

ADMINISTRATIVE BYLAWS

**Pursuant to
The Dental Disciplines Act**

SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION

Approved: December 12, 1997, Amended January 1, 2000;
Amended January 1, 2003; Amended October 25, 2005;
Amended December 5, 2008; Amended December 31, 2012
Amended: November 9, 2020; Amended: November 25, 2021
Amended: February 2023
Amended: March 2024
Amended: September 2024

Table of Contents

1.	REGULATORY BODY: DUTIES AND POWERS	4
1.1.	HEAD OFFICE	4
1.2.	FINANCIAL OPERATION	4
1.3.	CONTRACTS	4
1.4.	SEAL OF THE REGULATORY BODY	4
2.	COUNCIL	4
2.1.	COMPOSITION OF THE COUNCIL	4
2.2.	TERM OF OFFICE	4
2.3.	OFFICERS OF THE COUNCIL	4
2.4.	PUBLIC REPRESENTATIVE	5
2.5.	ELIGIBILITY	5
2.6.	ELECTION OF OFFICERS	5
2.7.	VACANCIES	6
2.8.	NOMINATIONS	6
2.9.	REMOVAL FROM COUNCIL OR COMMITTEES	6
3.	POWERS AND FUNCTIONS OF COUNCIL	6
3.1.	MANAGE THE REGULATORY BODY	6
3.2.	ESTABLISH MISSION, VISION & STRATEGIC ENDS	6
3.3.	ESTABLISH BYLAWS, REGISTRATION & LICENSURE POLICIES	6
3.4.	ESTABLISH POLICIES RELATED TO COMMITTEES	7
3.5.	FEES, FUNDS & DISBURSEMENTS	7
4.	DUTIES OF COUNCIL	7
4.1.	KEEP MINUTES	7
4.2.	KEEP ACCOUNTS	7
4.3.	PREPARE FINANCIAL RECORDS	7
4.4.	MAINTAIN INSURANCE	7
4.5.	SIGNING AUTHORITY	7
4.6.	EMPLOY EXECUTIVE DIRECTOR	7
4.7.	TERMINATE EMPLOYMENT OF EXECUTIVE DIRECTOR	8
4.8.	BENEFIT PROGRAM	8
5.	EXECUTIVE DIRECTOR AND EMPLOYEES	8
5.1.	EXECUTIVE DIRECTOR	8
5.2.	ANNUAL REVIEW OF THE EXECUTIVE DIRECTOR	8
5.3.	OTHER STAFF	8
6.	REGISTRATION AND LICENSURE	8
6.1.	LICENSING FEES	8
7.	MEETINGS OF THE REGULATORY BODY	8
7.1.	INFORMATION SUMMIT	8
7.2.	NOTICE OF COUNCIL MEETING	9
8.	MEETING PROTOCOL	9
8.1.	RULES OF CONDUCT	9

8.2.	PARLIAMENTARY AUTHORITY	9
8.3.	QUORUM.....	9
9.	SPECIAL MEETINGS	9
9.1.	SPECIAL MEETINGS OF COUNCIL	9
10.	VOTING.....	9
10.1.	MAJORITY VOTE AT MEETINGS OF COUNCIL	9
11.	ESTABLISHMENT OF COMMITTEES	9
11.1.	COMMITTEES OF COUNCIL.....	9
11.2.	STANDING COMMITTEES	9
11.2.	SPECIAL COMMITTEES	10
12.	CONFLICT OF INTEREST	10
12.1.	POTENTIAL CONFLICTS	10
12.2.	DECLARATION AND MANAGEMENT OF CONFLICTS.....	10
12.3.	DEFINITION OF CONFLICT	10
13.	REMUNERATION AND REIMBURSEMENT.....	10
13.1.	COUNCIL AND COMMITTEES	10
13.2.	REGISTRANTS AND NON-REGISTRANTS	10
APPENDIX A		11

1. **ASSOCIATION: DUTIES AND POWERS**

1.1 Head Office

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

1.2 Financial Operation

1.2.1 The financial year of the association shall be January 1 to December 31.

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

1.3 Contracts

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

1.4 Seal of the Regulatory Body

1.4.1 The regulatory body shall have a seal, which shall have inscribed thereon 'Saskatchewan Dental Assistants' Association'.

1.4.2 The seal shall be kept at the head office of the regulatory body.

1.4.3 Any instrument to which the seal is affixed shall be signed by the Chairperson or by the Executive Director or by any other person authorized to do so by the council.

2. **COUNCIL**

2.1 Composition of the Council

The affairs of the regulatory body shall be managed by the council, which shall be composed of:

2.1.1 No less than six (6) and no more than eight (8) registrants with voting power appointed in accordance with the process approved by council;

2.1.2 The number of members of the public with voting power appointed in accordance with the process approved by council;

2.1.3 Three (3) public representatives with voting power appointed by the Lieutenant Governor in

Council of the Province of Saskatchewan;

2.2 Term of Office

2.2.1 The term of office for directors appointed pursuant to bylaw 2.1.1 shall be three (3) years, except when elected to the office of Chairperson in which case the director shall remain on the council until the completion of their term as Past Chairperson/Executive Member.

2.2.2 Subject to bylaw 2.2.1, directors may be reappointed, but they are not eligible to hold office for more than two consecutive terms.

2.2.3 The council shall request the replacement or reappointment of the public representatives at least every three years in accordance with the *Dental Disciplines Act*.

2.2.4 The council shall request the replacement or reappointment of the public representatives at least every three years in accordance with The *Dental Disciplines Act*.

2.3 Officers of the Council

2.3.1 The officers of the regulatory body will be the Chairperson, Past Chairperson/Executive Member, Vice Chairperson and Executive Director.

2.3.2 The duties of the Chairperson, Past Chairperson/Executive Member, Vice Chairperson and Executive Director are such as their titles by general usage indicate or as may be required by law, or as specified or assigned to them from time to time by the council.

- 2.3.3 The Chairperson will chair all meetings of the council and is an ex-officio member of council committees. If the Chairperson is absent, unable or unwilling to act, the Vice Chairperson assumes the duties of the Chairperson.
- 2.3.4 The Vice Chairperson assists the Chairperson in all respect, reviews the bylaws and *Governance Policies* yearly and recommends revisions.
- 2.3.5 The Past Chairperson/Executive Member acts as nominations chairperson, a resource to the council and assumes responsibilities assigned from time to time by the council.
- 2.3.6 The Executive Director is the chief executive officer of the association. The Executive Director has custody of the funds and securities of the regulatory body; keeps full and accurate accounts of all assets, liabilities, receipts, and disbursements, and assumes responsibilities assigned from time to time by the council.

2.4 Public Representative

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

2.5 Eligibility

- 2.5.1 Registrants in good standing may be appointed as members of the council with the following exceptions:
- 2.5.2 individuals who are employed by the regulatory body, or who have been employed by the regulatory body within the past 12 months shall not be appointed as members of the council; and
- 2.5.3 Subject to 2.6, officers shall not hold the same office for more than two consecutive terms.
- 2.5.4 For the purposes of this bylaw, a registrant is in "good standing" provided they:
 - 2.5.4.1 hold a current full practicing license;
 - 2.5.4.2 have no outstanding arrears of any fees, fines, costs or other amounts owing to the regulatory body;
 - 2.5.4.3 are not the subject of an unresolved complaint to the regulatory body, proceedings before the professional conduct committee of the regulatory body, proceedings before the discipline committee of the regulatory body, or of any similar regulatory body elsewhere in Canada;
 - 2.5.4.4 are not the subject of any incomplete suspensions, conditions, orders, terms or directions imposed by agreement, by the Professional Conduct Committee, by the Discipline Committee, or by any similar regulatory body elsewhere in Canada.

2.6 Election of Officers

- 2.6.1 The Chairperson shall be elected by council at the first council meeting following the Information Summit.
- 2.6.2 The Chairperson, Vice Chairperson and Past Chairperson/Executive Member shall serve a one-year term.
- 2.6.3 The Chairperson automatically succeeds to the position of Past Chairperson/Executive Member and the Vice Chairperson automatically succeeds to the position of Chairperson at the end of a one-year term. Nothing within these bylaws prevents a Chairperson and Vice Chairperson from remaining in their positions for one additional one-year term with their written agreement and a two-thirds majority vote of the council.
- 2.6.4 Subject to a two-thirds majority vote of council a Chairperson may seek a third term of office.

2.7 Vacancies

- 2.7.1 In the event a vacancy occurs in the membership of the council, the vacancy shall be filled as defined in section 11 of *The Dental Disciplines Act*.

2.8 Applications and Nominations

- 2.8.1 Registrants may apply for appointment to council by submitting a completed application in the form approved by council to the Past Chairperson/Executive Member.
- 2.8.2 Registrants may submit nominations for appointment to council by submitting a completed application in the form approved by council to the Past Chairperson/Executive Member.
- 2.8.3 A nomination must be accompanied by the signed consent of the nominee.

2.9 Removal from Council or Committees

- 2.9.1 Individuals appointed to council may be suspended or removed from office by the council:
 - (a) if their past or current conduct has, or would negatively affect the reputation of the profession or the regulatory body;
 - (b) if their past or current conduct has been detrimental to, or incompatible with the objectives and policies of the regulatory body; or
 - (c) if they cease to reside in Saskatchewan.
- 2.9.2 Public representatives appointed pursuant to section 9 of the Dental Disciplines Act may be the subject of a recommendation by the council for their suspension or removal from office:
 - (a) if their past or current conduct has, or would negatively affect the reputation of the profession or the regulatory body;
 - (b) if their past or current conduct has been detrimental to, or incompatible with the objectives and policies of the regulatory body; or
 - (c) if they cease to reside in Saskatchewan.
- 2.9.3 The council shall consider whether to suspend or remove a member of the council from office, or to recommend the suspension or removal of a public representative member of the council from office, upon receipt of a written application and in accordance with a fair and transparent process determined by the council.
- 2.9.4 A motion to suspend or remove, or to recommend the suspension or removal, of a member of council from office requires a 2/3 or greater majority vote of the council members present and voting at a meeting at which quorum is present.
- 2.9.5 The member of council who is the subject of an application described in bylaw 2.9.3 shall not vote on a motion described in bylaw 2.9.4.

3. POWERS AND FUNCTIONS OF COUNCIL

3.1 Manage the Regulatory Body

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

3.2 Establish Mission, Vision & Strategic Ends

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

3.3 Establish Bylaws, Registration & Licensure Policies

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

3.4 3.4. Establish Policies Related to Committees

3.4.1 Establish and maintain policies governing all standing, statutory, ad hoc, and special committees of the regulatory body.

3.5 Fees, Funds & Disbursements

3.5.1 The directors will manage the financial affairs in a prudent manner consistent with carrying out the strategic ends;

3.5.2 The directors will submit to each Information Summit of the regulatory body an audited financial statement of the operations of the regulatory body for the past fiscal year of the regulatory body;

3.5.3 The directors will ensure a summary of the auditor's report is published annually in an official publication of the regulatory body;

3.5.4 The directors will establish policies respecting the acquirement and management of regulatory body property;

3.5.5 The council will appoint a licensed auditor to audit the accounts of the regulatory body and prepare a report for presentation to the registrants at the next Information Summit.

3.5.6 Directors appointed pursuant to bylaw 2.1.1 shall be entitled to remuneration and reimbursement for expenses in amounts approved by council.

4. DUTIES OF COUNCIL

4.1 Keep Minutes

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

4.2 Keep Accounts

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

4.3 Prepare Financial Records

The council will cause to be prepared proper accounts relating to all monies of the regulatory body and the income and expenditures thereof, for each Information Summit.

4.4 Maintain Insurance

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

4.5 Signing Authority

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

4.6 Employ Executive Director

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

4.7 Terminate Employment of Executive Director

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

4.8 Benefit Program

Council may establish scholarships, bursaries and prizes.

5. EXECUTIVE DIRECTOR AND EMPLOYEES

5.1 Executive Director

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

5.2 Annual Review of the Executive Director

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

5.3 Other Staff

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

6. REGISTRATION AND LICENSURE

6.1 Licensing Fees

Fees will be established by the council for:

- a) Full Practice and Temporary Restricted Registrations
- b) License fees for full practice, temporary restricted, and non-practicing licenses and for temporary permits to practice. Any fee change will be communicated to registrants of the Regulatory Body in a timely manner. The current fee schedule is attached in Appendix A.

7. MEETINGS OF THE REGULATORY BODY

7.1 Notice of Annual Meeting

- 7.1.1 Notice of the Information Summit shall be distributed at least two months prior to the date of the summit.
- 7.1.2 Supporting information shall be emailed to registrants of the regulatory body in advance of the Summit.

7.2 Notice of Council Meeting

Meetings of the council shall be called by the Chairperson or as arranged at a previous meeting of the council with not less than two meetings being held between Information Summits.

8. MEETING PROTOCOL

8.1 Rules of Conduct

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

8.2 Parliamentary Authority

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

8.3 Quorum

8.3.1 A quorum of the council shall be half of the voting members of council plus one.

9. SPECIAL MEETINGS

9.1 Special Meetings of Council

9.1.1 Special meetings of council may be called by or at the request of the Chairperson or on the written request of at least three directors. At any director's request, that meeting may take the form of a virtual meeting.

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

10. VOTING

10.1 Majority Vote at Meetings of Council

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

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

11. ESTABLISHMENT OF COMMITTEES

11.1 Committees of Council

11.1.1 Committees of the council will be established by the directors to conduct such business and perform such duties as may from time to time be determined and will report to the council. The council members will appoint the chairperson and members of each committee annually. The council will provide specific terms of reference for the committees including policies, budgeting requirements, reporting procedures, scope of work to be accomplished and deadlines

11.1.2 The council may remove a committee chairperson or committee member by a two-thirds majority vote of the directors.

11.1.3 Vacancies occurring in committees may be filled at the discretion of the council.

11.2 Standing Committees

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

11.2.1 Curriculum & Credentials Committee

11.3 Special Committees

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

12. CONFLICT OF INTEREST

12.1 Potential Conflicts

12.1.1 Conflict of interest in matters involving regulatory body representatives, shall include:

12.1.2 Directors of council and officers;

12.1.3 Registrants appointed to serve as delegates, committee members or committee chairs; and

12.1.4 Employees of the regulatory body acting in an official capacity.

12.2 Declaration and Management of Conflicts

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

12.3 Definition of Conflict

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

13. REMUNERATION AND REIMBURSEMENT

13.1 Council and Committees

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

13.2 Registrants and Non-Registrants

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

Certified True Copy:



Executive Director/Registrar

Date:



Appendix A

Saskatchewan Dental Assistant Association Fees — effective Feb 1, 2024 to Jan 31, 2025

Initial Registration Fee	2024
Registration Fee (Saskatchewan trained)	\$100.00
Registration Fee (Out of province trained)	\$125.00
Annual Licensure	
Full Practice License	\$225.00
Half Year Full Practice License	\$130.00
Temporary Restricted Practice License	\$225.00
Half Year Temporary Restricted Practice License	\$130.00
Non-Practice License	\$110.00
Non-Practicing upgrade to Full Practice	
Full Year Upgrade	\$115.00
Half Year Upgrade	\$55.00
PLUS: Change of Status Fee	\$25.00
OTHER CHARGES:	
Late Renewal or Reinstatement Fee (due after January 31)	\$120.00
Letter of Standing Fee	\$25.00
NSF Fee	\$45.00

