



THE CHIROPRACTIC ADMINISTRATIVE BYLAWS

**Passed Pursuant To Subsection 15(1)
*Of The Chiropractic Act, 1994***

Amended September 13, 1995

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TITLE AND INTERPRETATION

- 1(1) These bylaws may be cited as the Chiropractic Administrative Bylaws.
- 1(2) Any term defined by *The Chiropractic Act, 1994* or by the Chiropractic Regulatory Bylaws shall have the same meaning when used in these regulations and, unless the context otherwise requires:
 - a. "Act" means *The Chiropractic Act, 1994*;
 - b. "accredited chiropractic college" means a college or university that is recognized by the C.C.E.C.;
 - c. "association" means the Chiropractors' Association of Saskatchewan;
 - d. "C.C.A." means the Canadian Chiropractic Association;
 - e. "C.C.E.B." means the Canadian Chiropractic Examining Board;
 - f. "C.F.C.R.E.A.B." means the Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards;
 - g. "C.M.C.C." means the Canadian Memorial Chiropractic College;
 - h. "director" or "directors" means a member or members of the board;
 - i. "Discipline Committee" means the committee constituted pursuant to subsection 32(1) of the Act;
 - j. "Investigation Committee" means the committee constituted pursuant to subsection 28(1) of the Act;
 - k. "professional corporation" means a professional corporation as defined by the *The Professional Corporations Act, S.S. 2001, c.P-27.1*;
 - l. "board" means the board of the association.

MEETINGS OF ASSOCIATION

- 2(1) An annual meeting of the association shall be held in each calendar year at a time and place as may be determined by resolution at a previous annual meeting or failing such resolution then as may be determined by the board.
- 2(2) The Board shall cause notice of any meeting of the association to be given to all members no less than 14 days prior to the date of the meeting.
- 2(3) A notice of any special meeting shall state the business to be considered at such meeting. Where at least twenty-five percent of members of the Association who are entitled to vote have made a written request to the board to call a special meeting of the association, the board shall cause a notice of such meeting to be given no later than 30 days after receiving a request for a special meeting, and the meeting shall be held no later than 14 days after the giving of such notice.
- 2(4) A quorum for an annual or special meeting shall be not less than twenty-five percent of the members entitled to attend and vote at such meeting. In the event that a quorum is not present within one hour of the time appointed for the commencement of the meeting, the meeting shall be cancelled.
- 2(5) Where an annual or special meeting has been cancelled due to a lack of quorum pursuant to subsection 2(4) the members present may form themselves into a “committee of the whole”, receive and discuss reports and any other matter intended for consideration at the meeting, but no vote or votes may be taken that would be binding on the association or any of its members.
- 2(6) A committee of the whole, constituted as described in subsection 2(5), may vote to request that the executive director submit any question of import to a mailed vote of all members entitled to vote.
- 2(7) Where an election or elections was or were required but cannot be conducted at an annual or special meeting due to a lack of quorum, the executive director shall cause the election or elections to be conducted by way of mailed ballots.
- 2(8) Subject to subsection 2(9) at a meeting of the association every question shall be determined by a majority of the votes cast on the question. In the case of an equality of votes, either upon a show of hands or upon a ballot, the chairperson of the meeting shall not be entitled to a second or casting vote.
- 2(9) Elections to each board position, whether conducted at an annual meeting or by mailed ballots, shall be conducted by a single round of voting and the person receiving the greatest number of votes shall be elected. In the case of a tie, the voting shall be repeated until a candidate has received more votes than any other candidate on a single round.

- 2(10) Election to the office of the President, whether conducted at an annual meeting or by mailed ballots, shall be conducted by a single round of voting and the person receiving the greatest number of votes shall be elected. In the case of a tie, the voting shall be repeated until a candidate has received more votes than any other candidate in a single round.
- 2(11) Election to the office of the Vice-President, whether conducted at an annual meeting or by mailed ballots, shall be conducted by a single round of voting and the person receiving the greatest number of votes shall be elected. In the case of a tie, the voting shall be repeated until a candidate has received more votes than any other candidate in a single round.
- 2(12) Subject to subsection 3(2) any question at a meeting of the association shall be decided by a show of hands unless a ballot is demanded as hereinafter provided. Upon a show of hands every person who is present and entitled to vote shall have one vote. Whenever a vote by a show of hands has been taken upon a question, unless a ballot thereon is required or demanded, a declaration by the chairperson of the meeting that the vote upon a questions has been carried and an entry to that effect in the minutes of the meeting shall be *prime facie* evidence of the fact without proof of the number or proportion of the vote recorded in favour of or against any resolution or other proceeding in respect of the said question, and the result of the votes so taken shall be the decision of the association upon the said question.
- 2(13) On any question proposed for consideration at a meeting of the association, whether or not a show of hands has been taken thereon, any five (5) members entitled to vote at the meeting may require or demand a ballot. A ballot so required or demanded shall be taken in such manner as the chairperson directs. A requirement or demand for a ballot may be withdrawn at any time prior to the taking of the ballot. If a ballot is taken each person entitled to vote at the meeting upon a question shall be entitled to one vote and the results of the ballot so taken shall be the decision of the meeting upon the said question.
- 2(14) If a meeting of the association is adjourned for less than 30 days, it shall not be necessary to give notice of the adjourned meeting, other than by announcement at the earlier meeting that it is adjourned. If a meeting of the association is adjourned by one or more adjournments for an aggregate of 30 days or more, notice of the adjourned meeting shall be given in the same was as for an original meeting.
- 2(15) For those matters requiring a Notice of Motion, this notice must be provided by or on behalf of the mover or movers to the association office no less than 28 days prior to the next annual or special meeting of the association.
- 2(16) Robert's Rules Of Order shall govern procedure where the Act or the bylaws are silent.

BOARD: NUMBER AND TERM OF OFFICE

- 3(1) The Board shall consist of:
 - (a) five members elected by the association;
 - (b) two additional members appointed by the Lieutenant-Governor in Council;
 - (c) the immediate past-president as an ex-officio member whose term shall be for one 1 year in an advisory capacity.
- 3(2) Members of the board who are required to be elected shall be elected at the annual meeting by secret ballot, or in the case of an annual meeting cancelled due to a lack of quorum the elections shall be conducted by way of mailed ballots pursuant to subsection 2(7).
- 3(3) Each member of the board elected by the association shall hold office for three years or until their successors are elected. A person who is a member of the board on the day before the coming into force of this bylaw shall continue as a member of the board until the expiration of the term for which such person was elected unless such person either resigns or dies. The initial terms of these members shall end so that two members complete their terms in three years; two members complete their terms in two years; and one member's term is completed in one year.
- 3(4) Where a vacancy has occurred in the elected membership of the board and the vacancy has been filled by the remaining members of the board the term of the person elected or appointed by the board shall expire at the next annual meeting of the association and such vacancy shall then be filled by election at such annual meeting for the remaining unexpired term of the elected member that caused the vacancy.

OFFICERS

- 4(1) The officers of the association shall be:
- a. President
 - b. Vice-President
 - c. Registrar
- 4(2) Subject to subsection 2(7) the President and Vice-President shall be elected from among members of the board by secret ballot at the annual meeting of the association. The President and Vice-President of the board on the day before the coming into force of the bylaws, shall continue until the expiration of their terms.
- (a) The President or Vice-President elected at an annual meeting or pursuant to subsection 2(7) shall hold office until the following annual meeting or until their successor is elected.
 - (b) A retiring President shall serve on the board as Past-President in an ex-officio, non-voting position for 1 year. If the retiring President is not completing a board term he/she shall serve notice of his/her retirement at least one (1) month prior to the AGM and the remainder of his/her term will be up for election at the AGM.
- 4(3) The board shall appoint a person to hold the office of Registrar for a period of time specified by the board. The Registrar shall be entitled to attend and participate at meetings of the board, but not vote.
- 4(4) In the case of a vacancy of the offices of President and Vice-President, the board shall appoint a member of the board as a replacement to hold office until the next annual meeting of the association.
- 4(5) The duties of the President and Vice-President shall be those designated by the board and until those duties have designated, shall be those usually pertaining to such offices.

SALARIED OFFICERS

- 5(1) The board may engage and appoint an executive secretary/treasurer and an executive director to perform such duties and assume such responsibilities as may be determined by the board.
- 5(2) The board shall also appoint a registrar who shall also be a salaried officer and the terms of employment and remuneration of the Registrar shall be as determined from time to time by the board.

MEETINGS OF THE BOARD

- 6(1) The quorum for the transaction of business at any meeting of the board shall be three elected members of the board.
- 6(2) Subject to section 6(3) the powers of the board may be exercised by resolution passed at a meeting at which a quorum is present or by resolution in writing and signed by all of the board members entitled to vote on that resolution at a meeting of the board. Where there is a vacancy in the board, the remaining members may exercise all of the powers of the board so long as a quorum remains in effect.
- 6(3) If all the members of the board or committee of the board consent, a member of the board may participate in a meeting of the board or a committee of the board by means of telephone or other communication technology that permits all persons participating in the meeting to hear each other, and a member of the board participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the board and committees of the board held while the member remains on the board.
- 6(4) Meetings of the board may be held at any place in or outside Canada.
- 6(5) Meetings of the board shall be held from time to time at such place as the President, Vice-President or three elected members of the board may determine.
- 6(6) Notice of the time and place of each meeting shall be given in the manner provided in Section 10(1) to each member of the board not less than 48 hours before the time when the meeting is to be held. A notice of a meeting of the board need not specify the purpose of or the business to be transacted at the meeting. A member of the board may in any manner waive notice of or otherwise consent to a meeting of the board.
- 6(7) Notice of an adjourned meeting of the board is not required if the time and place of the adjourned meeting is announced at the original meeting.
- 6(8) The board may appoint a day or days in any month for regular meetings of the board at a place and hour to be named. A copy of any resolution of the board fixing the place and time of such regular meetings shall be sent to each member of the board forthwith after being passed but no other notice shall be required for any such regular meeting.
- 6(9) The President or, in his absence, the Vice-President shall be chairperson of a meeting of the board and if no such officer is present, the members of the board present shall choose any of their number to be chairperson.
- 6(10) At all meetings of the board every question shall be decided by a majority of the votes cast on a question. In case of an equality of votes, the chairperson of the meeting shall not be entitled to a second or casting vote.

- 6(11) A member of the board who is a party to, or who is an officer of or has a material interest in any person or entity who or which is a party to a material contract with the association or who or which will be affected by the subject matter before the board to a greater extent than other members of the association shall disclose the nature and extent of his interest or conflict at the time and such member of the board shall not vote on any such resolution or approve the same.
- 6(12) The members of the board shall be paid such remuneration for their services as the board may from time to time determine and until so determined the remuneration shall be:
- a. \$400.00 per full day;
 - b. \$200.00 per partial day;
 - c. The President shall be paid an honorarium, at the end of each year of office, equal to the annual fees required to maintain an annual license as a practicing regular member. He shall in addition be paid an honorarium of \$600.00 per diem while absent from his practice as a requirement of attending to the duties of his Presidency. This per diem may be pro-rated to apply to a portion of a day when circumstances warrant.
 - d. Reimbursement of any necessary travel and other reasonable expenses.

COMMITTEES

- 7(1) The board may appoint a committee of its members, either elected or appointed, and delegate to such committee any of the powers of the board except those which, under the Act, a committee of members of the board has no authority to exercise.
- 7(2) Subject to the provisions of Section 6(3) the powers of a committee of the board may be exercised at a meeting at which a quorum is present or by resolution in writing signed by all the members of such committee who would have been entitled to vote on that resolution at a meeting of the committee. The meetings of such committee may be held at any place in or outside Canada.
- 7(3) The board may from time to time appoint such other committees as it may deem advisable, but the function of any such other committees shall be advisory only.
- 7(4) Unless otherwise determined by the board, each committee shall have the power to fix its quorum at not less than a majority of its members to elect its chairperson and to regulate its procedure.
- 7(5) The Quality Assurance Committee is established consisting of a minimum of five and a maximum of seven members who shall be appointed by the board. Only members who have been engage in practice for at least five years and who are in good standing are eligible for appointment.
- 7(6) A majority of the Quality Assurance Committee shall constitute a quorum and the decision of a majority of the quorum shall be the decision of the Committee. In the event of a tie, the chairperson of the Quality Assurance Committee shall be entitled to a casting vote.
- 7(7) The term of office of members of the Quality Assurance Committee shall be as determined from time to time by the board.
- 7(8) No member of the Investigation Committee or the Discipline Committee shall be a member of the Quality Assurance Committee.
- 7(9) The Quality Assurance Committee shall establish, develop, administer and carry out an ongoing program of peer assessment of all aspects of chiropractic practice, including, without limiting the generality of the foregoing, all aspects of clinical practice, practice management, record keeping, facilities and facility maintenance and compliance with applicable legislation and regulations.

PROTECTION OF MEMBERS OF THE BOARD, OFFICERS AND OTHERS

- 8(1) No member of the board or officer shall be liable for the acts, receipts, neglects or defaults of any other member of the board or officer or employee or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the association through the efficiency or deficiency of title to any property acquired for or on behalf of the association; or for the insufficiency or deficiency of any security in or upon which any of such monies of the association shall be invested; or for any loss or damage arising from the bankruptcy, insolvency or tortuous acts of any person with whom any of the monies, securities or effects of the association may be deposited; or for any loss occasioned by any error of judgment or oversight on his or her part, or for any other loss, damage or misfortune whatsoever which may happen in the execution of the duties of his or her office or in relation thereto, unless the same is occasioned by his or her own willful neglect or default provided nothing herein shall relieve any member of the board or officer from the duty to act in accordance with the Act and the Regulatory Bylaws passed pursuant to subsection 15(2) thereof or from liability for any breach thereof.
- 8(2) The association shall indemnify a member of the board or officer, or a former member of the board or officer who acts or acted at the association's request as a director or officer of a body corporate of which the association is or was a shareholder or creditor (or a person who undertakes or has undertaken any liability on behalf of the association or any such body corporate) and his heirs and legal representatives, against all costs, charges and expenses including an amount paid to settle an action or satisfy judgment, reasonably incurred by him or her with respect to any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a member of the board or officer of the association, if:
- a. he or she acted honestly and in good faith with a view to the best interests of the association; and
 - b. in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.
- 8(3) The association may purchase and maintain such insurance for the benefit of the members of the board, committee members, and officers as the board may from time to time determine.

NOTICES

- 9(1) Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served) pursuant to the Act and any bylaws made pursuant thereto may be delivered in one of the following ways:
- a. personally serving the notice on the person to whom it is to be given;
 - b. delivering the notice to his or her recorded address;
 - c. mailing the notice to him or her at their recorded address by prepaid or ordinary mail;
 - d. or sending the notice to him or her at his or her recorded address by any means of prepaid transmitted or recorded communication including facsimile or electronic transmission.
- 9(2) A notice so delivered shall be deemed to have been given when:
- a. it is delivered personally or to the recorded address as aforesaid;
 - b. deposited in a post office or applicable letter box; and
 - c. for notices sent by any means of transmission or recorded communication, when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch.

The Registrar may change or cause to be changed the recorded address of any member of the association or any member of the board, officer, auditor or member of a committee of the board in accordance with any information believed by the Registrar to be reliable.

- 9(3) In computing the date when notice must be given under any provision requiring a specified number of days notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.
- 9(4) The accidental omission to give any notice to any member, member of the board, officer, auditor or member of a committee of the board or the non-receipt of any notice by any such person or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

REGISTER OF MEMBERS

- 10 The registrar shall cause to be kept a record to be known as the "Saskatchewan Chiropractic Register" in which shall be entered the name, address and category of memberships of every member of the association and all of the changes occurring in membership and addresses.

BUSINESS OF THE ASSOCIATION

- 11(1) Until changed by a resolution of the board, the registered office of the association shall be 3420A Hill Avenue, Regina, Saskatchewan S4S 0W9.
- 11(2) The financial year of the association shall be January 1 to December 31.
- 11(3) The seal of the association shall contain "The Chiropractors' Association of Saskatchewan". The registrar shall be charged with the custody of the seal.
- 11(4) The members of the board shall have the power from time to time by resolution to appoint any officer or officers, person or persons on behalf of the association either to sign contracts, documents or other instruments in writing generally, or sign specific contracts, documents or other instruments in writing. The seal of the association may, when required, be affixed to contracts, documents or other instruments in writing signed as aforesaid, by an officer or officers, person or persons, appointed by resolution of the board.
- 11(5) The banking business of the association, 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 board. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegations of power as the board may from time to time prescribe or otherwise.

FEEES

Provincial Legislation and Ethics Examination

- 12 A non-refundable examination fee as set out in Appendix A, payable to the Association, shall accompany any application to sit the Provincial Legislation and Ethics Examination.

Registration and Reinstatement Fees

- 13(1) A non-refundable registration fee as set out in Appendix A, payable to the association, shall accompany any application for registration with the association.
- 13(2) A non-refundable reinstatement application fee as set out in Appendix A, payable to the association, shall accompany any application for registration with the association. The reinstatement application fee is solely for the reinstatement application. Where the application is allowed, the successful applicant must then pay the applicable registration and license fee in order to be eligible to practice.

Annual License Fees

- 14(1) The annual license fee for the different categories of membership shall be as set out in Appendix A and shall be paid by November 30 for the ensuing year.
- 14(2) The registrar shall cause notice of the required fees to be given to each member before November 7 of each year.
- 14(3) Any member who has not paid the annual license fee or returned the Annual Declaration Form (Form 4) on or before November 30 shall pay a late fee of \$500.00, in addition to the annual fee, by December 31 of the same year.

Professional Corporation Registration and Permit Fees

- 15(1) A non-refundable annual permit fee as set out in Appendix A, payable to the association, shall accompany every application for registration of a professional corporation.
- 15(2) A non-refundable renewal fee, as set out in Appendix A, payable to the association, shall accompany any application for renewal of an annual permit of a professional corporation.

Waiver or Reduction of Fees

- 15(3) The board may by resolution pro-rate, waive or reduce the amount of any applicable fees set out in Appendix A where in the opinion of the board circumstances or facts exist which in fairness and reasonableness, consistently applied, justify a pro-rating, waiver or reduction and the amounts set out in such resolution of the board shall stand in place of the applicable fee set out in Appendix A.

INDIVIDUAL MEMBERSHIPS IN OTHER ASSOCIATIONS

- 16(1) The association is a founding member of the C.C.A. and to maintain its status as a division of the C.C.A. (with all of the associated rights, benefits, and duties pertaining thereto), each member shall:
- a. pay the prescribed C.C.A. yearly fees as set out in Appendix A ; and
 - b. be provided the opportunity to participate in choosing the permitted representative(s) in accordance with the regulations of the C.C.A.
- 16(2) The association is a founding member of the C.M.C.C. and to maintain its status with C.M.C.C. (and all the associated rights, benefits, and duties pertaining thereto), each member of the association shall:
- a. pay the prescribed yearly C.M.C.C. fees as set out in Appendix A ; and
 - b. be provided the opportunity to participate in choosing the permitted representative(s) in accordance with the regulations of the C.M.C.C.

FORMS

- 17(1) The prescribed form for application for registration in all classes of membership except Locum Tenens Membership shall be Form 1.
- 17(2) The prescribed form for application for registration in the category of Locum Tenens Membership shall be Form 2.
- 17(3) The prescribed form for Application of Reinstatement of Membership shall be Form 3.
- 17(4) The prescribed form for Member's Annual Practice Declaration shall be Form 4.

COMING INTO FORCE

- 18 This Bylaw shall come into force on _____, at which time any previous Administrative Bylaw is repealed.

APPENDIX A

- I. **PROVINCIAL LEGISLATION AND ETHICS EXAM**
[Subsection 12 of The Chiropractic Administrative Bylaws]: \$ 200.00
- II. **REGISTRATION FEES**
[Subsection 13(1) of the Chiropractic Administrative Bylaws]: \$100.00
- III. **REINSTATEMENT APPLICATION FEE**
[Subsection 13(2) of the Chiropractic Administrative Bylaws]: \$ 500.00
- IV. **ANNUAL LICENSE FEES**
[Subsection 14(1) of the Chiropractic Administrative Bylaws]

	CAS	CCA	CMCC	CFCREAB	RESEARCH	PROFILE	TOTAL
A. PRACTISING							
1.1 Regular	2275	450	715	30	100	30	3600
1.2 Locum	745	200	0	30	100	0	1075
1.3 Student	525						525
1.4 Limited	880	200	0	30	100	0	1210
1.5 Life	0						
B. NON-PRACTICING							
2.1 Retired	295	185					480
2.2 Life	0						
2.3 Honourary	0						

Sept 19, 2009

- V. **PROFESSIONAL CORPORATION FEES**
[Subsections 15(4) and 15(5) of the Chiropractic Administrative Bylaws]:

Annual Permit Fee: \$ 125.00

Renewal Fee: \$ 75.00

- VI. **CHIROPRACTIC RESEARCH CHAIR**

A Research Stipend of \$325 per practicing member, for five years (2009-2013), was approved by the membership September 19, 2009.