



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS**

BYLAWS - August 2017

Table of Contents

Bylaw I	Council of the Association
Bylaw II	Elections
Bylaw III	Meetings of the Association
Bylaw IV	Membership Categories
Bylaw V	Registration and Licensing
Bylaw VI	Fees
Bylaw VII	Registration Reviews and Reinstatement
Bylaw VIII	Standing Committees
Bylaw IX	Special and Ad Hoc Committees
Bylaw X	Reimbursement of Expenses
Bylaw XI	Accounts of the Association
Bylaw XII	Contributions, Donations, Scholarships, and Bursaries
Bylaw XIII	Ethics
Bylaw XIV	Coming into Force



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

The Speech-Language Pathologists and Audiologists Act

BYLAW I - COUNCIL OF THE ASSOCIATION

Section 1 Composition

- 1 The affairs of the association shall be managed by the council which shall be composed of:
 - a) six members who shall be the president, the president-elect, the past president, the treasurer, the secretary and a member-at-large and who shall be the officers of the association;
and may include:
 - b) three public representatives appointed by the Lieutenant Governor in Council pursuant to the Act;
all of whom shall have voting power.
- 2 The Executive Director or Registrar may attend all council meetings, as the council may decide, but shall not vote.

Section 2 Eligibility

Practising and life members of the association may be elected as members of the council with the following exceptions:

- a) employees of the association shall not hold elected office;
- b) elected officers shall not hold the same office for more than two consecutive terms; and
- c) practising and life members residing and working outside of Saskatchewan shall not hold elected office.

Section 3 Term of Office

- 1 The term of office for the past president, president, and president-elect shall be one year and shall begin at the close of the annual meeting at which the member is elected or appointed.
- 2 The term of office of the remaining elected members shall be two years and shall begin at the close of the annual meeting at which the member is elected.
- 3 The council shall request the replacement or reappointment of the public representative at least every two years in accordance with the Act.
- 4 The president-elect succeeds to the office of president on the expiry or termination of the president's term of office or in the event the president is unable or unwilling to act and thereafter continues in office as the president of the association in accordance with subsection 3(1).
- 5 If the president-elect succeeds to the office of president during the year of the previous president's term, the person:
 - a) holds office as president for the remainder of the predecessor's term of office; and
 - b) continues in office thereafter as president for a one-year term of office.

Section 4 Powers and Functions

- 1 The council shall govern manage and regulate the affairs of the association and, without restricting the generality of the foregoing, may:
 - a) establish policies as necessary to further the goals of the association;



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

- b) establish policies governing examinations, registration and licensing, temporary licensing, and the admission of members;
- c) establish policies governing the professional conduct and discipline committees of the association;
- d) establish policies governing the financial affairs of the association including the management of surplus funds;
- e) approve the appropriation, investment and disbursement of the funds of the association;
- f) review for approval the proposed budget of the association according to association policies;
- g) make revisions to, or amendments of, the bylaws, and advise the members of each such revision or amendment;
- h) develop and implement the public relations program of the association;
- i) submit to each annual meeting of the association a financial statement of the operations of the association for the past calendar year;
- j) authorize and appoint employees of the association, determine the responsibilities and employment assignments and provide for appropriate supervision of staff and the establishment of salary scales;
- k) make recommendations to and receive recommendations from standing committees on matters considered;
- l) establish and maintain, for the purposes of registration, a register of recognized universities and a list of recognized programs; and
- m) such other powers and functions as are allowed by the Act.

2 When the council is not in session the president and any two other council members shall have the authority to act in urgent matters of business including, without limiting the generality of the foregoing, authorizing expenditures and actions.

Section 5 Removal from Office

1 With the exception of the member appointed pursuant to section 8 of the Act, elected or appointed members of council or any committees of the association or the council whose conduct or activities are detrimental to or incompatible with the objects and policies of the association may be removed or suspended from office upon two-thirds vote of the members of council.

Section 6 Council Meetings

- 1 Meetings of the council shall be called by the president or as arranged at a previous meeting of the council with not fewer than five meetings being held between annual meetings.
- 2 A majority of the voting members of the council constitutes a quorum for the transaction of council business and unless otherwise herein provided resolutions of council shall be considered passed upon majority vote of those present.
- 3 Any or all council members may, with council's consent, participate in a council meeting by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A council member so participating in a meeting is deemed to be present at the meeting.

Section 7 President

- 1 The president shall:
 - a) preside at all general and special meetings of the association and of the council;
 - b) perform all acts and deeds pertaining to this office;



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

- c) exercise a general control and supervision over the affairs of the council;
- d) act as chairperson of the council; and
- e) be an ex-officio non-voting member of all committees with the exception of the nominations committee.

Section 8 President-Elect

1 The president-elect shall:

- a) in the absence of the president perform the duties of the president;
- b) perform such duties as may be assigned by the council or the president; and
- c) succeed to the office of president.

Section 9 Past President

1 The past president shall:

- a) be a member of the legislation and bylaws Committee;
- b) act in an advisory capacity to the council; and
- c) perform such duties as assigned by the council or the president.

Section 10 Secretary

1 The secretary shall:

- a) keep all records of the association including a record of all meetings of the association and council;
- b) with the assistance of the Executive Director, 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;
- c) issue all notices required by statute, by these bylaws, or by resolution of the council; and
- d) perform such duties as assigned by the council or the president.

Section 11 Treasurer

1 The treasurer shall:

- a) provide the preparation and submission to each annual meeting of the association a Financial Statement of the operations of the association for the preceding fiscal year;
- b) prepare the annual budget of the association for the approval of council;
- c) receive all monies of the association, or designate a receiver, and deposit same in a chartered bank account designated by council
- d) issue and co-sign, with the president or in the absence of the president, the president-elect, all cheques for the payment of authorized expenditures; and
- e) perform such other duties as assigned by the council or the president.

Section 12 Member-at-Large

1 The member-at-large shall:

- a) represent the views of the membership on matters before the council; and
- b) perform such duties as assigned by the council or the president.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

Section 13 Public Representative

- 1 The public representative shall:
 - a) represent the views of the public on matters before the council;
 - b) report to the council on public concerns;
 - c) be a member of the discipline committee of the association; and
 - d) perform such duties as may be assigned by the council or the president.

Section 14 Fiscal Year, Signing Officers, Seal and Banking

- 1 The seal of the association shall be such as the council may adopt from time to time.
- 2 The fiscal year shall be from January 1 to December 31 in each year.
- 3 The association shall maintain an account or accounts at such bank, credit union or trust company as the council may from time to time determine.
- 4 Signing officers shall include the treasurer and one of the president or president-elect.
- 5 Cheques and documents under the seal of the association shall be co-signed by two signing officers of the association, and all other documents may be signed on behalf of the association as authorized from time to time by the council unless otherwise provided for in these bylaws and the Act.

BYLAW II- ELECTIONS

Section 1 Election of Council:

- 1 The position of president-elect shall be a one-year term. The following year the president-elect will be promoted to president and the third year the president acts as past president.
- 2 The term of office of all other council members shall be for two years. No individual shall occupy the same office for more than four consecutive years.
- 3 Election for the position of secretary shall take place during odd-numbered years and election for the position of treasurer shall take place during even-numbered years. To facilitate this, the first treasurer shall hold office until the next even-numbered year occurs even if that creates a term of less than two years.

Section 2 Nominations

- 1 A call for nominations of candidates shall be mailed to the voting membership 90 days prior to the annual meeting.
- 2 Only voting members in good standing six months prior to nominations may be nominated to the office of president-elect, secretary or treasurer.
- 3 Nominations shall be submitted in writing to the chair of the nominations committee. Such nominations shall be supported by the signatures of two voting members and must have the consent of the member nominated.
- 4 A final slate of candidates shall be mailed to each voting member 45 days prior to the annual meeting.
- 5 When insufficient nominations for elected positions with the association are received by mail, the council may, at its discretion, call for nominations from the floor and balloting at the annual meeting.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

BYLAW III - MEETINGS OF THE ASSOCIATION

Section 1 Annual Meeting

- 1 A meeting of the association shall be held in each calendar year at a time and place decided upon by the council.
- 2 Notice of the annual meeting shall be sent (by regular mail, email or other electronic means of communication) to the members of the association at the address or to the contact information appearing in the register of the association at least 30 days prior to the date of the annual meeting and shall state the business to be considered at such meeting.

Section 2 Special Meetings

- 1 a) The council may call special meetings of the association as required.
b) The council shall call a special meeting of the association on the written request of at least 25 members.
- 2 Notice of a special meeting shall be sent (by regular mail, email or other electronic means of communication) to the members at least 14 days prior to the date of the meeting and shall state the business to be considered at such meeting.

Section 3 Quorum

- 1 A quorum for any annual or special meeting shall be the number of voting members present in person or present by audiovisual or other electronic means, or by proxy.

Section 4 Voting

- 1 All questions voted on at a meeting of the association except as otherwise specified, shall be decided by a majority of the votes of the voting members present. Each voting member shall be entitled to one vote.

Section 5 Minutes

- 1 The association shall cause to be kept minutes of:
 - a) all meetings of the council;
 - b) all committees of council; and
 - c) all annual and special meetings of the members.
- 2 Such minutes shall be kept at such place or places as council may from time to time determine and shall be available for inspection by any member of the association on reasonable notice during normal business hours.
- 3 Notwithstanding the foregoing, the minutes of the meetings of the professional conduct and discipline committees are not open for inspection and shall not be available to members.

Section 6 Procedures at Annual or Special Meetings

- 1 All business shall be deemed special that is transacted at the annual general meeting, or at a special meeting, with the exception of the consideration of the accounts and balance sheet, the ordinary reports of the council and officers, and the election of officers.
- 2 Subject to the provisions of the Act, any member entitled to be present at a meeting may submit any resolution to the meeting, provided that at least three and not more than 14 clear days before the day appointed for the meeting that member shall have served upon the council a notice in writing signed by said member containing the proposed resolution and stating intention to submit the same.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

3 Upon receipt of such notice as provided for in bylaw III, subsection 6(2), the secretary shall include the same in the notice of the meeting in any case where the notice of intention is received before the notice of meeting is issued, and shall in any other case issue, as quickly as possible, to the members, notice that such resolution will be proposed.

4 The president of the association shall preside at every annual or special meeting, but if there be no president or if at any meeting the president shall not be present within 15 minutes after the time appointed for the holding of the meeting, or shall be unwilling to act as chair, the president-elect shall chair the meeting.

5 Every resolution submitted to an annual or special meeting shall be decided in the first instance by a show of hands, but either before or on the declaration of the result of the show of hands, a poll may be demanded by the chair or by any member present in person or by proxy and entitled to vote. Unless a poll be demanded in the manner aforesaid, a declaration by the chair of the meeting that a resolution has been carried unanimously or by a particular majority, or lost, and an entry to that effect made in the book of proceedings of the association, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

6 If a poll be duly demanded, it shall be taken at once and in such manner as the chair shall direct, and the result of the poll shall be deemed to be the decision of the meeting at which the poll is demanded.

7 In any case of a tied vote either on a show of hands or on a poll, the chair of the meeting at which the show of hands takes place, or at which the poll is demanded, as the case may be, shall be entitled to a further or casting vote.

8 The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll has been demanded.

BYLAW IV – MEMBERSHIP CATEGORIES

Section 1 Categories of Membership

1 Membership in the association shall consist of the following categories:

- a) practising membership;
- b) non-practising membership;
- c) provisional membership;
- d) retired membership;
- e) temporary membership.

Section 2 Practising Membership – Privileges and obligations

1 Practising membership entitles a person to the following privileges:

- a) to use the titles as specified in the Act;
- b) to vote and to hold office in the association;
- c) to participate in the annual and special meetings of the association;
- d) to be appointed to committees of the association;
- e) to receive a copy of association documents designated for distribution to practising members; and
- f) to receive publications of the association.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

2 Practising membership carries obligations including but not limited to the following:

- a) to adhere to the code of ethics as referenced in these bylaws; and
- b) to use established speech-language pathology and audiology standards as a guide for the practice of speech-language pathology and audiology;
- c) to comply with continuing education, currency requirements and quality assurance programs; and
- d) to comply with professional liability insurance requirements established by the council.

Section 3 Non-Practising Membership – Privileges and obligations

1 Non-practising membership entitles a person to the following privileges:

- a) to use the titles as specified in the Act;
- b) to participate in annual and special meetings of the association;
- c) to vote and hold office in the association;
- d) to be appointed to committees of the association; and
- e) to receive publications of the association.

2 Non-practising membership carries obligations including but not limited to the following:

- a) to adhere to the code of ethics as referenced in these bylaws; and
- b) to comply with continuing education, currency requirements and quality assurance programs.

Section 4 Provisional Membership – Privileges and obligations

1 Provisional membership entitles a person to the following privileges:

- a) to use the titles as specified in the Act with the addition of Provisional (Speech-Language Pathologist - Provisional; Audiologist - Provisional);
- b) to practise the profession of speech-language pathology or audiology for the period specified by the provisional license;
- c) to attend and speak, but not to vote, at annual and special meetings of the association;
- d) to be appointed to committees of the Association; and
- e) to receive documents and publications of the Association.

2 Provisional membership carries obligations including but not limited to the following:

- a) to adhere to the code of ethics as referenced in these bylaws;
- b) to use established speech-language pathology and audiology standards for the practice of speech-language pathology and audiology;
- c) to comply with continuing education, currency requirements and quality assurance programs; and
- d) to adhere to the professional liability insurance requirements specified by the council.

Section 5 Retired Membership – Privileges and obligations

1 Retired Membership entitles a person to the following privileges:

- a) to use the titles as specified in the Act but only with the addition of Retired e.g., Speech-Language Pathologist - Retired or Audiologist - Retired;
- b) to participate in but not vote, at annual and special meetings of the association;
- c) to be appointed to non-standing (i.e. non-regulatory) committees of the association; and
- d) to receive publications of the association.

2 Retired membership carries obligations including but not limited to the following:

- a) to adhere to the code of ethics as referenced in these bylaws.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

Section 6 Temporary Membership – Privileges and obligations

- 1 Temporary Membership entitles a person to the following privileges:
 - a) to use the titles as specified in the Act for the time their membership status defines; and
 - b) to participate in but not vote at the annual and special meetings of the association should such meetings occur during the term of the license.
- 2 Temporary membership carries obligations including but not limited to the following:
 - a) to adhere to the code of ethics as referenced in these bylaws;
 - b) to use established speech-language pathology and audiology standards for the practice of speech-language pathology and audiology; and
 - c) to adhere to the professional liability insurance requirements specified by the council.

Section 7 Change of Membership Status

- 1 Non-practising or retired members may become practising members of the association by payment of the required fee and compliance with current bylaws and policies governing registration, continuing education, currency and quality assurance.
- 2 Persons who have not renewed their membership will hold no privileges of membership in the association.
- 3 Persons who have been suspended or expelled in accordance with the Act will hold no privileges of membership in the association during the period when the person is expelled or suspended.

BYLAW V - REGISTRATION AND LICENSING

Section 1 Registrar

- 1 The registrar shall:
 - a) receive and evaluate applications for registration and issue annual and temporary licences to practise and conduct annual verification of membership in the association;
 - b) collect the required fees for initial and subsequent registration and annual and temporary licences to practise;
 - c) maintain the register of members as required by the Act and these bylaws;
 - d) perform such other duties as are delegated to the registrar by the council; and
 - e) perform such administrative duties as may from time to time be determined by the council.

Section 2 Initial Registration as a Practising Member

- 1 Persons applying for initial registration as a practising member of the association as a speech-language pathologist shall complete the prescribed application forms and pay the fees in accordance with the bylaws of the association and shall provide evidence that they:
 - a) are a Canadian citizen, landed immigrant, or hold a valid employment visa or valid Canadian work permit; and
 - b) if applying after the date established by the Council, are sufficiently proficient in the English language to be able to provide professional speech-language pathology services in the English language – in accordance with the benchmarks established for the professions of speech-language pathology and audiology by Canadian Language Benchmark (CLB); and



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS**

BYLAWS

- c) have obtained the minimum of a Master's degree from a speech-language pathology program with required course work and clinical practicum hours that is approved by the council; or
 - d) have completed the required course work and clinical practicum hours at a university recognized by the council, and whose degree is, in the opinion of the council, equivalent to the Master's degree in c); and
 - e) if applying after the date established by the Council, have successfully completed the national examination in the profession as recognized by the council; and
 - f) have completed a period of practice under the supervision of a holder of a full practising membership licence in accordance with the policies of the association, if the applicant applies after the date established by the Council
 - g) if the person does not meet the requirements of c), d), e), f) above, but the person meets the requirements for licensure in section 19(1)(b)(ii) of the Act, and is not subject to any condition, restriction or limitation in their ability to practise speech-language pathology; and meets the requirements of subsection (4) of this bylaw, including providing proof of good character and good standing.
- 2** Persons applying for initial registration as a practising member of the association as a speech-language pathologist shall, in addition to meeting the requirements of subsection (1) above, provide evidence that they:
- a) completed the Master's degree described in subsection 1 c), or the required course work and clinical practicum hours described in subsection 1 d), within the three years preceding the application for a licence; or
 - b) meet the requirements for licensure in section 19(1)(b)(ii) of the Act; or
 - c) have been engaged in the practice of speech-language pathology for at least 1250 currency hours, as defined in section 7 (4) of the act, during the five years preceding the application for licence; and have met the continuing education requirements, the quality assurance requirements and currency of practice requirements of the jurisdiction in which they have practiced.
- 3** An applicant who:
- a) does not meet the requirements of subsection 1 above and 4 below shall not be granted membership in the Association;
 - b) meets the requirements of subsection 1 and 4 but does not meet the requirements of subsection 2 above shall be required to complete a program of re-integration into the profession as prescribed by the council, which may include retraining, examinations and/or practice in a supervised setting.
 - c) does not successfully meet the requirements of subsection 3 (b) above shall not be granted practising membership in the Association.
- 4** The applicant shall be required to provide the following information:
- a) proof that the applicant is of good character and of good standing. Such support shall be a signed declaration of disclosure regarding:
 - i) any convictions for criminal offences;
 - ii) any investigations into alleged criminal offences of which the applicant is aware;
 - iii) any findings of professional misconduct, incompetence or incapacity in relation to the speech-language pathology profession, audiology profession or any other profession;
 - iv) any complaints of or investigations into alleged professional misconduct, incompetence or incapacity in relation to the speech-language pathology profession, the audiology profession or any other profession;



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS**

BYLAWS

- v) hours of employment or employment currency in speech-language pathology;
 - vi) compliance with the continuing education requirements and/or quality assurance and currency requirements of any other jurisdiction in which the applicant is licensed to practise;
 - vii) such other information as the council may consider relevant to the character, conduct, standing or fitness to practice of the applicant.
 - viii) Any other information that may be relevant to a decision whether to grant a licence to the applicant.
- b) a signed consent to exchange information with other associations and regulatory bodies if licensed with other associations or regulatory bodies;
- c) a signed declaration that all information provided is accurate and complete;
- d) where the applicant is registered with another regulatory body (the home jurisdiction), the applicant must request that that regulatory body provide a letter to the registrar indicating membership in good standing in the profession applied for and the type of registration or membership held in the home jurisdiction. In addition, the home jurisdiction should provide photocopies of original transcripts, records of clinical hours, documents that support the member's registration or membership in the home jurisdiction (translations, credential assessments, syllabus) and any other documents requested by the registrar. If the home jurisdiction does not hold the original documents, it will indicate which jurisdiction holds such documents;
- e) a member in good standing is one who has met the continuing education requirements and/or quality assurance and currency requirements of the regulatory body of which the applicant is currently a member (the home jurisdiction), has paid the relevant membership fees and is not currently the subject of any complaints or disciplinary or criminal proceedings in any other jurisdiction relating to the applicant's competency, conduct or character, and does not currently have any sanctions or practice restrictions against him or her.
- 5** A licence to practise speech-language pathology as a registered speech-language pathologist may be issued to persons who meet the requirements of Bylaw V.
- 6** Persons applying for initial registration as a practising member of the association as an audiologist shall complete the prescribed application forms and pay the fees in accordance with the bylaws of the association and shall provide evidence that they:
- a) are a Canadian citizen, landed immigrant, or hold a valid employment visa or valid Canadian work permit; and
 - b) if applying after the date established by the Council, are sufficiently proficient in the English language to be able to provide professional audiology services in the English language – in accordance with the benchmarks established for the professions of speech-language pathology and audiology by Canadian Language Benchmark (CLB); and
 - c) have obtained the minimum of a Master's degree from an audiology program with required course work and clinical practicum hours that is approved by the council; or
 - d) have completed the required course work and clinical practicum hours at a university recognized by the council, and whose degree is, in the opinion of the council, equivalent to the Master's degree in c); and
 - e) if applying after the date established by the Council, have successfully completed the national examination in the profession as recognized by the council; and
 - f) have completed a period of practice under the supervision of a holder of a full practising membership licence in accordance with the policies of the association, if the applicant applies after the date established by the Council.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

- g) if the person does not meet the requirements of clauses c), d), e) and f) above, but the person meets the requirements for licensure in subclause 19(1)(b)(ii) of the Act, and is not subject to any condition, restriction or limitation in their ability to practise audiology and meets the requirements of subsection 4 of this bylaw, including providing proof of good character and good standing.
- 7 Persons applying for initial registration as a practising member of the association as an audiologist shall, in addition to meeting the requirements of subsection (6) above, provide evidence that they:
- a) completed the Master's degree described in subsection 6 (c), or the required course work and clinical practicum hours described in clause 6 (d), within the three years preceding the application for a licence; or
 - b) meet the requirements for licensure in section 19(1)(b)(ii) of the Act; or
 - c) have been engaged in the practice of audiology for at least 1250 currency hours, as defined in subsection 7 (4) of the Act, during the five years preceding the application for a licence; and have met the continuing education requirements, the quality assurance requirements and currency of practice requirements of the jurisdiction in which they have practiced.
- 8 An applicant who:
- a) does not meet the requirements of subsection 6 above and 9 below shall not be granted membership in the Association;
 - b) meets the requirements of subsection 6 above and 9 below but does not meet the requirements of subsection 7 above shall be required to complete a program of re-integration into the profession as prescribed by the council, which may include retraining, examinations and/or practice in a supervised setting.
 - c) do not meet the requirements of subsection 8 (b) above shall not be granted practising membership in the Association.
- 9 The applicant shall be required to provide the following information:
- a) Proof that the applicant is of good character and of good standing. Such support shall be a signed declaration of disclosure regarding:
 - i) any convictions for criminal offences;
 - ii) any investigations into alleged criminal offences of which the applicant is aware;
 - iii) any findings of professional misconduct, incompetence or incapacity in relation to the speech-language pathology profession, audiology profession or any other profession;
 - iv) any complaints of or investigations into alleged professional misconduct, incompetence or incapacity in relation to the speech-language pathology profession, the audiology profession or any other profession;
 - v) hours of employment or employment currency in speech-language pathology;
 - vi) compliance with the continuing education requirements and/or quality assurance and currency requirements of any other jurisdiction in which the applicant is licensed to practise;
 - vii) such other information as the council may consider relevant to the character, conduct, standing or fitness to practice of the applicant.
 - viii) Any other information that may be relevant to a decision whether to grant a licence to the applicant.
 - b) a signed consent to exchange information with other associations and regulatory bodies if licensed with other associations or regulatory bodies;
 - c) a signed declaration that information provided is accurate and complete;
 - d) where the applicant is registered with another regulatory body (the home jurisdiction), the applicant must request that that regulatory body provide a letter to the registrar indicating membership in good



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

standing in the profession applied for and the type of registration or membership held in the home jurisdiction. In addition, the home jurisdiction should provide photocopies of original transcripts, records of clinical hours, documents that support the member's registration or membership in the home jurisdiction (translations, credential assessments, syllabus) and any other documents requested by the registrar. If the home jurisdiction does not hold original documents, it will indicate which jurisdiction holds such documents;

- e) a member in good standing is one who has met the continuing education requirements and/or quality assurance and currency requirements of the regulatory body of which the applicant is currently a member (the home jurisdiction), has paid the relevant membership fees, and is not currently the subject of any complaints or disciplinary or criminal proceedings in any other jurisdiction relating to the applicant's competency, conduct or character, and does not currently have any sanctions or practice restrictions against him or her.
- 10** A licence to practise audiology as a registered audiologist may be issued to persons who meet the requirements of Bylaw V.

Section 3 Provisional Membership

- 1** Persons applying for registration as a speech-language pathologist or audiologist may be granted provisional membership if:
- a) the council is satisfied that the person appears to have successfully completed a university program in speech-language pathology or audiology, and appears to meet the other requirements for practising membership but has not yet provided proof of having met the requirements; or
 - b) the council is satisfied that the person meets the requirements for practising membership, other than the requirements for supervision, currency of practice, continuing education, quality assurance and/or practising hours.
- 2** When granting provisional membership the council shall specify the requirements or conditions to be met by the provisional member and any conditions or restrictions associated with the member's practice. A licence issued to such a provisional member shall contain all such requirements, conditions or restrictions, including one or more of the following:
- a) a restriction that the person may only practise while under a period of supervision designated by the council;
 - b) a condition that the person must complete an upgrading or retraining requirement approved by the council within a time specified by the council; and
 - c) such other condition, limitation, or restriction as may be approved by the council to ensure that the person will meet established speech-language pathology and audiology standards while practising.
- 3** If a person fails to meet the requirements, conditions or restrictions associated with the member's membership and licence, the person's membership and license shall terminate.
- 4** A person holding provisional membership shall not be entitled to regular practising membership until the person has met all requirements for practising membership and council has approved granting practising membership.
- 5** Provisional licences may be issued for a defined period, not to exceed one year. A member holding a provisional licence who has met the requirements, conditions and restrictions associated with the member's membership and licence may renew that licence for a maximum of one further one-year term.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

Section 4 Non-Practising Membership

- 1 Non-practising membership in the association shall be available to speech-language pathologists or audiologists who are initially registered pursuant to these bylaws but are not currently practising speech-language pathology or audiology in Saskatchewan.
- 2 Non-practising membership may be maintained for a period not to exceed three (3) consecutive years..
- 3 A non-practising member may be granted an annual licence for a period not exceeding three (3) years upon annual completion of the prescribed application form and payment of the fees in accordance with the bylaws of the association.

Section 5 Retired Membership

- 1 Retired Membership in the association shall be available to speech-language pathologists or audiologists who:
 - a) were registered as a practising member in the year immediately prior to the application for retired membership;
 - b) were in good standing when last registered with the association; and
 - c) are retired from the practice of speech-language pathology and/or audiology.
- 2 Retired membership in the association shall be granted upon the annual completion of the prescribed application form and payment of fees in accordance with the bylaws of the association.

Section 6 Temporary Membership

- 1 Temporary membership in the association shall be:
 - a) limited to a person who:
 - i) is entitled to practise in a jurisdiction outside Saskatchewan and establishes to the satisfaction of the Registrar that he/she is trained and competent in one or both of the professions.
 - ii) will be providing clinical services to Saskatchewan residents and desires registration for a purpose approved by the council such as:
 - conducting or engaging in a research program;
 - demonstrating equipment or techniques to be used in direct clinical care;
 - testifying in court.
 - b) granted upon:
 - i) completion of the prescribed application form;
 - ii) payment of fees in accordance with the bylaws of the association;
 - iii) providing a signed declaration of having current professional liability insurance; and
 - iv) providing proof that the person meets the requirements for good character and good standing required of applicants for a practising membership.

Section 7 Maintenance of Licensure – Compulsory Continuing Education and Currency

- 1 Subject to section 8, practising members are not entitled to renew their annual licence unless they have filed with the Registrar proof that:
 - a) they have met the continuing education/quality assurance activities as outlined by council; and
 - b) they have met the requirements of 1250 currency hours of practice in the previous five years.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

- c) members who have not met a) and/or b) above are subject to a program of reintegration as outlined in Bylaw V, Section 5.
- 2 Non-practising members must, as a condition of membership, participate in continuing education activities as outlined in Section 4, subsection 1(a) or (b).
- 3 All members must submit a record of documentation of continuing education activities annually to the Registrar.
- 4 It is a condition of maintenance of membership and licensure that a member shall provide 1250 hours of patient care or related work in audiology or speech-language pathology over a period of five years. Practice in the following areas of the relevant professions would be countable as currency hours:
 - a) clinical practice (paid or volunteer)
 - b) supervision
 - c) teaching
 - d) consulting
 - e) management and administration
 - f) research
 - g) committee work approved by the council, with a maximum being 140 hours over a five year period.

Section 8 Re-integration into the Profession

- 1 Where a member does not meet the requirements for continuing education and/or quality assurance activities or does not meet the requirements of 1250 currency hours of practice in the previous five years prescribed in the bylaws, the following will apply:
 - a) a member who does not meet the continuing education and/or quality assurance activities as established by the council or 1250 hours in 5 years may be given an extension by the Registrar to meet that requirement. If that extension is given, their licence will be renewed concurrently for that same time period.
 - b) a member who does not meet the continuing education and/or quality assurance activities as outlined by council or who does not meet the requirements of 1250 hours of practice in 5 years may be assessed by the Registrar to determine if a program of reintegration will be required to determine if the member is to remain in practice.
 - c) if a member who does not meet the continuing education and/or quality assurance activities as outlined by council, or does not meet the requirements for 1250 hours of practice in 5 years, the member can attempt to satisfy the Registrar that a reintegration program is not necessary. If the Registrar is satisfied that, notwithstanding the non-compliance, the member has the core knowledge and competencies to engage in the independent practice of the profession of speech-language pathology or audiology the Registrar can renew that person's licence.
 - d) a member who does not meet the requirements of either continuing education and/or quality assurance activities or 1250 currency hours in 5 years and who is unable to establish that he/she has the core knowledge and competencies to engage in independent practice of the profession of speech-language pathology or audiology he/she shall cease to be licensed by the Association.
- 2 A plan for program reintegration into the profession may include any combination of the following:
 - a) refresher education training;
 - b) specified period of supervised practice;
 - c) successful completion of a national competency examination as recognized by the council.
- 3 Where supervision or mentorship is part of a plan for reintegration into the profession:



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS**

BYLAWS

- a) an eligible supervisor is one who is a registered and licensed practising speech-language pathologist or audiologist in the province of Saskatchewan who has a minimum of three years clinical work experience in speech-language pathology or audiology; and
 - b) the council may, in extraordinary circumstances approve a supervision arrangement that does not meet the requirements of clause 3 (a)
 - c) any costs associated with the re-integration program are the responsibility of the applicant. These costs include, but are not limited to, exams, salary, travel, meal allowances and other miscellaneous costs of the supervisor.
- 4 A member who enters into a reintegration program may be issued a provisional licence for the duration of the program. That licence shall be issued subject to such terms and conditions as set by the council.

BYLAW VI- FEES

Section 1 Application Fee

- 1 A non-refundable application fee payable to the association shall accompany each application for membership. Such fee shall be \$150.00.

Section 2 Annual Membership Fee

- 1 The annual membership fee for practicing members shall be \$600.00.
- 2 The annual membership fee for non-practicing members shall be \$480.00.
- 3 The annual membership fees for the coming year and completion of the prescribed forms are due by December 1 of each year.
- 4 A pro-rated fee structure to accommodate new graduates and new residents to Saskatchewan who seek membership late in the fiscal year may be established by the council.
- 5 Members of the association who have not met annual membership renewal requirements, including completion of all forms and documentation of professional continuing education activities and currency, by January 1 shall cease to be licensed and cease to be members. Thereafter at any point during the renewal year, such person shall be licensed and granted membership as practicing or non-practicing members upon completing the prescribed forms and paying all fees prescribed by this bylaw, including the annual membership fee and all late fees.
- 6 Members who have not met annual membership renewal requirements by December 1 in any year shall be given notice that their membership and license to practice shall terminate if the required fees are not paid and all prescribed forms submitted by December 31 of the year in which the notice is sent. Such a person shall be licensed as practicing or non-practicing members thereafter upon completing the prescribed forms and paying all fees prescribed by this bylaw, including the annual membership fee and all late fees.
- 7 Persons who have failed to maintain their annual membership (practicing or non-practicing) shall, upon application for annual membership, be considered new practicing membership applicants. Such applicants shall be required to meet all requirements of initial practicing membership and pay (in addition to the annual membership fee) an additional fee equivalent to the application fee established in subsection 1(1).
- 8 Members (practicing and non-practicing) who have not submitted their documentation of professional continuing education activities and currency by the deadline of December 1 of each year, will pay an additional penalty of \$25.00 per form required, in addition to the fees outlined in Bylaw VI, Section 2.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

- 9 Members who have not met annual membership renewal requirements by the deadline of December 1 of each year, will pay an additional penalty for late payment of \$300.00 in the case of practicing members and \$240 in the case of non-practicing members.

BYLAW VII - REGISTRATION REVIEW AND REINSTATEMENT

Section 1 Registration Reviews

- 1 On the hearing of a review pursuant to subsection 20(4) of the Act from a decision of the registrar not to register an applicant pursuant to the Act, the applicant shall be entitled to receive from the registrar, written notice of the rejection of the application and the reasons therefore.
- 2 The applicant shall be entitled to a review of the decision of the registrar by the council, such request for review to be in writing, setting out the reasons supporting the review and shall be received by the council within 90 days of receipt by the applicant of the decision of the registrar not to register the applicant pursuant to the Act, provided that such time period may, at the discretion of the council, be extended.
- 3 On the hearing of such reviews, the provisions set out in subsections 26(3), (4), (5), (6), (7), (8), (9), (11), and (12) of the Act, in relation to discipline hearings, shall apply as much as the case will allow.

Section 2 Reinstatement After Expulsion

- 1 Any person who has been expelled pursuant to the Act and desires to be reinstated shall file an application to be reinstated on the register with the registrar.
- 2 The application for reinstatement shall be accompanied by:
 - a) a reinstatement fee which shall be equal to the membership fee;
 - b) a statutory declaration of the applicant providing all of the information which may be relevant to the council's decision whether to grant reinstatement, which shall include full disclosure relating to the following matters:
 - i) the character, conduct, habits of life, particulars of employment and means of livelihood of the applicant since the applicant was expelled;
 - ii) particulars of all other matters, if any, that to the applicant's knowledge might be the subject matter of complaint;
 - c) written statements by at least two persons who:
 - i) have had direct personal association with the applicant in the applicant's business or employment since the applicant was struck off; and
 - ii) express the opinion that the applicant is a fit and proper person to engage in the practice of speech-language pathology or audiology;
 - d) where the suspension or expulsion was attributable partly or wholly, directly or indirectly, to sickness or physical or mental disability or other disability that had interfered with the applicant's practice, a certificate of a duly qualified medical practitioner to the effect that the applicant no longer suffers from that sickness or disability or has it under control; and
 - e) an acknowledgement of understanding by the applicant, that, if reinstated, terms and conditions may be imposed.
- 3 The registrar shall, under the direction of the chair of the discipline committee, obtain by correspondence or otherwise, any additional information that the chair deems relevant to the consideration of the application.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS**

BYLAWS

4 Upon receipt by the registrar of:

- a) the application;
- b) the prescribed fee for reinstatement;
- c) all material mentioned in subparagraphs (2) and (3);

the registrar shall refer the application and material to the council together with all other material on the files of the association relating to the application.

- 5 The council shall have the right to order such investigation as it deems necessary under the circumstances including the right to require an independent medical examiner for the purposes of assessment, conduct an inquiry and receive such evidence and hear such parties as they may deem advisable.
- 6 The council may make any order with respect to the application and impose such conditions as it sees fit.

BYLAW VIII - STANDING COMMITTEES

Section 1 Provincial Standing Committees

1 The standing committees of the association shall be:

- a) the discipline committee;
- b) the professional conduct committee;
- c) the legislation and bylaws committee; and
- d) the registration and membership committee.

2 Each standing committee shall:

- a) perform its duties subject to direction of the council;
- b) meet as frequently as required to fulfill its terms of reference; and
- c) report to the council on the business of each meeting of the committee.

3 The council shall appoint the chair or co-chairs and may make all committee appointments and may appoint alternates except where expressly stated in the Act and the bylaws.

4 All standing committee appointments shall be for a term of three years, renewable at the discretion of council.

- a) Where an investigation is commenced by the Professional Conduct Committee or a hearing is commenced by the Discipline Committee and the term of office of a member expires before the investigation or hearing is disposed of, the person shall remain a member of the Professional Conduct Committee or the Discipline Committee, as the case may be, for the purpose of completing the investigation or hearing in the same manner as if the member's term of office had not expired.

5 All members of standing committees shall have voting power and a quorum for a standing committee shall be the majority of its members.

6 No association staff member shall have voting privileges on any standing committee.

7 All committees shall designate one member as secretary.

8 The president or designate shall be an ex-officio member of all committees.

Section 2 Professional Conduct Committee



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

- 1 The professional conduct committee shall be as established by section 23 of the Act and shall conduct its affairs as set out in section 24 of the Act.
- 2 In addition to those duties outlined in section 24 of the Act, this committee shall:
 - a) advise the member that a report or allegation has been received and ask for comments;
 - b) notify the person who made the report or allegation that the report will be reviewed;
 - c) hold in confidence, all documentation and information received;
 - d) prepare for council an annual summary of the number of inquiries, reports and complaints; and
 - e) in the case where the allegation is dismissed, notify all individuals who were contacted in relation to the allegation.

Section 3 Discipline Committee

- 1 The discipline committee shall be established in accordance with sections 8 and 25 of the Act.
- 2 The Disciplinary committee's written report upon conclusion of a disciplinary hearing shall include the following:
 - a) Charges
 - b) Verdict of guilt or innocence
 - c) Summary or rationale of decision in determination of the verdict of guilt or innocence.This report shall be available to members and the public upon request to the SASLPA office.
- 3 Where the committee determines that the person is not guilty of professional incompetence or professional misconduct, the committee shall provide written notice that the complaint has been dismissed to:
 - a) the person who was the subject of the report;
 - b) the person who made the report; and
 - c) any persons contacted about the complaint during the process of hearing the complaint.
- 4 In addition to those duties outlined in sections 26 and 27 of the Act, the committee shall:
 - a) prepare for council an annual summary of the number and nature of hearings conducted.
 - b) publish a summary of the outcome of each disciplinary hearing.
- 5 A summary of the outcome of discipline hearings where the member has been found guilty shall be provided to the members of the Saskatchewan Association of Speech/Language Pathologists and Audiologists, provincial Speech/Language Pathology and Audiology professional associations and/or regulatory bodies and to the Canadian Association of Speech/Language Pathologists and Audiologists.

Section 4 Legislation and Bylaws Committee

- 1 The members of the legislation and bylaws committee shall be a minimum of four members including the chair.
- 2 The duties of this committee shall be:
 - a) to monitor federal, provincial, and municipal legislation affecting speech- language pathology and audiology and the speech-language pathology and audiology professions and to make recommendations to the council for association actions when required;
 - b) to review the Act and bylaws of the association and to make recommendations to the council regarding necessary changes; and



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

- c) upon the direction of the council, to draft changes in the Act and bylaws.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

Section 5 Registration and Membership Committee

- 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.

BYLAW IX - SPECIAL AND AD HOC COMMITTEES

Section 1 Special Committees

- 1 Special committees may be appointed by the council at any time to carry out the objectives of the association and may be dissolved by a resolution of the council.
- 2 When appointing a special committee, the council shall set forth the membership and chairmanship of the committees and the duties and responsibilities thereof.

Section 2 - repealed

Section 3 - repealed

Section 4 - repealed



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

Section 5 Ad Hoc Committees

- 1 Ad hoc committees may be appointed by the council for a specific purpose on terms of reference provided in writing by the council and stating the term of operation of the committee or that the committee shall be dissolved upon completion of the work of the committee and receipt of its report. When appointing an ad hoc committee, the council shall set forth the membership, chairmanship and duties or terms of reference assigned to them.

BYLAW X - REIMBURSEMENT OF EXPENSES

Section 1 Council and Committees

- 1 The council may from time to time establish remuneration payable to council and committee members, to be paid from the general funds of the association.
- 2 Travel and other expense of public representative members of the council who are attending meetings or travelling on association business, shall be paid by government in accordance with the Act, subsection 8(8).

Section 2 Other

- 1 Under special circumstances, the council shall have authority to approve payment of travel and other expenses for non-members who are on association business.

BYLAW XI- ACCOUNTS OF THE ASSOCIATION

- 1 The council shall cause to be kept true accounts of money received and expended by the association and the matter and respect of which said receipts and expenditures take place, of all sales and purchase by the association and of the assets and liabilities of the association.
- 2 The books of account shall be kept at such place or places as the council may see fit.
- 3 At the first and each subsequent annual meeting of the association, the council shall lay before the association financial statements reflecting the operations of the association for the preceding fiscal year.

BYLAW XII- CONTRIBUTIONS, DONATIONS, SCHOLARSHIPS AND BURSARIES

- 1 Council may receive and accept contributions, donations or bequests to the association and shall utilize those funds as it sees fit for the purposes of the association subject to any conditions which might accompany such contributions, donations or bequests.
- 2 Council may create such scholarships or bursary programs as it sees fit from time to time on such terms as it may from time to time determine, including terms as to eligibility and qualifications provided that no such program shall be created from the general operating revenues of the association without the prior approval of the membership at an annual general meeting.

BYLAW XIII – ETHICS

- 1 Every member shall comply with the *Saskatchewan Association of Speech-Language Pathologists and Audiologists (SASLPA) Code of Ethics, Version (2012)*.



**SASKATCHEWAN ASSOCIATION OF
SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS
BYLAWS**

BYLAW XIV - COMING INTO FORCE

- 1 These bylaws come into force on the day that The Speech-Language Pathologists and Audiologists Act comes into force.