

Saskatchewan Association of Medical Radiation Technologists Bylaws

Subsection 15(1) of *the Medical Radiation Technologists Act, 2006*

(Ministerial approval not required)

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Title

- 1 These bylaws may be referred to as *The SAMRT Administrative Bylaws, 2015*.

Definitions

- 2 In these bylaws:
 - (a) "Act" means *The Saskatchewan Association of Medical Radiation Technologists Act, 2006*;
 - (b) "Association" means the Saskatchewan Association of Medical Radiation Technologists.

ASSOCIATION**Seal**

- 3 The Association's seal is the seal whose imprint is attached to these bylaws as Appendix A.

Execution of documents

- 4 Documents to be executed on behalf of the Association shall be signed by the president and the executive director and sealed with the Association's seal.

Signing Cheques

- 5 (1) Council shall appoint three signing officers from among the president, vice-president, past president and executive director.
(2) The executive director/registrar is authorized to approve financial commitments and payments of \$2,000 or less. Expenditures greater than \$2000 require a second signing officer.

Fiscal year

- 6 The Association's fiscal year is the calendar year.

Financial audit

- 7 (1) The council shall appoint a chartered accountant to be the Association's auditor.
(2) The auditor shall annually, or more frequently as required by council, audit the Association's books and accounts and shall, annually after the fiscal year end, furnish a statement of the Association's financial affairs, which shall be presented at the annual meeting.

COUNCIL

Number and composition

- 8 For the purpose of clause 8(2)(a) of the Act, the total number of councillors to be elected to the council is eight, including:
- (a) the president;
 - (b) the vice-president; and
 - (c) six members at large.

Remuneration and expenses

- 9 (1) Elected members of council, the past president and in sole discretion of council, the Canadian Association of Medical Radiation Technologists (CAMRT) director are entitled to be reimbursed for expenses as follows:
- (a) actual air fare at the lowest economy fare available or \$0.40 per kilometer when travelling by car;
 - (b) actual room rates based on the single rate;
 - (c) actual taxi or parking costs;
 - (d) where not provided by the Association or as part of the conference or meeting attended, meals in province at the following rates:
 - (i) \$10.00 for breakfast;
 - (ii) \$15.00 for lunch;
 - (iii) \$25.00 for dinner;
 - (e) where not provided by the Association or as part of the conference or meeting attended, meals out of province at the following rates:
 - (i) \$15.00 for breakfast;
 - (ii) \$20.00 for lunch;
 - (iii) \$35.00 for dinner;
 - (f) actual costs of telephone calls for Association business;
 - (g) actual cost of internet connection fees if not included in the accommodation rate.
- (2) Elected council members and the past president shall also receive remuneration as follows:

(a) the president shall receive \$1,000 per year plus \$200 per day for attending meetings of the Association and its committees;

(b) members of council other than the president shall receive:

(i) \$100 per day for attending meetings of the Association and its committees; and

(ii) after one year on council, an annual allowance of \$575 for professional development.

Term of office

10 (1) For the purposes of subsection 8(5) of the Act, the term of office for the elected members of council is three years.

(2) The president, past president and vice-president terms shall be for one year. No elected officer shall hold the same office for more than two consecutive terms.

Public representatives

11 Persons appointed to the council pursuant to section 9 of the Act shall:

(a) represent the views of the public on matters before the council;

(b) report to the council on public concerns; and

(c) perform duties assigned by the council.

PROCEDURES FOR ELECTION

Eligibility for nomination

12 (1) Any member in good standing, other than a student member, is eligible to be nominated for election.

(2) Notwithstanding subsection (1), no employee of the Association is eligible to be nominated for election or to hold or to continue to hold office.

Nominations

13 (1) At least 60 days prior to polling day, the nominating committee shall submit its list of nominees with written consents of the nominees to the executive director so that the ballot can be prepared.

(2) The nominating committee shall, wherever possible, endeavour to secure nominations that reflect geographical and discipline representation and the diversity of the membership.

Eligibility to vote

14 All members are entitled to vote.

Polling day

15 The polling day for the elected councillors is the first day of the annual meeting.

Conduct of election

16 (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.

(2) At least 20 days before the polling day, or as soon as possible in the case of a member registered after that day, the executive director shall mail or electronically deliver to each member a ballot.

(3) The members shall:

(a) vote for the candidate to fill each vacancy, as indicated on the ballot, by selecting the name of the candidate of the member's choice;

(b) all ballots must be received no later than seven days prior to the AGM.

(4) 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.

(5) In the case of a tie vote for any office, the winner shall be determined by a random draw.

OFFICERS AND EMPLOYEES**Selection of president and vice-president**

17 The members of council shall annually select the president and vice-president from among the members who are elected to council.

President

18 The president:

(a) is responsible to the membership at the annual meeting;

(b) shall chair all meetings of the Association and the council; and

(c) is an *ex officio* member of all council committees.

Vice-president

19 The vice-president:

- (a) shall perform all duties as assigned by the council or the president;
- (b) shall have all the powers of the president in the president's absence; and
- (c) shall fill the office of president if the president resigns or is incapacitated.

Executive Director/Registrar

20 The executive director shall:

- (a) act as registrar;
- (b) keep all records of the Association, including a record of all meetings of the Association and the council;
- (c) provide minutes of all meetings of the Association and the council meetings to council members;
- (d) notify all members of annual and special meetings, and send to members appropriate information and documentation prior to the meeting;
- (e) issue any notices that may be required;
- (f) carry out the policies established by the council pertaining to the management and administration of the affairs of the Association;
- (g) be an *ex officio*, non-voting member of all committees except the nominations committee, the awards committee, the ownership linkage committee, the audit committee, the professional conduct committee and the discipline committee;
- (h) keep the Association's seal.

MEETINGS

Meetings of the council

21 Council shall meet at least three times per year, and additional meetings may be held as considered necessary by the president in consultation with council.

Meetings of the Association

22 (1) The Association annual meeting shall be held in each calendar year at a time and place in Saskatchewan determined by the Association at the previous annual meeting, or, if no such determination is made, at a time and place determined by council.

(2) The business of the annual meeting shall include:

- (a) the minutes of the last annual meeting and all subsequent meetings of the Association;
 - (b) business arising out of the minutes;
 - (c) the president's report;
 - (d) the executive director's report;
 - (e) committees' reports;
 - (f) the audited financial report;
 - (g) new business;
 - (h) the report of the scrutineers on the results of the election.
- (3) The executive director/registrar shall send notice of meetings of the Association by mail or email to every member at the postal address or email address as shown in the Association's records.
- (4) Council may call a special meeting of the Association on its own motion.

Quorum

- 23 (1) A quorum for a meeting of the Association is the number of members present.
- (2) A quorum for a meeting of council is a majority.

Procedure at meetings

- 24 (1) The manner of transacting business at council meetings shall be governed by the SAMRT council governance policy, "Special Rules of Order for Council" (see appendix B). When further clarification is required, the most recent edition of *Robert's Rules of Order* shall be used as a resource guide.
- (2) The manner of transacting business at annual general meetings shall be governed by "Special Rules of Order for AGM's" (see Appendix C). When further clarification is required, the most recent edition of *Robert's Rules of Order* shall be used as a resource guide.

COMMITTEES

Establishment

- 25 (1) Where the council establishes a committee pursuant to section 13 of the Act or in accordance with these bylaws:

- (a) the committee shall perform its duties under the direction of the council;
 - (b) a majority of committee members constitutes a quorum; and
 - (c) committee members may, in the discretion of the council, be paid honorariums and reimbursed for expenses, in accordance with the rates set out in section 9.
- (2) All committee appointments are for a term of three years and may be renewed.
- (3) Any committee member whose conduct or activities are detrimental to or inconsistent with the objectives of the Association may be removed or suspended from the committee by a two-thirds vote of the council.

STANDING COMMITTEES

Nominating Committee

- 26 (1) The nominating committee shall consist of the past-president and three members from the full practising membership, non-practicing membership or life membership of the Association. Consideration will be made to obtain representation from all of the disciplines of the Association.
- (2) The committee shall submit names for vacancies on Council.
- (3) The chair will be determined by the committee by a majority vote.

Ownership Linkage Committee

- 27 (1) The ownership linkage committee shall consist of at least three members of council and one of whom will be a public representative and will have one member at large.
- (2) The committee shall establish a linkage with the owners of the SAMRT who have been identified as the public.
- (3) The chair will be determined by the committee by a majority vote.

Audit Committee

- 28 (1) The audit committee shall consist of the vice-president, a public representative and one medical radiation technologist who is a member of the SAMRT.
- (2) The committee shall monitor the financial affairs of the Association and provide an annual report to council highlighting the committee's review of the audited financial statements and any other significant information arising from the external auditor.
- (3) The chair will be determined by the committee by a majority vote.

Awards Committee

- 29 (1) The awards committee shall consist of at least four members of the Association including the past president. Consideration will be made to obtain representation from all of the disciplines of the Association.
- (2) The committee shall promote and communicate information regarding annual awards criteria and coordinate all awards.
- (3) The chair will be determined by the committee by a majority vote.

Appendix A

**SAMRT Seal
(section 3)**



Appendix B

Special Rules of Order for Council Meetings

(Section 24)

Parliamentary Authority

The most recent edition of *Robert's Rules of Order* shall govern the organization in all procedural matters not otherwise covered by *The SAMRT Administrative Bylaws, 2015*.

Council meetings will be conducted in an orderly, effective process, led and defined by the chair.

1. All bylaw obligations respecting council meetings must be satisfied.
2. Council meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum.
3. Meeting order and decorum shall be maintained and all members treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.
4. Council members must keep their comments relevant to the issue under consideration.
5. Council meetings will be conducted at a level of informality considered appropriate by the chair, including that discussion of a matter may occur prior to a proposal that action be taken on any given subject.
6. Proposals that the council take action, or decide a particular matter, shall (unless otherwise agreed to by unanimous consent) be made by main motion of a council member, discussed, and then voted on. Motions require a second to proceed to discussion and subsequent vote.
 - 6.1. The chair of the council may not to the same extent as any council member, make motions, engage in debate, or vote on any matter to be decided, except to change the outcome of a decision in a tied vote.
 - 6.2. A motion to amend a main motion may be amended but third level amendments are out of order.
 - 6.3. A motion to refer to a committee, postpone, or table, may be made with respect to a pending main motion, and if carried shall set the main motion (the initial proposal) aside accordingly.
7. Council members may speak to a pending motion on as many occasions, and at such length, as the chair may reasonably allow.

8. A vote on a motion shall be taken when discussion ends but any council member may, during the course of debate, move for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the main motion shall then be taken.
9. A majority vote will decide all motions before the council excepting those matters in the bylaws which oblige a higher level of approval.
10. A motion to adjourn a council meeting may be offered by any Council member or, on the conclusion of all business, adjournment of the meeting may be declared by the chair.
11. A council member may request to have his or her vote on the record.
12. When further rules of order are to be developed by council, the council will consider the most recent edition of *Robert's Rules of Order* as a resource guide.

Appendix C

Special Rules of Order for AGM's

(Section 24)

Parliamentary Authority

The most recent edition of *Robert's Rules of Order* shall govern the organization in all procedural matters not otherwise covered by *The SAMRT Administrative Bylaws, 2015*.

Scrutineers

Scrutineers will be appointed by the executive director prior to the annual or special meeting.

Parliamentarian

A designated parliamentarian will be at all annual or special meetings.

Meetings will be conducted in an orderly, effective process, led and defined by the chair.

1. All bylaw obligations respecting annual general meetings must be satisfied.
2. SAMRT members entitled to hold a voice and vote at the SAMRT annual general meeting include those holding: full Practicing membership or non-practicing membership. SAMRT members entitled to vote at all annual general meetings include those holding: student membership, or life membership.
3. Annual general meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum. A quorum for any annual meeting shall be the members present, entitled to vote.
4. Meeting order and decorum shall be maintained and all members treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.
5. SAMRT members must keep their comments relevant to the issue under consideration.
6. Annual general meetings will be conducted at a level of informality considered appropriate by the chair, including that discussion of a matter may occur prior to a proposal that action be taken on any given subject.
7. A motion from the floor must be offered by an SAMRT member. It shall be submitted directly to the secretary of the meeting and must be signed by the mover and seconder. A motion will be made, discussed and then voted on.

8. After a motion has been duly moved and seconded, the mover will be recognized as the first speaker and will be permitted to speak a second time in the closing debate of the subject.
9. A member may speak only once to any one motion for a maximum of three minutes unless special permission is granted by the chair.
10. The chair of the annual general meeting may not to the same extent as any SAMRT member, make motions or engage in debate.
 - 10.1 If the chair wishes to engage in debate they may step down temporarily to engage in discussion. At such a time, the parliamentarian shall take over as chair.
11. In the case of a tied vote, the motion will be defeated.
12. A motion to amend a main motion may be amended but third level amendments are out of order.