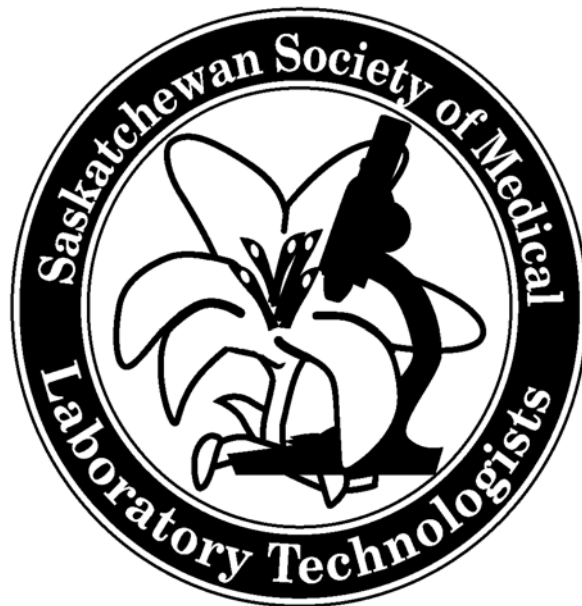


SSMLT BYLAWS



Approved February 2, 1996
Last Amended March 24, 2009

Approved February 2, 1996

Amended February 6, 1998

Amended December 4, 1998

Amended November 5, 1999

Amended March 9, 2001

Amended April 26, 2002

Amended June 20, 2003

Amended October 25, 2003

Amended October 2, 2004

Amended March 24, 2006

Amended Dec 2009

BYLAWS

SASKATCHEWAN SOCIETY OF MEDICAL LABORATORY TECHNOLOGISTS

TABLE OF CONTENTS

BYLAW	PAGE
BYLAW I – MEMBERSHIP	1
Categories of Membership	
BYLAW II – REGISTRATION	
Eligibility	3
Initial Registration as a Member	3
Maintaining Eligibility as a Practicing Member	6
Retired Member Requirements	7
Honorary Member Requirements	8
BYLAW III – EXAMINATIONS	9
Examinations	
BYLAW IV – FEES	
Application Fee	10
Registration Fee	10
Annual Licensing Fee	10
Pro-rating of Fees	10
Fee Payment	10
Penalty Fees	11
Fees for Retired and Honorary Members	11
BYLAW V - COUNCIL OF THE SOCIETY	
Composition	12
Eligibility	12
Nominations	12
Method of Election and Voting	13
Term of Office	13
Council Meetings	13
Powers and Functions	13
BYLAW VI - DUTIES OF COUNCIL MEMBERS AND OFFICERS	
President	15
Vice-President	15
Past-President	15
Council Members	15
Executive Director	16
Signing Officers	16

BYLAW VII - MEETINGS OF THE SOCIETY	
Annual Meeting	17
Special Meetings	17
Quorum	17
Voting	17
BYLAW VIII - STANDING COMMITTEES	
Provincial Standing Committees	18
Counselling and Investigation Committee	18
Discipline Committee	19
Education, Marketing, and Development Committee	20
Nominations Committee	21
Regulatory Affairs Committee	21
BYLAW IX - SPECIAL AND AD HOC COMMITTEES	
Special Committees	23
Ad Hoc Committees	23
BYLAW X – Not Allocated	24
BYLAW XI - FISCAL YEAR	
Fiscal Year	24
BYLAW XII - PARLIAMENTARY AUTHORITY	
Parliamentary Authority	24
BYLAW XIII - LIABILITY INSURANCE	
Liability Insurance	24
BYLAW XIV - CODE OF PROFESSIONAL CONDUCT	
Code of Professional Conduct	25
BYLAW XV - REPEAL OR AMENDMENT OF BYLAWS	
Repeal or Amendment of Bylaws	25

**BYLAWS RESPECTING
THE SASKATCHEWAN SOCIETY OF
MEDICAL LABORATORY TECHNOLOGISTS**

BYLAWS

BYLAW I - MEMBERSHIP

SECTION 1 - Categories of Membership:

- (1) Membership in the society shall consist of the following categories:
 - (a) practicing member
 - (b) non-practicing member
 - (c) retired member
 - (d) honorary member
 - (e) provisional restricted member

- (2) Practicing membership is available to a member who meets the requirements of Bylaw II, Section 3.
 - (a) Practicing members:
 - (i) may vote at all Annual or Special Meetings and in Mail Ballots and shall be eligible to stand for and be elected to any office and be appointed to any Committee;
 - (ii) may practice as a Medical Laboratory Technologist;
 - (iii) shall receive the publications of the Society;
 - (iv) shall receive a copy of Society documents designated for distribution to practising members;
 - (v) shall adhere to the Code of Professional Conduct as adopted by the Society;
 - (vi) shall adhere to Standards of Practice adopted by the Society.

- (3) Non-practicing membership is available to a medical laboratory technologist, who is not currently employed as a medical laboratory technologist or who does not meet the requirements of Bylaw II, Section 3.
 - (a) Non-practicing members:

- (i) may vote at all Annual and Special Meetings and in Mail Ballots and may, subject to any limitations in the Act or these Bylaws, be appointed to any committee;
 - (ii) shall receive the publications of the Society.
- (4) Retired membership is available to a medical laboratory technologist who meets the requirements of Bylaw II, Section IV.
 - (a) Retired members:
 - (i) may attend all Annual or Special Meetings;
 - (ii) shall receive the publications of the Society.
- (5) Honorary membership may be awarded to a medical laboratory technologist who meets the requirements of Bylaw II, Section 5.
 - (a) Honorary members:
 - (i) may vote at all Annual or Special Meetings and in Mail Ballots and shall be eligible to stand for and be elected to any office and be appointed to any committee;
 - (ii) shall receive the publications of the Society.
- (6) Provisional Restricted membership is available to a member who meets the requirements of Bylaw II, Section 2, Sub-section 8.
 - (a) Provisional Restricted members:
 - (i) may practice as Medical Laboratory Technologists, restricted to the conditions approved by Council;
 - (ii) shall fulfill the conditions of membership as approved by Council;
 - (iii) shall receive the publications of the Society;
 - (iv) shall receive a copy of Society documents designated for distribution to practicing members;
 - (v) shall adhere to the Code of Professional Conduct as adopted by the Society;
 - (vi) shall adhere to Standards of Practice adopted by the Society.

BYLAW II - REGISTRATION

SECTION 1 - Eligibility:

The Council shall determine the eligibility of applicants for registration with the Society in accordance with the Act and Bylaws. Council may delegate any or all of this responsibility to the Executive Director.

SECTION 2 - Initial Registration as a Member:

- (1) A person may make an application in the prescribed form to be registered as a member of the Society upon producing evidence establishing to the satisfaction of the Council that the person:
 - (a) has satisfactorily completed a medical laboratory technology educational program:
 - (i) given in the Province and recognized by the Council; or
 - (ii) recognized by the Council as being equivalent to a course of studies mentioned in subsection (1)(a)(i);
 - (b) is of good character;
 - (c) has passed the certification examinations of the Canadian Society for Medical Laboratory Science or equivalent examinations as recognized by the Council.
- (2) A person who has satisfactorily completed a recognized educational program mentioned in subsection (1)(a)(ii) that is given outside the province shall, in addition to meeting the requirements of subsection (1), produce evidence establishing to the satisfaction of the Council, registration, certification or licensing as a medical laboratory technologist outside the province, that meets standards equivalent to those in Saskatchewan.
- (3) The Council may, upon application, waive the requirements that a person mentioned in subsection (2) be registered or certified outside the province.
- (4) Any person who applies to be registered as a member and whose application is refused by the Executive Director may, in accordance with Section 19 of the Medical Laboratory Technologists Act, apply in writing to the Council to review the decision of the Executive Director and the Council may, upon such a review, grant or refuse the application.
- (5) A license to practice may be issued to persons who meet the requirements of Bylaw II, Section 2, sub-sections (1) or (2).

Persons eligible for a license to practice under subsection 5 must also have:

- (a) worked at least 1,200 practice hours as set out in Bylaw II, Section 3(2) of these Bylaws, within the five-year period immediately preceding the date of application for the year in which the license is sought; and,
- (b) completed 2.0 continuing education credits in accordance with the requirements of the Professional Improvement Program, as approved by the Council from time to time, within the five-year period immediately preceding the date of application for the year in which the license is sought.

Clause 5.1 does not apply to applicants for a license who have met the requirements of Bylaw II, Section 2, Subsection (1) or (2) within the five-year period immediately preceding the date of application for the year in which the license is sought.

- (6) Any member who applies for a license and is refused by the Executive Director may apply in writing to the Council to review the decision of the Executive Director and the Council may, upon such a review, grant or refuse the application.
- (7) The Council may, in cases where it determines that a member has demonstrated CSMLS certification in one discipline only, license the person as a practicing member with eligibility to practice restricted to that discipline only. Where such restriction exists, the same shall be noted upon the license of the practicing member.
- (8) The Council may, in cases where it determines that a person has demonstrated through a process approved by Council, equivalent qualification in one or more discipline(s) expected of an entry level MLT, license the person as a provisional restricted member with eligibility to practice restricted to the discipline(s) found to be equivalent. Where such restriction exists, the same shall be noted upon the license. Members issued a provisional restricted license will be required to;
 - (a) complete the prescribed form and pay the prescribed registration and licensing fees to the Executive Director,
 - (b) provide satisfactory references from the current employer,
 - (c) practice in accordance with the restrictions indicated on their license,
 - (d) complete training prescribed by Council to obtain eligibility to write the CSMLS certification examination or equivalent examination recognized by Council,
 - (e) provide documentation of acceptance to write the required examinations:
 - (f) Persons practicing on a provisional restricted license must meet the requirements of Bylaw II, Section 2, Subsection (1)(c) within the time prescribed by Council.

- (8.1) In the event the member does not meet the requirements within the prescribed time, the member's license will be revoked and their employer informed. Council may choose to grant an extension of the time prescribed to fulfill the requirements of a provisional restricted license where it determines that circumstances warrant such an extension.
- (8.2) When the member provides documentation of acceptance to write the required examinations, a temporary license for the discipline(s) not identified on the Provisional Restricted License will be issued. From the date of issue of the temporary license, the member will be subject to the bylaws relating to temporary licenses.
- (9)
- (a) A temporary license to practice may be issued for a four month period to a person who has written the required examinations but who has not received the results of the examinations; or a person whose eligibility to practice is being assessed, provided that the person completes the prescribed form and pays the prescribed registration and licensing fees to the Executive Director.
 - (b) A temporary license to practice may be issued for a four month period to a person who is eligible to write the required examinations provided that the person:
 - (i) completes the prescribed form and pays the prescribed registration and licensing fees to the Executive Director; and
 - (ii) provides documentation of successful completion of a medical laboratory technology educational program recognized by the Council; and
 - (iii) provides documentation of acceptance to write the required examinations.
 - (c) To be eligible for renewal of the temporary license for further four month periods, the person must:
 - (i) provide satisfactory references from the current employer; and
 - (ii) demonstrate that effort has been made to meet the requirements of Bylaw II, Section 2(1)(c) and 2(2).
 - (d) Persons practicing on a temporary license must meet the requirements of Bylaw II, Section 2, Subsection (1)(c) within fourteen (14) months after completion of a medical laboratory technology education program recognized by the Council.
 - (e) Persons practicing on a temporary license must practice under the direct supervision of a fully licensed medical laboratory technologist.
- (10) A temporary license to practice may be issued to a person who does not meet the requirements of Clause 5.1

SECTION 3 - Maintaining Eligibility as a Practicing Member:

- (1) To maintain eligibility as a practicing member, the member must:
 - (a) work at least 1,200 practice hours as set out in Bylaw II, Section 3(2) of these Bylaws, within the five-year period immediately preceding the date of application for the year in which the license is sought; and
 - (b) complete 2.0 continuing education credits in accordance with the requirements of the Professional Improvement Program, as approved by the Council from time to time, within the five-year period immediately preceding the date of application for the year in which the license is sought; and
 - (c) hold practicing membership with the Society or a regulatory body recognized by the Society while working in medical laboratory technology activities approved by the Society to contribute to eligibility for a license; and
 - (d) complete the prescribed forms and submit them together with the annual licensing fee and other fees prescribed by Council.

- (2) The following shall be applied for the assessment of practice hours:
 - (a) Members must hold a practicing membership with the Society or a regulatory body recognized by the Society while working in medical laboratory technology in order to have hours credited toward eligible practice hours. Members who hold a Non-Practicing membership are not eligible to accumulate eligible practice hours.
 - (b) Paid hours shall be used to calculate the 1,200 practice hours. Full-time hours shall be considered to be 1,950 hours annually. Overtime and call-back hours are eligible (the number of hours actually worked).
 - (c) Volunteer hours obtained in the practice of medical laboratory technology may be used to achieve the required number of practice hours. Volunteer hours must be documented on the appropriate form and evaluated by the Regulatory Affairs Committee.
 - (d) A maximum of 20% of the 1,200 practice hours, or 240 hours, may be achieved through the completion of CSMLS or SSMLT accredited education programs. Documentation of successful completion of the program must be provided. One (1.0) credit is equivalent to 80 practice hours.
 - (e) All hours worked by medical laboratory technologists in laboratory management shall be credited toward eligible practice hours.
 - (f) All hours worked by medical laboratory technologists in laboratory education programs shall be credited toward eligible practice hours.

- (g) All hours worked by medical laboratory technologists in veterinary laboratories shall be credited toward eligible practice hours.
 - (h) All hours worked by medical laboratory technologists in medical research laboratories shall be credited toward eligible practice hours.
 - (i) All hours worked by medical laboratory technologists in phlebotomy shall be credited toward eligible practice hours.
 - (j) All hours worked by medical laboratory technologists in accessioning shall be credited toward eligible practice hours.
 - (k) Medical laboratory technologists who work solely in industrial laboratories shall be required to obtain the equivalent of 240 practice hours through the completion of CSMLS/SSMLT-recognized continuing education programs in the general medical laboratory technology disciplines, plus a minimum of 960 actual hours worked in an industrial laboratory in the five-year period immediately preceding the date of application for the year in which the license is sought.
 - (l) Medical laboratory technologists who perform other related laboratory activities shall have their job duties assessed to determine eligible practice hours.
- (3) New graduate medical laboratory technologists shall have five (5) years to obtain the 1,200 practice hours and to complete the 2.0 continuing education credits in accordance with the Professional Improvement Program to maintain their eligibility to practice.
 - (4) The practice hours requirement shall not be reduced for casual and part-time medical laboratory technologists.
 - (5) A person who has not maintained eligibility for registration must complete a re-entry program approved by Council.

SECTION 4 - Retired Member Requirements:

- (1) A person may make application in the prescribed form to be registered as a retired member of the Society upon producing evidence establishing to the satisfaction of the Council that the person:
 - (a) is retired from the practice of medical laboratory technology; and
 - (b) was a member in good standing of the Society at the time of retirement; and
 - (c) had at least twenty (20) years of practice in the profession of medical laboratory technology at the time of retirement.

SECTION 5 - Honorary Member Requirements:

- (1) A person may be awarded the title of Honorary Member of the Society if, in the opinion of the Council, that person:
 - (a) meets the qualifications of a practicing, non-practicing, or retired member;
and
 - (b) has made an outstanding contribution to the profession of medical laboratory technology or to the SSMLT.

BYLAW III - EXAMINATIONS

SECTION 1 - Examinations:

- (1) The Council shall prescribe the examinations required for initial registration and may determine the fees and conditions governing these examinations.
- (2) To meet the examination requirements for registration, candidates must:
 - (a) complete the prescribed application forms and pay the prescribed examination fee;
 - (b) pass the Canadian Society for Medical Laboratory Science examinations or equivalent examinations as approved by the Council.
- (3) Candidates must write the examinations at the first writing for which they are eligible unless the Executive Director, upon being satisfied that exceptional circumstances exist, gives written consent otherwise.
- (4) Candidates who fail the examinations on the first writing are required to rewrite at the next examination unless postponement is allowed by the Executive Director due to exceptional circumstances. Candidates must meet the eligibility requirements for each writing and must complete the necessary application and pay the prescribed fee therefore.

BYLAW IV - FEES

SECTION 1 - Application Fee:

- (1) A non-refundable application fee of \$110.00, payable to the Society, shall accompany each application for initial registration from applicants who have completed a medical laboratory technology program in Canada.
- (2) A non-refundable application fee of \$110.00, payable to the Society, shall accompany each application for initial registration from applicants who have completed an educational medical laboratory technology program recognized pursuant to these Bylaws in countries other than Canada. If the credentials of such an applicant require assessment by an outside agency, the cost of the assessment shall be an additional fee payable by the applicant.

SECTION 2 - Registration Fee:

- (1) The annual registration fee for the period December 01 to November 30, for non-practicing and retired members shall be the amount approved from time to time by the council and the members at an annual or special meeting in compliance with Section 13 and 14 of *The Medical Laboratory Technologists Act*.

SECTION 3 - Annual Licensing Fee:

- (1) The annual licensing fee for the period December 01 to November 30, for practicing members shall be the amount approved from time to time by the council and the members at an annual or special meeting in compliance with Section 13 and 14 of *The Medical Laboratory Technologists Act*.

SECTION 4 - Pro-rating of Fees:

- (1) For new applicants who apply for a licence that becomes effective after June 1st, the annual licensing fee for the period until November 30 of that year, for practicing members shall be the amount approved from time to time by the council and the members at an annual or special meeting in compliance with Section 13 and 14 of *The Medical Laboratory Technologists Act*.

SECTION 5 - Fee Payment:

- (1) Any fee payable pursuant to these by-laws shall be paid, unless otherwise specifically provided for, on or before October 31 in the year prior to the year for which the fees are due.
- (2) Members who fail to renew their membership by February 1 in a given year shall be required to reapply and pay the Application Fee.

SECTION 6 - Penalty Fees:

- (1) The following penalty fees shall apply for late payment of annual licensing fees:
 - (a) Fees paid in November - \$25
 - (b) Fees paid in December - \$50
 - (c) Fees paid in January - \$75

SECTION 7 - Fees for Retired and Honorary Members:

- (1) No fee shall be payable, pursuant to these Bylaws, by honorary members.

BYLAW V - COUNCIL OF THE SOCIETY

SECTION 1 - Composition:

The affairs of the Society shall be managed by the Council which shall be composed of:

- (a) nine elected members who shall be the Past-President, President, Vice-President, and six Council members elected in the manner provided from among the registered practising members with consideration given to geographical representation;
- (b) up to two Public Representatives appointed by the Lieutenant Governor in Council pursuant to the Act;
- (c) the Executive Director who shall be an ex-officio member without voting power,
- (d) one student from each of the two clinical training sites enrolled in the second year of the Saskatchewan Institute of Applied Science and Technology (SIAST) Medical Laboratory Technology Program may be appointed as a “Student Representative”. Selection of Student Representatives shall be made in consultation with the SIAST Medical Diagnostics Department Head. The term of office of Student Representatives shall be one year. Student Representatives shall be ex-officio members without voting power.

SECTION 2 - Eligibility:

Practicing members of the Society may be elected as members of Council. No employee of the Society may hold elected office.

SECTION 3 - Nominations:

- (1) There shall be a Nominations Committee composed of the Past-President and three members from the practicing, non-practicing, or retired membership, not being members of the Council, appointed annually by the Council for a term beginning on January 1st and ending on April 30th, with consideration given to geographical representation. Members may serve on this Committee for two consecutive terms. The Past-President shall be appointed as Chairperson of the Committee.
- (2) The Committee members shall submit nominees for all positions to be elected. Consideration shall be given to geographical location of the nominees for the position of members of the Council.
- (3) In addition to the nominations submitted by the committee, nominations may be submitted over the signatures of five (5) voting members, one of whom shall act as the proposer and another as the seconder, and must be accompanied by the written consent of the nominee. Such nominations must reach the Chairperson of the Nominations Committee by April 30 of each calendar year.

- (4) The Nominations Committee shall confirm the preliminary ballot for elections of the Society by April 30 of each calendar year.
- (5) In the event that any office is not filled as a result of the Mail Ballot, the Nominations Committee shall submit the name of at least one nominee for the office not filled, for election at the Annual Meeting. Any voting member at the Annual Meeting may also make nominations, for the office not filled, for election by the voting members at the Annual Meeting.

SECTION 4 - Method of Election and Voting:

Voting for elected members of the Council shall be by Mail Ballot to be mailed 60 days prior to the Annual Meeting of the Society in each calendar year. Election will be by a simple majority of the correctly completed Mail Ballots returned.

SECTION 5 - Term of Office:

- (1) The term of office for the elected members of the Council shall be for three years with the exception of the President, Past-President and the Vice-President whose term of office shall be for one year. The term of office shall commence as of January 1 following election. In the case of a vacancy on the Council through resignation, death or otherwise, the remaining members of the Council shall fill the vacancy by the appointment of a registered practicing member of the Society who shall act until the next Annual Meeting. No elected officer shall hold the same office for more than two consecutive terms of office.
- (2) Of the six Council members to be elected, two will be elected annually, with consideration given to geographical representation. One of the newly elected Council Members will be appointed, as Committee Member, to the Education, Marketing & Development Committee and the other will be appointed, as Committee Member, to the Regulatory Affairs Committee.

SECTION 6 - Council Meetings:

- (1) The Council shall meet at least twice a year and additional meetings may be held as deemed necessary by the President in consultation with the Council.
- (2) A majority of the voting members of the Council constitutes a quorum for the transaction of Council business.

SECTION 7 - Powers and Functions:

The Council shall govern the affairs of the Society between Annual Meetings and without restricting the generality of the foregoing shall:

- (1) establish and administer policies governing the admission, counselling and discipline of members;
- (2) establish and administer policy as necessary to further the objectives of the Society;

- (3) establish a mechanism for regularly evaluating the Society;
- (4) approve the annual budget, appropriation, investment and disbursement of the funds of the Society;
- (5) approve expenditures for which provision has not been made in the budget;
- (6) establish and administer policies for the maintenance and amount of a contingency fund for the Society;
- (7) submit to each Annual Meeting of the Society an audited financial statement of the operations of the Society for the past calendar year which is the fiscal year of the Society;
- (8) may elect or appoint any other officers it considers necessary or advisable.

BYLAW VI - DUTIES OF COUNCIL MEMBERS AND OFFICERS

SECTION 1 - President:

The President shall be responsible to the Society membership at the Annual Meeting and shall:

- (1) preside at all General and Special Meetings of the Society and of the Council, the Executive Committee, and the Finance Committee;
- (2) perform all acts and deeds pertaining to this office and shall exercise a general control and supervision over the affairs of the Society;
- (3) be an ex-officio, member of all committees with the exception of the Nominations Committee and the Counselling and Investigation Committee.

SECTION 2 - Vice-President:

The Vice-President shall:

- (1) in the absence of the President perform the duties of the President;
- (2) be an ex-officio, member of all committees with the exception of the Nominations Committee, the Counselling and Investigation Committee, and the Discipline Committee;
- (3) act as Chair of a regularly scheduled council meeting as determined by the President;
- (4) perform such duties as may be assigned by the Council or the President.

SECTION 3 - Past-President:

The Past-President shall:

- (1) be appointed chair of the Nominations Committee;
- (2) perform such duties as may be assigned by the Council or the President.

SECTION 4 - Council Members:

The Council Members shall:

- (1) perform such duties as may be assigned by the Council or the President.

SECTION 5 - Executive Director:

The Executive Director shall be appointed by and be responsible to the Council and shall:

- (1) keep all records of the Society, including a record of all meetings of the Society and the Council;
- (2) send minutes of such meetings to the members of the Council;
- (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;
- (4) issue all notices required by statute, by these Bylaws, or by resolution of the Council;
- (5) act as Registrar of the Society and ensure that accurate records are kept;
- (6) act as Treasurer of the Society and ensure that full and accurate accounts are kept;
- (7) ensure that a motion is regularly presented at the Annual Meeting appointing a qualified accountant to audit accounts annually;
- (8) make a financial report to the Council as required by the Council and to the membership at the Annual Meeting;
- (9) carry out the policies established by the Council pertaining to the management and administration of the affairs of the Society;
- (10) be responsible for the selection and supervision of staff, assignment of responsibilities and office administration;
- (11) be an ex-officio, non-voting member of all committees with the exception of the Nominations Committee, the Counselling and Investigation Committee, and the Discipline Committee;
- (12) perform such duties as may be assigned by the Council or the President.

SECTION 6 - Signing Officers:

The Signing Officers of the Society shall be appointed by the Council; those eligible as Signing Officers shall include the President, the Vice-President, the Past-President and the Executive Director and/or designate.

BYLAW VII - MEETINGS OF THE SOCIETY

SECTION 1 - Annual Meeting:

An Annual Meeting of the Society shall be held in each calendar year at a time and place that may be decided upon by the Society at the previous Annual General Meeting. Should the Society fail to so determine the Council shall determine the time and place of the Annual Meeting. Notice of the Annual Meeting shall be mailed to the members of the Society at least thirty days prior to the Annual Meeting.

SECTION 2 - Special Meetings:

The Council may call Special Meetings of the Society as required. In addition, the Council shall call a Special Meeting upon request in writing of 60 of the voting members of the Society. Notice of a Special Meeting shall be mailed to the members at least fifteen days prior to the date of the meeting and shall state the business to be considered at such meeting, and no other business shall be considered.

SECTION 3 - Quorum:

A quorum for any Annual Meeting or Special Meeting shall be the number of voting members present.

SECTION 4 - Voting:

- (1) All questions voted on at an Annual or Special Meeting of the Society except as provided in Bylaw XV, shall be decided by a majority of the votes of the voting members present. Each voting member shall be entitled to one vote.
- (2) All members in good standing are eligible to vote at Annual or Special Meetings of the Society.
- (3) A special mail vote may be called for by the Council on an issue of provincial importance when deemed necessary. A two-thirds (2/3) majority of the correctly completed Mail Ballots returned is required on any such special mail ballot.

BYLAW VIII - STANDING COMMITTEES

SECTION 1 - Provincial Standing Committees

- (1) The Standing Committees of the Society shall be the:
 - (a) Counselling and Investigation Committee;
 - (b) Discipline Committee;
 - (c) Education, Marketing, & Development Committee;
 - (d) Nominations Committee;
 - (e) Regulatory Affairs Committee.
- (2) Each Standing Committee shall perform its duties, subject to the direction of the Council, and shall meet as frequently as required to fulfil its terms of reference.
- (3) A quorum for a Standing Committee shall be the majority of its voting members.
- (4) The President or delegate shall be an ex-officio member on all Standing Committees unless otherwise herein provided. The Executive Director or delegate shall, unless otherwise provided, act as an ex-officio non-voting member on all Standing Committees. The Executive Director or delegate shall act as Secretary to all Standing Committees.
- (5) The term of office of all Standing Committee members shall be for three years unless herein otherwise specified.
- (6) All Standing Committees shall be responsible to and report to the Council with the exception of the Nominations Committee which reports to the Annual Meeting.

SECTION 2 - Counselling and Investigation Committee:

- (1) The members of the Counselling and Investigation Committee shall be:
 - (a) three registered practicing members appointed by the Council, one of whom shall be designated as Chairperson;
 - (b) in the event of a conflict of interest, a Committee member will step down, and the Council shall appoint a replacement member to deal with the specific complaint.
- (2) The term of office for members of the Counselling and Investigation Committee shall be for three (3) years.

- (3) The duties of this Committee shall be:
- (a) to prepare for the Council an annual report of the number of inquiries;
 - (b) to receive and review complaints brought against any member in writing;
 - (c) to make written reports to the discipline committee recommending:
 - i. that the discipline committee hear and determine the formal complaint set out in the written report; or
 - ii. that no further action be taken with respect to the matter under investigation because:
 - a. the matter has been resolved with the consent of the complainant and the member who is the subject of the complaint; or
 - b. in the opinion of the counselling and investigations committee, no further action is warranted on the facts of the case; and
 - (d) to hold in confidence all sessions and documentation.

SECTION 3 - Discipline Committee:

- (1) The membership of the Discipline Committee shall be:
- (a) four practicing members appointed by the Council, one designated as Chairperson and one as Vice-Chairperson;
 - (b) one Public Representative to Council appointed by the Lieutenant Governor in Council;
 - (c) in the event of a conflict of interest, the involved Committee member will step down, and the Council will appoint a replacement member to deal with the specific investigation;
 - (d) no member of the Council or of the Counselling and Investigation Committee is eligible to be appointed as a member of the Discipline Committee.
- (2) The duties of this Committee shall be:
- (a) to review the reports of the Counselling and Investigation Committee and, where recommended by the Counselling and Investigation Committee that the Discipline Committee hear and determine a complaint, to conduct hearings to review the complaint set out in the written report including that a member has violated the provisions of the Act or Bylaws of the Society;
 - (b) to determine whether the person whose conduct is the subject of a complaint or allegation is guilty of professional incompetence and/or professional misconduct;

- (c) to hold hearings to determine applications for reinstatement of a license to practice from persons whose registration or right to practice has been suspended or revoked as a result of a disciplinary action;
 - (d) to provide a written decision respecting the determination of the Committee subsequent to any hearing conducted;
 - (e) to exercise the disciplinary powers and authorities and conduct the procedures contained in the Act;
 - (f) to prepare and to provide to Council an Annual Report of the number and nature of hearings conducted;
 - (g) to hold in confidence all sessions and documentation.
- (3) The Society's solicitor may participate in any inquiry before the Committee but shall not vote thereat.

SECTION 4 - Education, Marketing, and Development Committee

- (1) The members of the Education, Marketing and Development Committee shall be:
- (a) three members of Council appointed for three year terms serving as Committee Member during their first year, Vice Chair during their second year and, Committee Chair for their third year;
 - (b) five practicing, non-practicing, or retired members, registered with the Society, with consideration given to geographical representation.
- (2) The duties of this Committee shall be:
- (a) to assess the membership need for continuing education, refresher and upgrading courses and educational workshops and to make recommendations to the Council;
 - (b) to be responsible for setting up lectures, workshops and seminars for the membership;
 - (c) to administer the Wheatland Bounty Scholarship and determine recipients thereof;
 - (d) to determine any special recognition awards and make arrangements therefore;
 - (e) to act in liaison with the Canadian Society for Medical Laboratory Science to determine any national and provincial award winners and to make arrangements for presentations;
 - (f) to advise the Council on occupational health and safety issues;

- (g) to respond to Government proposals and documents pertaining to occupational health and safety issues;
- (h) to further the objectives of the Society, to improve public relations and to act in liaison with other health care facilitators to improve the public image of Medical Laboratory Professionals;
- (i) to provide information, public speakers, printed materials, audio visual material or any other display material required for educational purposes outside of the Society in order to improve the public relations and information available about Medical Laboratory Professions.
- (j) to prepare articles for publication in publications of the Society or otherwise;
- (k) to report to the Council and the Annual meeting of the Society.

SECTION 5 - Nominations Committee:

- (1) The members of the Nominations Committee shall be as defined in Bylaw V, Section 3.
- (2) The duties of this Committee shall be as defined in Bylaw V, Section 3(2)(3).

SECTION 6 - Regulatory Affairs Committee

- (1) The members of the Regulatory Affairs Committee shall be:
 - (a) three members of Council appointed for three year terms serving as Committee Member during their first year, Vice Chair during their second year and, Committee Chair for their third year;
 - (b) the Society representative to the Program Advisory Committee for the Medical Laboratory Technology Program;
 - (c) the Society representative to the Council on National Certification;
 - (d) the Society representative to Program Management Committee;
 - (e) two members at large;
 - (f) one representative from the accredited training program;
 - (g) the Executive Director, or designate, as an ex-officio member.
- (2) The duties of this Committee shall be:
 - (a) to review the Act, Bylaws and Policies of the Society and to make recommendations to the Council regarding changes;

- (b) to monitor federal, provincial and municipal legislation affecting Medical Laboratory Technology professionals and to make recommendations to the Council for action when required;
- (c) to make recommendations to the Council with respect to the requirements for annual registration in the Society;
- (d) make recommendations to the Council with respect to criteria and procedures for approval of medical laboratory technology education programs;
- (e) to manage examinations provided for by the Act or these Bylaws;
- (f) to make recommendations to the Council with regard to the equivalency to medical laboratory technology education programs conducted outside of Saskatchewan for the purposes of registration of extra-provincial applicants;
- (g) to receive and review reports relative to the development and implementation of new educational programs and modification of established medical laboratory technology programs in Saskatchewan;
- (h) to evaluate basic medical laboratory technology education programs in Saskatchewan using the standards and criteria established by the Society;
- (i) to evaluate medical laboratory technology re-entry programs using standards and criteria established by the Society;
- (j) to make recommendations to Council regarding program ratings in accordance with the policies and procedures for approval of medical laboratory technology education programs;
- (k) to make recommendations to the Council with respect to Medical Laboratory Technologists standards of practice;
- (l) to make recommendations to the Council with respect to Medical Laboratory Technologists scope of practice;
- (m) to make recommendations to the Council with respect to adoption of a Code of Professional Conduct for Medical Laboratory Technologists;
- (n) to make recommendations to the Council with respect to roles and functions of Medical Laboratory Technologists;
- (o) to perform such duties as may be assigned by the Council or the President.

BYLAW IX - SPECIAL AND AD HOC COMMITTEES

SECTION 1 - Special Committees:

Special Committees may be appointed by the Council at any time to carry out the objectives of the Society and may be dissolved by a resolution of the Council. When appointing a Special Committee, the Council shall set forth the membership, duties, Chairpersonship and quorum thereof.

SECTION 2 - Ad Hoc Committees:

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. When appointing an Ad Hoc Committee, the Council shall set forth the membership, duties, Chairpersonship and quorum thereof.

BYLAW X – Not Allocated

BYLAW XI - FISCAL YEAR

The fiscal year of the Society shall be December 1st to November 30th in each year.

BYLAW XII - PARLIAMENTARY AUTHORITY

Unless otherwise approved, the rules contained in "Robert's Rules of Order Newly Revised" shall govern the Society in all cases in which they are applicable and in which they are not inconsistent with *The Medical Laboratory Technologists Act* and Bylaws of the Society.

BYLAW XIII - LIABILITY INSURANCE

The Council may obtain liability insurance coverage for the activities of the Society and its members with such insurance carrier and in such amounts as it may from time to time determine necessary or appropriate. Where the Council obtains such liability insurance coverage, it shall cause the Society to pay the premiums therefore as an expense of the Society. The Society may recover the expense of liability insurance coverage for its members as a fee payable by members to the Society in such amount as the Council may, from time to time, determine.

BYLAW XIV - CODE OF PROFESSIONAL CONDUCT

The Society hereby adopts the following Code of Professional Conduct. The same may be repealed or amended in accordance with the provisions for repeal or amendment of bylaws contained herein.

1. Medical laboratory technologists are dedicated to serving the health-care needs of the public. The welfare of the patient and respect for the dignity of the individual shall be paramount at all times.
2. Medical laboratory technologists work with other health care professionals to provide effective patient care.
3. Medical laboratory technologists shall promote the image and status of their profession by maintaining high standards in their professional practice and through active support of their professional bodies.
4. Medical laboratory technologists shall protect the confidentiality of all patient information.
5. Medical laboratory technologists shall take responsibility for their professional acts.
6. Medical laboratory technologists shall practice within the scope of their professional competence.
7. Medical laboratory technologists shall endeavour to maintain and improve their skills and knowledge and keep current with scientific advances.
8. Medical laboratory technologists shall promote learning by facilitating the sharing of knowledge, skills and judgment processes with colleagues, students, other healthcare professionals, and the public.
9. Medical laboratory technologists shall be aware of the laws and regulations governing medical laboratory technology and shall apply them in the practice of their profession.
10. Medical laboratory technologists shall practice safe work procedures at all times to ensure the safety of patients and co-workers and the protection of the environment.

BYLAW XV - REPEAL OR AMENDMENT OF BYLAWS

Any section of the Bylaws may be repealed or amended in accordance with the requirements of *The Non-profit Corporations Act* and *The Medical Laboratory Technologists Act*.