

The Saskatchewan Society of Medical Laboratory Technologists (SSMLT) Administrative Bylaws, 2023

Table of Contents

1 Title	DUTIES OF OFFICERS AND EMPLOYEES
2 Definitions	15 Chair
SOCIETY	16 Vice-Chair
3 Seal	17 Executive Director
4 Execution of Documents	MEETINGS
5 Banking and Financial	18 Council
6 Fiscal year	19 Annual
7 Financial Audit	20 Quorum
8 Annual Report	21 Procedure at meetings
9 Insurance Coverage	COMMITTEES
COUNCILLORS	22 Establishment
10 Number and Composition	STANDING COUNCIL COMMITTEES
11 Term of Office	23 Professional Practices
12 Public Appointees	24 Finance and Audit
13 Remuneration of Expenses	25 Ad Hoc Committee(s)
PROCEDURE FOR APPOINTMENT	FEES
14 Eligibility for Appointment	26 Fees

Title

1 These bylaws may be cited as *The SSMLT Administrative Bylaws- 2023*

Definitions

2 In these bylaws:

- (a) "Act" means *The Medical Laboratory Technologists Act, 1995*;
- (b) "Chair" means SSMLT President pursuant to the *Act*;
- (c) "Good standing" means a licensed medical laboratory technologist who owes no money to SSMLT, has no outstanding complaints, and is in compliance with any discipline orders or agreements or undertakings provided to SSMLT;
- (d) "Governance" the processes and structures used to direct, make decisions, and manage an organization's operations and activities;
- (e) "SSMLT" means Saskatchewan Society of Medical Laboratory Technologists;
- (f) "Vice-Chair" means SSMLT Vice-president pursuant to the *Act*.

SOCIETY

Seal

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

Execution of documents

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

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

Banking and financial

5(1) The executive director or designate is authorized to approve financial commitments and authorize payments in amounts as approved from time to time by council.

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

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

Fiscal year

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

Financial Audit

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

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

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

Annual Report

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

Insurance coverage

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

COUNCILLORS

Number and composition

10(1) For the purposes of *subsection 7(2) of the Act*, the council shall have 6 practising members appointed by the council.

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

Term of office

11(1) For the purposes of subsection 7 (4) of the *Act*, the term on council shall begin on January 1.

(2) A council term is three years.

(3) A council appointee shall not continue for more than two consecutive terms

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

Public appointees

12(1) Members of council who appointed to the council by the Lieutenant Governor in Council pursuant to *section 8 of the Act* shall:

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

Remuneration of Expenses

13 Staff, appointed members to council and committees are entitled to reimbursement of expenses when executing SSMLT duties, in accordance with the rates approved by the council.

PROCEDURES FOR APPOINTMENT**Eligibility for appointment**

14(1) Subject to subsection (2), only a licensed medical laboratory technologist who holds a practising licence, is in good standing, and has completed the mandatory screening procedures required by council is eligible to be recommended for or appointed to or to hold or continue to hold office on the council.

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

- (a) a person who is employed by SSMLT, or was employed by SSMLT in the previous 5 years;
- (b) a person described in section 10 who was a member of council in the previous 2 years;
- (c) a person who holds a governance position that could compromise their judgment, decisions, or actions on council;
- (d) a person who has been the subject to a discipline order by SSMLT in the previous 5 years;
- (e) a person who is not reasonably available to attend meetings of council;
- (f) a person who has been convicted of an indictable offence under the *Criminal Code* (Canada)

DUTIES OF OFFICERS AND EMPLOYEES**Chair**

15(1) The Chair shall:

- (a) is accountable for the integrity of the council's processes;
- (b) ensures the effectiveness of and presides over meetings of council;
- (c) serves as an ex officio, non-voting member of all committees other than the counselling and investigation and discipline committee; and
- (d) represents SSMLT to outside parties.

Vice-Chair

16(1) The Vice-Chair shall:

- (a) assume the duties of chair in the event the chair is unable to perform their duties;
- (b) be eligible to be appointed chair;
- (c) perform duties assigned by council or the chair.

Executive Director

17(1) The Executive Director shall perform the duties imposed on the executive director by the *Act* and the bylaws and the council and shall:

- (a) keep all SSMLT records, including minutes of SSMLT meetings of council and committees, and shall send out of notices on behalf of SSMLT, the council and committees;
- (b) conduct all SSMLT correspondence;

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

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

MEETINGS

Council

18(1) The council shall meet at the call of the chair or as determined at the previous meeting of council.

- (2) The chair shall convene the council to a special meeting to be held within 14 days following the receipt by the chair of the written meeting request of three council members.
- (3) The council shall hold a minimum of three meetings each year.
- (4) Meetings of the council may be held in person or by electronic or virtual means.

Annual

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

- (2) The annual meeting reporting shall include:
 - (a) summary SSMLT registrations and operations for the current fiscal year;
 - (b) committees reports;
 - (c) previous years audited financial statements.

Quorum

20(1) A quorum for council meetings is a simple majority (51%) of the total number of voting members.

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

Procedure at meetings

21(1) Unless otherwise provided, the procedure at all SSMLT meetings shall be governed by "Robert's Rules of Order" most recent edition.

COMMITTEES

Establishment

22(1) Where the council establishes a committee pursuant to *section 12 of the Act* or in accordance with these bylaws:

- (a) the committee shall perform its duties under the direction of council;
- (b) a majority of committee members or panel shall constitute quorum; and
- (c) committee members may, at the discretion of the council, be paid honoraria and are entitled to reimbursement of expenses, in accordance with rates approved by council.

- (2) The council shall make all appointments to all committees and shall designate the chairpersons and alternates, if any.
- (3) All committee appointments are for a term of three years, unless otherwise identified by council; and may be renewed for one additional three-year term.
- (4) Any committee member whose conduct or activities are detrimental to or inconsistent with the objectives of the SSMLT may be removed or suspended from the committee by a two-thirds majority of council.

STANDING COUNCIL COMMITTEES

Professional Practices Committee

23(1) The committee shall consist of minimum of up to 5 (five) members which include:

- (a) two appointed members of council;
 - (b) two practicing members at large;
 - (c) one representative from the Saskatchewan accredited training program.
- (2) The committee shall:
- (a) Review and approve applications for continuing competency program funds managed by SSMLT;
 - (b) Audit the continuing competence program;
 - (c) Review and recommend to executive director any application reconsideration requests;
 - (d) Review or make recommendations to the Council for:
 - (i) registration requirements to the SSMLT;
 - (ii) approval of entry to practice examination;
 - (iii) approval of medical laboratory technology education programs;
 - (iv) continuing competence program requirements;
 - (v) continuing competency or registration submissions;
 - (vi) standards of practice;
 - (vii) code of professional conduct; and
 - (e) Report to council annually.

Finance and Audit Committee

24(1) The Finance and Audit Committee shall consist of the chair, vice-chair and one public representative.

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

Ad Hoc Committee(s)

25(1) An Ad Hoc Committee may be appointed by the council for a specific purpose.

- (2) The committee's terms of reference will be determined by council.
- (3) The committee will cease to function upon completion of the purpose.
- (4) The council will determine committee membership.

FEES

Fees

26 (1) Application fee - \$150 (non-refundable)

- (a) Includes application processing

(2) Licence fees- \$300

- (a) The licence fee is non-refundable and is collected once per registrant per practice year.
- (b) The SSMLT licence year is December 1 to November 30 each year.
- (c) New applicants who apply for a licence during the licence year will pay a prorated fee:
 - (i) June 1- August 31 - \$150
 - (ii) September 1- November 30 - \$75

(3) Upgrade to Practicing – licence fees

- (a) This is available to non-practicing members that meet the continuing competency requirements and intend to return to practice during a licence year.
 - (i) June 1-August 31 - \$125
 - (ii) September 1- November 30 - \$50

(4) Membership fees

- (a) non-practicing - \$25
- (b) non-practicing (retired) - \$25

(5) Late fees

- (a) December 1-December 31 - \$75
- (b) January 1-January 31- \$100
- (c) Members that do not renew by February 1st are removed from the SSMLT register and must re-apply.

(6) Service Fees

- (a) Credential Document Review Letter – \$150
- (b) NSF cheque - \$50
- (c) Letter of standing:
 - (i) Current member - \$50
 - (ii) Former member - \$75

Appendix A

Seal

