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1.0 Authority


In accordance with *The Speech-Language Pathologists and Audiologists Act, Section 13, Subsections 1-5:*

- 1) The council may establish any committees that are provided for by the bylaws or that it considers necessary.
- 2) The council shall appoint members to any committees that are provided for by this Act or the bylaws or that it has established pursuant to subsection (1).
- 3) Committee members are eligible to be paid any remuneration that may be prescribed in the bylaws.
- 4) The council may delegate to a committee that is:
 - a) provided for by this Act or the bylaws; or
 - b) established pursuant to subsection (1);
any of its powers or duties, other than the power to make bylaws, on those terms or conditions that the council may determine.
- 5) Subject to this Act and the bylaws, a committee may establish its own procedures.

2.0 Functions


In accordance with **Bylaw VIII, Section 5:**

- 1) The membership of the registration and membership committee shall be a minimum of three members, with at least one speech-language pathologist and one audiologist.
- 2) The duties of this committee shall be to make recommendations to the council with respect to:
 - a) requirements for registration;
 - b) requirements for membership; and
 - c) requirements for licence to practise speech-language pathology and audiology; and
- 3) The chair of the registration and membership committee shall be the registrar and shall be responsible to the council for carrying out the duties of the registrar as outlined in Bylaw V of section 1.

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Together with the Registrar, the Registration and Membership Committee has the following responsibilities:

- Recommends requirements for registration, licensure of members and membership;
- Meets as frequently as required and reports to Council regarding the business of each meeting;
- Receives prescribed forms of application for registration and/or membership, and evaluates/processes applications for various membership categories;
- Requests necessary or further documentation from applicants as required;
- Contacts SAC to confirm applicant's SAC membership or certification;
- Evaluates transcripts and official documents for information regarding academic and practicum background
- Issues temporary registration/license while application is being processed;
- Approves applications for membership if membership requirements (as prescribed by Bylaws) are met; and recommends to Council
- Makes recommendations to Council regarding the status of individual members
- On Council approval, issues license to practice as Speech-Language Pathologist or Audiologist;
- Notifies unsuccessful applicants by letter of reasons for decision not to accept into membership;
- Sends memo copy to SASLPA Treasurer to confirm membership approval and advises the Treasurer about any pro-rating of fees (if required);
- Forwards approved applications back to the SASLPA office; alerts Administrative Assistant:
 - regarding acceptance of members;
 - to maintain member register as required by legislation by adding new membership information;
 - to notify SAC of new membership registrations;
- Conducts annual audit of Continuing Education Equivalents (CEEs);
- Notifies members of annual membership renewal requirements and processes;
- Notifies members who are late with fees and CEE forms that they are in jeopardy of losing their license to practice in Saskatchewan;
- Ensures that SASLPA complies with the terms and conditions of the Labour Mobility Agreement;
- Prepares a report for the Annual General Meeting;
- Follows instructions of Council regarding: suspension, expulsion, reinstatement, reporting to Council and general (members') meetings and for the newsletter.
- As required, reviews Bylaws and makes recommendations for revisions to both the Legislation and Bylaws Committee and Council.
- As required, develops policies and procedures that relate to membership and registration processes.
- Issues letters of good standing when requested.
- Verifies specific member registrations with SASLPA when requested by a 3rd party or public.

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3.0 Offices:

3.0 Chair

- The Registrar shall act as Chair of the Committee (Bylaw VIII, Section 5(3)).

3.2 Secretary/Recorder

- The Committee shall designate one member as secretary (Bylaw VIII, Section 1(7)).

4.0 Meetings

4.1 Frequency

- The Committee will meet as frequently as required to fulfill its terms of reference (Bylaw VIII, Section 1 (2)(b));

4.2 Location

- Meeting location shall be as determined by the Chair of the Committee and may include such venues as teleconference.

4.3 Decision-Taking/Voting Procedures

- All members of the committee shall have voting power and a quorum for the committee shall be the majority of its members (Bylaw VIII, Section 1(5));
- Each voting member shall have one vote.

4.4 Minutes

- The Committee shall keep minutes of all committee meetings;

5.0 Expenses

5.1 Operating Costs

- Committee members are entitled to reimbursement of all operating costs associated with their participation on the Committee (such as travel to locations outside their home location, meal costs) and shall be reimbursed by SASLPA as per **policy # IV. A.2** in the SASLPA policy and procedure manual.
- Remuneration is to be paid from the general funds of the association.

6.0 Commitment

6.1 Term of Office

- In accordance with **Bylaw VIII, Section 1, Subsection 4** the appointment for a committee member shall be for a term of three years, renewable at the discretion of Council. Committee appointments may be staggered.
- For the first staggered term of the committee, the committee members will be randomly selected for an initial one-year, two-year, or three-year term (e.g., if committee has six members, two will be appointed for each set of terms). The selection of terms will be by a staff member not involved with the committee. Standing committee term rules apply after the first full two- or three-year term of the committee.
- The standing committee chair will be appointed for a three-year term.

7.0 Accountability

The Committee shall be accountable to the SASLPA members in accordance with the SASLPA bylaws.