

34.4 Policies shall be maintained to guide the council in appointing the members of council committees.

34.5 Where membership on a council committee includes a public representative, unless otherwise specified, the public representative shall be selected by the council from a list of nominees preferably submitted by volunteer organizations named by the college.

34.6 Unless the chairperson is elected or named in the bylaws, the council shall identify the chairperson.

34.7 Each council committee appointment shall be for a term as specified in the policies.

34.8 Each member of a council committee shall have voting power, unless otherwise specified.

34.9 A quorum for a council committee shall be the majority of its members.

34.10 No staff member shall have voting privileges on a council committee.

35. Statutory Committees

35.1 A statutory committee receives its powers and terms of reference directly from *The Paramedics Act* and the regulatory bylaws.

36. Executive Committee

36.1 The membership of the executive committee shall be:

36.1.1 the president who shall be the chairperson;

36.1.2 the vice-president who in the absence of the president shall perform the duties of the chairperson; and

36.1.3 one member at large of the council appointed by the council.

36.2 The duties of the executive committee shall be:

36.2.1 to make necessary decisions between scheduled council meetings;

36.2.2 subject to the bylaws, appoint as required a professional conduct committee to investigate a complaint;

36.2.3 subject to the bylaws, appoint as required a discipline committee to hear a formal complaint contained in a written report of the professional conduct committee;

36.2.4 to carry out any other powers or duties that council may delegate to it pursuant to section 13 of the *Paramedics Act*.

37. Legislation and Bylaws Committee

37.1 The membership of the legislation and bylaws committee shall be:

37.1.1 the president who shall be the chairperson;

37.1.2 three members, all of whom shall be appointed by council and broadly representative of a wide range of practice; and

37.1.3 one of the current public appointees from council.

37.2 The duties of this committee shall be:

37.2.1 to identify options for council consideration regarding potential changes to legislation affecting its members;

37.2.2 to identify options for council consideration regarding potential changes to *The Paramedics Act*;

- 37.2.3 upon direction from the council, to draft revisions for *The Paramedics Act* and bylaws;
- 37.2.4 to review all resolutions proposed for the annual meeting or for council for clarity and compliance with college policy on format and for consistency with other provisions of the Act, bylaws or policies of the college. The Committee may assist in clarifying the intent of the resolution; and
- 37.2.5 to prepare the Resolutions Package to be submitted to the annual meeting.

38. Education Committee

38.1 The membership of the education committee shall be:

- 38.1.1 a member at large of the council who shall be the chairperson;
- 38.1.2 up to eight members, all of whom shall be appointed by council and broadly representative of a wide range of practice; and
- 38.1.3 one of the current public appointees from council.

38.2 The duties of this committee shall be:

- 38.2.1 to identify options for council consideration regarding the annual continuing education standard and a continuing education program;
- 38.2.2 to identify options for council consideration regarding the qualifications for licensure for members;
- 38.2.3 to identify options for council consideration regarding alternative continuing education requirements for members;
- 38.2.4 to identify options for council consideration regarding the development, review and administration of the Saskatchewan licensing examination or any other examination;
- 38.2.5 to identify options for council consideration regarding changes to the annual registration process for members;

38.3 The education committee may appoint subcommittees comprised of committee members and other members, with designated tasks and powers determined by the education committee.

39. Audit Committee

39.1 The membership of the audit committee shall be:

39.1.1 the vice-president who shall be the chairperson;

39.1.2 a non-member who is independent of the college and financially literate and who has a financial designation or relevant financial management expertise; and

39.1.3 a member appointed by council.

39.2 The duties of the committee shall be:

39.2.1 review and approve the financial information that will be provided to council and the members and ensure that this information accurately represents the business activities of the college.

39.2.2 review and approve the systems of risk management and the internal controls established by the executive director and the council to:

39.2.2.1 ensure the college's sound financial performance;

39.2.2.2 ensure that the college's internal controls have integrity and will lead to the production of accurate financial statements and performance reports;

39.2.2.3 ensure that the executive director has appropriate systems in place to identify and manage risk; and

39.2.2.4 prevent financial mismanagement.

39.2.3 recommend the appointment and compensation of the external auditor;

39.2.4 oversee the independence of the external auditor; and

39.2.5 work with the auditor to review audit results;

40. Nominations Committee

40.1 The membership of the nominations committee shall be:

40.1.1 two members elected by ballot for a three-year term on a staggered basis;

40.1.2 one member with previous council experience and one public appointee with previous board experience, both of whom shall be appointed by council for a three-year term on a staggered basis.

40.1.3 notwithstanding paragraph 40.1.1, at the first election of the nominations committee members following the proclamation of the Act, one member shall be elected for a term of three years and one member shall be elected for a term of two years.

40.2 The duties of this committee shall be to:

40.2.1 actively recruit candidates for nomination to fill the member positions on council and on the nominations committee;

40.2.2 prepare a slate of candidates to fill the member positions on council; and

40.2.3 prepare a slate of candidates to fill positions on the nominations committee.

41. Staff Advisory Committees

41.1 A staff advisory committee focuses on products that contribute to the Ends established by council.

41.2 The authority for staff advisory committees comes from the executive director; however, these committees may have a reporting, approval or appeal mechanism relationship with council.

41.3 Staff advisory committees are established by an impartial selection process.

42. Special Committees

42.1 Special committees may be appointed by the council at any time to carry out the objectives of the college and may be dissolved by a resolution of the council.

42.2 Unless established by bylaw, the council shall establish for all special committees:

42.2.1 terms of reference;

42.2.2 membership and term of appointment;

42.2.3 chairperson;

42.2.4 budget allocation.

43. Ad Hoc Committees

43.1 Ad hoc committees may be appointed by the council for a specific purpose on precise terms of reference which state that the committee shall cease to function upon completion of the specific task.

43.2 The council shall establish for all ad hoc committees:

- 43.2.1 terms of reference;
- 43.2.2 membership and term of appointment;
- 43.2.3 chairperson;
- 43.2.4 budget allocation.

REIMBURSEMENT OF EXPENSES

44. Council and Committees

44.1 Travel, honoraria and other expenses of elected members of the council and all committee members of the college, who are attending meetings or travelling on college business, shall be paid from general funds according to the policies of the college.

45. Other

45.1 Under special circumstances the council shall have authority to approve payment of travel and other expenses for non-members who are on college business.

Appendix A – Seal of the College
(put imprint of seal here)