

**Bylaws
of the College of
Registered Dental Hygienists of Alberta**

**Approved by CRDHA Council November 10, 2006
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Part I: Definitions and Application

1.1 *Bylaws in Force*

These Bylaws have been made by the Council of the College of Registered Dental Hygienists of Alberta pursuant to section 132 of the *Health Professions Act*. These Bylaws replace all bylaws previously in force under the *Health Professions Act*.

1.2 *Definitions*

All terms contained in the Bylaws which are defined in the Act or the Regulation shall have the same meaning given to those terms in the Act or Regulation.

In these Bylaws:

- 1.2.1 “Act” means the *Health Professions Act*, R.S.A. 2000, ch. H-7, as amended or replaced from time to time;
- 1.2.2 “Bylaws” means the Bylaws of the College of Registered Dental Hygienists of Alberta;
- 1.2.3 “College” or “CRDHA” means the College of Registered Dental Hygienists of Alberta;
- 1.2.4 “Council” means the Council of the College;
- 1.2.5 “Councillor” means a member of the Council;
- 1.2.6 “Courtesy Register” means the Courtesy Register of Regulated Members created pursuant to the Regulation;
- 1.2.7 “ex-officio” means a person who sits on Council or a Committee by virtue of some designated position, and in these Bylaws shall be a non-voting member of Council or such Committee;
- 1.2.8 “General Meeting” means the Annual General Meeting and Special General Meetings of the College;
- 1.2.9 “General Register” means the General Register of Regulated Members created pursuant to the Regulation;
- 1.2.10 “Member” means a person registered as a Regulated Member or Non-Regulated Member of the College;
- 1.2.11 “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the Act;
- 1.2.12 “Non-Regulated Member” means a person registered on a register established in section 8.1 of these Bylaws;
- 1.2.13 “Officers” means the President, Vice-President and Past President;

- 1.2.14 “Practice Permit” means a Practice Permit issued or renewed in accordance with the Act;
- 1.2.15 “Registrar” means the Registrar appointed by Council in accordance with the Act;
- 1.2.16 “Regulated Member” means a person registered on either the General Register or Courtesy Register;
- 1.2.17 “Regulation” means the *Dental Hygienists Profession Regulation*, Alta. Reg. 255/2006, as amended or replaced from time to time;
- 1.2.18 “Special Resolution” means a resolution passed at a properly convened General Meeting of the College by more than 2/3 of the votes cast on that resolution;
- 1.2.19 “Voting Member” means any Member in good standing registered on the General Register, Non-Practicing Member Register and Life Member Register.

1.3 Changes of Number and Gender

These Bylaws are to be read with all changes of number and gender required by the context.

1.4 Headings for Reference Only

The headings of these Bylaws are for ease of reference only and shall not affect in any way the meaning or interpretation of these Bylaws.

1.5 Bylaws Subject to Act and Regulation

All provisions in these Bylaws are subject to the provisions of the Act and Regulation whether or not the provision of the Bylaws is expressly stated to be so subject.

Part II: Powers of the College

2.1 Head Office

The head office of the College shall be in the City of Edmonton, Alberta.

2.2 Fiscal Year

The fiscal year of the College shall be from November 1 in each year to October 31 in the following year.

2.3 Annual General Meeting

The College shall hold an Annual General Meeting at least once each fiscal year.

2.4 Seal

The College shall have a seal, which is to be inscribed “College of Registered Dental Hygienists of Alberta”. The seal shall be kept in the custody of the Registrar.

2.5 Manage Revenue and Pay Accounts

The College shall collect and receive all fees, dues and levies assessed and paid by the Members, deposit and invest revenues of the College in accordance with policies approved by the Council, and is entitled to make use of all revenues to carry out the affairs and activities of the College.

2.6 Not for Profit Status

Council shall apply the funds of the College in any manner in promoting the affairs and objects of the College. No part of the income of the College shall be payable to, or available for the direct benefit of any Councillor or Member, but the College may employ or remunerate Councillors or Members to carry out the purposes of the College, and may establish educational incentives or benefit programs pursuant to section 11.2.

In the event of the dissolution or winding up of the College, all remaining assets shall be used to promote dental hygiene education in the Province of Alberta or such other charitable or educational functions as Council shall deem appropriate.

Part III: Council

3.1 Governing Body

The governing body of the College is the Council.

3.2 Powers of Council

Council is empowered to:

- 3.2.1 establish and revise policies governing the activities of the College;
- 3.2.2 delegate such powers as may be delegated under the Act, the Regulation and these Bylaws to the Registrar, employees of the College, or to any Committee of the College, and may at any time revoke such delegation;
- 3.2.3 delegate authority and responsibility for implementation of College policies to the Registrar, employees of the College, or to any Committee of the College;
- 3.2.4 ensure that College policies are implemented through the monitoring of compliance with policies;
- 3.2.5 employ or authorize the Registrar to employ for or on behalf of the College any agents or employees as it thinks fit in connection with the control, management and administration of the College or for any other purposes of carrying out the objects of the College, and to authorize those persons to exercise powers or duties of the College;
- 3.2.6 do such acts as are necessary to carry out its duties under the Act, Regulation or these Bylaws.

3.3 Composition of Council

- 3.3.1 The voting membership of Council shall be composed of:
 - (a) Eight (8) Regulated Member Councillors, elected in accordance with section 3.5 of these Bylaws;
 - (b) Three (3) public member Councillors, appointed in accordance with the Act.
- 3.3.2 The non-voting membership of Council shall be composed of:
 - (a) the ex-officio Councillors, the Past President (if not already a voting member of Council), and such other ex-officio members as may be prescribed by Council from time to time;
 - (b) other non-voting Councillors, as may be appointed by Council from time to time.

3.4 Eligibility to be a Regulated Member Councillor

Regulated Members on the General Register and in good standing are eligible to sit as a Regulated Member Councillor.

3.5 Election of Councillors

The nomination and election of Regulated Member Councillors shall take place as follows:

3.5.1 Nominations Committee

A Councillor shall chair the Nominations Committee;

3.5.2 Call for Nominations

At least ninety (90) days prior to the Annual General Meeting, the Nominations Committee shall send to all Voting Members, either by mail or by electronic means as decided by Council, a call for nominations and information about the nomination and election procedures;

3.5.3 Nominations

To be valid, nominations must be returned to the Nominations Committee no later than sixty (60) days prior to the date of the Annual General Meeting. Nominations must be endorsed by at least three (3) Voting Members, together with the written consent of the person nominated;

3.5.4 Election by Mail Ballot or by Electronic Means

- (a) If the number of nominees does not exceed the number of vacancies on Council, the Registrar will declare the nominees elected by acclamation;
- (b) Where the number of nominees exceeds the number of vacancies on Council, the Nominations Committee shall prepare and mail to each member entitled to vote an election ballot not less than thirty (30) days prior to the Annual General Meeting, unless Council has decided that the voting shall take place by electronic means;
- (c) Where Council has decided that the voting shall take place by electronic means, Council shall direct the Registrar to establish a procedure with respect to voting by electronic means, including the manner and deadline for registering a vote by electronic means;
- (d) Each Voting Member shall be entitled to vote for as many nominees as there are vacancies on Council;
- (e) To be valid, a properly completed ballot shall be returned to the Nominations Committee on or before the date specified on the ballot;
- (f) The person or persons receiving the most votes on valid ballots shall be elected to Council;

- (g) The Registrar shall supervise and administer all Council elections, and may establish procedures for that purpose. In the event of any irregularity or dispute with respect to any nomination, ballot or election, the Registrar shall be the sole arbiter and the decision of the Registrar shall be final and binding;
- (h) In the event of a tie vote, the Registrar shall determine the victor by lottery;
- (i) Upon the receipt and counting of the valid ballots, the Registrar shall prepare a list of the candidates elected to Council, and shall advise the Nominations Committee. All candidates shall be advised of the results as soon as possible. The ballots shall be maintained in the possession of the Registrar until the next Annual General Meeting. The chair of the Nominations Committee, or designate, shall present the results of the election at the Annual General Meeting. At such time, any Member entitled to vote will be entitled to demand a recount of the ballots. If no such demand is made, the chair of the Nominations Committee or designate shall declare the election closed, and Councillors elected. The Registrar shall destroy the ballots as soon thereafter as possible.

3.6 Shortage of Councillors

If an election of Regulated Member Councillors takes place, and all vacancies are not filled, the Regulated Member Councillors may appoint additional Regulated Member Councillors to meet the minimum number required by these Bylaws at the next meeting of Council on or following July 1.

3.7 Term of Office

3.7.1 Term of Office

The term of office for a Regulated Member Councillor is three (3) years, commencing on July 1 immediately following his or her election, and ending on June 30 three (3) years thereafter.

3.7.2 A Regulated Member Councillor is eligible for election a maximum of three (3) consecutive terms.

3.7.3 A Regulated Member Councillor may resign at any time by delivering a notice in writing to the President, and such resignation shall be effective immediately, or at the time stated in the resignation.

3.8 Conduct of Councillors

All Councillors shall act in accordance with Council policies governing the conduct of Councillors.

3.9 Vacancy

If a vacancy occurs in the position of a Regulated Member Councillor, the remaining Regulated Member Councillors may appoint a person to fill that position for the remainder of the former Regulated Member Councillor's term.

3.10 Deemed Vacancy

The position of a Regulated Member Councillor shall be deemed to be vacated if:

- 3.10.1 the Councillor becomes insolvent, or falls into arrears greater than thirty (30) days in payment of any fees, dues or levies assessed by the College;
- 3.10.2 the Councillor is found to be in contravention of the Act, the Regulation or these Bylaws, or is subject of a finding of unprofessional conduct by a hearing tribunal under the Act;
- 3.10.3 the Councillor is found by two-thirds (2/3) of Council, including a majority of the public member Councillors, to have breached Council policies governing the conduct of Councillors;
- 3.10.4 the Councillor becomes of unsound mind, mentally incompetent, or dies;
- 3.10.5 the Councillor is convicted of an indictable offence;
- 3.10.6 the Councillor is absent from two (2) meetings of the Council per council year.

The Councillor may seek to be reinstated by Council in accordance with Council policies.

3.11 Removal from Council

The Voting Members may by Special Resolution at a Special General Meeting or Annual General Meeting remove any Regulated Member Councillor from Council. A vacancy created by the removal of a Councillor in this manner may be filled by a vote of the Voting Members at the General Meeting at which the Councillor is removed.

3.12 Council Meetings

- 3.12.1 The Council shall conduct a Council Meeting to transact the business of the College as required, and no less than two (2) times per year.
- 3.12.2 Any four (4) Councillors may, by request in writing stating the object of the meeting, require the President to convene a Special Meeting of Council to be held within fourteen (14) days of receipt of the request.
- 3.12.3 Notice of the time, date and place of each Council Meeting shall be given to each Councillor not less than forty-eight (48) hours before the time the meeting is to be held unless the Council unanimously agrees to waive notice of the meeting.
- 3.12.4 A Councillor may participate in a Council Meeting by means of telephone or other communication facility permitting all persons participating to hear each other.

- 3.12.5 All voting Councillors may vote at a Council Meeting, except the President, who shall cast a vote only in the event of a tie.
- 3.12.6 A quorum for a Council Meeting equals one-half (1/2) of the voting Members of Council (or, if not a whole number, the next highest whole number).
- 3.12.7 A written resolution of Council signed by all Councillors entitled to vote has the same effect as a resolution of Council adopted at a Council Meeting.
- 3.12.8 By unanimous consent, Council may agree to vote upon a resolution by mail ballot or by electronic means.
- 3.12.9 Except where stated in the Act, Regulation or Bylaws, the procedure at Council Meetings shall be governed by Council policies as may be adopted from time to time.
- 3.12.10 All voting, ex-officio and appointed non-voting members of Council shall be entitled to attend Council Meetings. Members of the College are entitled to attend Council Meetings, except for any part of a meeting held in camera.
- 3.12.11 Council shall appoint a recording secretary who shall record minutes of all Council Meetings.

3.13 Remuneration

Council may determine remuneration and reimbursement for expenses for members of Council, Committees, Tribunals or other bodies of the College.

Part IV: Officers

4.1 Officers of the College

The Officers of the College are:

- 4.1.1 President;
- 4.1.2 Vice-President;
- 4.1.3 Past President.

4.2 Election of Officers

At the next meeting of Council held after the Annual General Meeting, to be held on or before June 30, Council shall elect a President and Vice-President. The President shall be elected from among those Regulated Member Councillors who will continue to be Regulated Member Councillors as of July 1. The Vice President shall be elected from among those persons who will continue to be or will become Regulated Member Councillors as of July 1.

4.3 Duties of the President

The President shall preside at all General Meetings of the College and Council Meetings, shall serve as an ex-officio member of all Committees, and shall perform all duties as prescribed by the Act, the Regulation, these Bylaws or by Council from time to time.

4.4 Duties of the Vice-President

The Vice-President shall perform the duties and exercise the powers of the President in the absence, illness or incapacity of the President, and shall not automatically succeed to the position of President.

4.5 Past President

The former President of the College who has most recently completed his or her term as President shall be the Past President until such time as the President completes his or her term.

4.6 Removal of President or Vice President

Council may remove the President or Vice President upon a vote of two-thirds (2/3) of Council at a Council Meeting called specifically for that purpose.

Part V: General Meetings of the College

5.1 Annual General Meeting

An Annual General Meeting of the Members of the College shall be held at a time and place chosen by Council for the announcement of the election results, the reading of reports, and for such orders of business determined by Council. Members of the College shall be provided with notice of the Annual General Meeting at least sixty (60) days in advance.

5.2 Special General Meetings

Any meeting of the Members of the College other than the Annual General Meeting is a Special General Meeting.

5.2.1 Meeting at Request of Council

Council may call a Special General Meeting at any place, time, and for such orders of business as it considers advisable.

5.2.2 Meeting at Request of Member

The Members of the College may cause a Special General Meeting of the College to be called by delivering to the President and the Registrar a written request signed by twenty-five (25%) percent of the persons who would be eligible to vote at such meeting, stating the order of business to be dealt with. Council shall call such Special General Meeting to be held within thirty (30) days of the delivery of the request, unless there is a currently scheduled General Meeting within forty-five (45) days of the request, in which case that order of business shall be dealt with at such currently scheduled meeting.

5.2.3 Notice of Special General Meetings

Members of the College shall be provided with a notice of the Special General Meeting specifying the date, time and place of the meeting and the nature of business to be dealt with at least fourteen (14) days in advance of the Special General Meeting.

5.3 Participation at General Meetings

All Members of the College, and the public members of Council, may attend and speak at an Annual General Meeting or Special General Meeting. Only Voting Members and the public members of Council are eligible to move or vote upon motions at an Annual General Meeting or Special General Meeting.

5.4 Quorum at General Meetings

A quorum at an Annual General Meeting or Special General Meeting shall consist of not less than fifty (50) persons eligible to vote, and not less than one-half (1/2) of the voting membership of Council.

5.5 Procedure for General Meetings

5.5.1 Rules of Order

Except where otherwise provided herein, all General Meetings of the College shall be conducted according to the most recent edition of Robert's Rules of Order.

5.5.2 Recording Secretary

Council shall appoint a recording secretary who shall record minutes of all General Meetings.

Part VI: Membership

6.1 Membership

The Members of the College shall consist of all Regulated Members pursuant to the Regulation and all Non-Regulated Members pursuant to these Bylaws.

6.2 Good Standing

A Member in good standing is:

- 6.2.1 up to date in the payment of all fees, dues or levies of the College; and
- 6.2.2 not under suspension or cancellation pursuant to the Act, the Regulation or the Bylaws.

6.3 Cancellation Upon Member's Request

Any Member may in writing request the cancellation of his or her registration as a Member or his or her Practice Permit pursuant to the Act.

Part VII: Regulated Membership / Practice Permits

7.1 Applications for Registration as a Regulated Member

The Registrar shall consider applications for registration as a Regulated Member which are complete and include such fees as are determined by Council from time to time.

7.2 Referral of Registration Decision

The Registrar may, in her sole discretion, decide to refer any application for registration to the Registration Committee for their determination.

7.3 Fee for Council Review of Application for Registration

A request for a review by Council of an application for registration shall include such fees as may be determined by Council from time to time.

7.4 Practice Permits

The Registrar shall consider applications for Practice Permits or for renewal of Practice Permits which are complete and include such fees as are determined by Council from time to time.

7.5 Referral of Practice Permit Decision

The Registrar may, in her sole discretion, decide to refer any application for a Practice Permit or for renewal of a Practice Permit to either of the Registration Committee or the Competence Committee for their determination.

7.6 Fee for Council Review of Application for Practice Permit

A request for a review by Council of an application for a Practice Permit or for renewal of a Practice Permit shall include such fees as may be determined by Council from time to time.

7.7 Renewal of Practice Permits

Regulated Members must submit a complete application for renewal of a Practice Permit by October 31 and include such fees as are determined by Council from time to time.

7.8 Reinstatement of Practice Permits and Registration

A Regulated Member whose registration and/or Practice Permit are cancelled, except a cancellation under Part 4 of the Act, may apply to the Registrar for the Practice Permit to be reissued and registration reinstated, upon providing such documents, fees, assessments, levies and late payment fees as may be required by Council.

7.9 Failure to Comply with Conditions of Practice Permit

If it is determined that a Regulated Member has failed to comply with conditions imposed on a Practice Permit, the Registrar may refer the matter to either of the Registration Committee or the Competence Committee in accordance with the Act.

7.10 Privileges of Regulated Membership

7.10.1 General Register

All Members in good standing on the General Register:

- (a) subject to the Act and the Regulation, and any restrictions placed thereunder, may practice dental hygiene in the Province of Alberta;
- (b) subject to the Act and the Regulation, and any restrictions placed thereunder, may utilize the titles dental hygienist, registered dental hygienist, D.H., or R.D.H.;
- (c) may attend, speak and vote at General Meetings of the College;
- (d) may vote for Councillors;
- (e) may be elected and serve as Councillors;
- (f) shall be submitted for membership in the Canadian Dental Hygiene Association in an applicable category;
- (g) shall have access to the communications, newsletters and other services of the College, as may be determined by Council from time to time.

7.10.2 Courtesy Register

All Members in good standing on the Courtesy Register:

- (a) subject to the Act and the Regulation, and any restrictions placed thereunder, may practice dental hygiene in the Province of Alberta for the period of time specified in their registration;
- (b) subject to the Act and the Regulation, and any restrictions placed thereunder, may utilize the titles dental hygienist, registered dental hygienist, D.H., or R.D.H.;
- (c) may attend and speak at General Meetings of the College.

Part VIII: Non-Regulated Membership

8.1 Non-Regulated Membership Registers

The following registers of Non-Regulated Members are established by the College for persons not providing professional services of the profession of dental hygiene within the Province of Alberta:

- 8.1.1 Non-Practicing Member;
- 8.1.2 Student Member;
- 8.1.3 Life Member;
- 8.1.4 Honourary Member.

8.2 Criteria for Non-Regulated Membership

The criteria for persons to be Non-Regulated Members shall be as follows:

- 8.2.1 Non-Practicing Member:
 - (a) a person who either:
 - (i) was previously a Regulated Member on the College's General Register, or
 - (ii) meets the requirements in section 3(1)(a) and (b) of the Regulation;
 - (b) is not currently engaged in active professional employment, or intending to provide services described in section 46(1)(b) of the Act, in Alberta;
 - (c) does not hold a practice permit in Alberta;
 - (d) pays an annual fee, as determined by Council from time to time;
 - (e) all fees, dues or levies to the College are paid in full;
 - (f) is not under suspension or cancellation by the College or the governing body of a health profession in Alberta or an other jurisdiction for unprofessional conduct; and
 - (g) provides any evidence of good character as may be required by the Registrar or Registration Committee.
- 8.2.2 Student Member:
 - (a) a student of a dental hygiene program in the Province of Alberta, which is approved by Council;

- (b) is not currently engaged in active professional employment or intending to provide services described in section 46(1)(b) of the Act outside of the clinical practicum component of the dental hygiene program;
- (c) is not eligible to hold a Practice Permit;
- (d) pays an annual fee, as determined by Council from time to time;
- (e) all fees, dues or levies to the College are paid in full;
- (f) is not under suspension or cancellation by the College or the governing body of a health profession in Alberta or an other jurisdiction for unprofessional conduct; and
- (g) provides any evidence of good character as may be required by the Registrar or Registration Committee.

8.2.3 Life Member:

Life Membership may be granted to a person who has been a Member in good standing of the College or its predecessor for a minimum of fifteen (15) years, meets the criteria established by Council for Life Membership and is nominated through the following process:

- (a) The person must be nominated by at least five (5) Voting Members who shall sign a petition stating their reasons for nominating the individual, and shall submit the petition to Council;
- (b) The person's nomination must receive majority support of Council;
- (c) The Voting Members in attendance at a General Meeting of the Association must approve the granting of Life Membership by a majority vote.

8.2.4 Honourary Member:

Honourary Membership may be granted to any person who has made outstanding contributions to the College or to the practice of dental hygiene, who would not be eligible for registration as a Regulated Member or other category of Non-Regulated Membership, and who is nominated through the following process:

- (a) The person must be nominated by at least five (5) Voting Members who shall sign a petition stating their reasons for nominating the individual, and shall submit the petition to Council;
- (b) The person's nomination must receive majority support of Council;
- (c) The Voting Members in attendance at a General Meeting of the College must also approve the granting of Honourary Membership by a majority vote.

8.3 Applications for Registration as a Non-Regulated Member

The Registrar shall consider applications for registration as a Non-Regulated Member which are complete and include such fees as may be determined by Council from time to time.

8.4 Referral of Registration Decision to Registration Committee

The Registrar may, in her sole discretion, decide to refer any application for registration to the Registration Committee for their determination.

8.5 Renewal of Registration as Non-Regulated Member

Non-Regulated Members, other than Honourary Members, shall submit a complete application for renewal of their membership, including such fees as may be determined by Council from time to time, by October 31 of each year.

8.6 Information on Non-Regulated Members

The Registrar may enter and remove any or all of the following information in a Non-Regulated Members Register:

- 8.6.1 the full name of the Member; and if applicable, previous name;
- 8.6.2 the member's unique registration number;
- 8.6.3 gender;
- 8.6.4 date of birth;
- 8.6.5 home address, phone number, fax number and e-mail address;
- 8.6.6 academic and practical training qualifications, including the name of the institution and the year of graduation;
- 8.6.7 employment history;
- 8.6.8 languages spoken;
- 8.6.9 other jurisdictions in which the Member is registered to practice dental hygiene;
- 8.6.10 other colleges of regulated health professions which the Member is registered with.

Members must provide the above information on the initial application for registration, when there are any changes to the information, or at the request of the Registrar. Information concerning Non-Regulated Members shall be released only in accordance with policies established by the Council from time to time.

8.7 Cancellation of Non-Regulated Membership

Council may cancel the registration of any Non-Regulated Member upon a majority vote of Council.

8.7.1 Cancellation for Default

If a Non-Regulated Member is in default of payment of any fees, costs, dues or levies due, the Registrar may cancel the membership of the Non-Regulated Member.

8.8 Reinstatement of Registration

If the registration of a Non-Regulated Member has been cancelled for non-payment of fees, costs, dues or levies, the Registrar may reinstate the registration upon payment of the fees, costs, dues or levies due, as well as a fee for reinstatement as may be determined by Council from time to time.

8.9 Non-Use of Titles

Pursuant to the Act, membership as a Non-Regulated Member does not grant any right to use the titles dental hygienist, registered dental hygienist, D.H., or R.D.H., or to use the word registered in a manner that states or implies that the person is a Regulated Member.

8.10 Privileges of Non-Regulated Membership

8.10.1 Non-Practicing Register

All Members in good standing on the Non-Practicing Register:

- (a) may attend, speak and vote at General Meetings of the College;
- (b) may vote for Councillors;
- (c) shall be submitted for membership in the Canadian Dental Hygiene Association in an applicable category;
- (d) shall have access to the communications, newsletters and other services of the College, as may be determined by Council from time to time.

8.10.2 Student Register

All Members in good standing on the Student Register:

- (a) may attend and speak at General Meetings of the College;
- (b) shall have access to the communications, newsletters and other services of the College, as may be determined by Council from time to time.

8.10.3 Life Register

All Members in good standing on the Life Register:

- (a) may attend, speak and vote at General Meetings of the College;
- (b) may vote for Councillors;

- (c) shall have access to the communications, newsletters and other services of the College, as may be determined by Council from time to time.

8.10.4 Honourary Register

All Members in good standing on the Honourary Register:

- (a) may attend and speak at General Meetings of the College;
- (b) shall have access to the communications, newsletters and other services of the College, as may be determined by Council from time to time.

Part IX: Committees

9.1 Registration Committee

- 9.1.1 Council shall establish and appoint no fewer than three (3) members to a Registration Committee, and shall designate a member of the Committee to act as chair. Pursuant to the Act, a majority of the members of the Registration Committee shall be Regulated Members.
- 9.1.2 The Registrar or designate shall be an ex-officio member of the Registration Committee.
- 9.1.3 The Registration Committee shall determine any issue referred to it by the Registrar.
- 9.1.4 A quorum of the Registration Committee equals one-half (1/2) of the voting members (or, if not a whole number, the next highest whole number).
- 9.1.5 Subject to the Act, Regulation or any policy approved by Council, the Registration Committee may determine its own rules of procedure.

9.2 Competence Committee

- 9.2.1 Council shall establish and appoint no fewer than four (4) members to a Competence Committee, and shall designate a member of the committee to act as chair. Pursuant to the Act, majority of the members of the Competence Committee shall be Regulated Members.
- 9.2.2 The Registrar or designate shall be an ex-officio member of the Competence Committee.
- 9.2.3 The Competence Committee shall determine any issue referred to it by the Registrar.
- 9.2.4 The Competence Committee shall determine any issue referred to it by a hearing tribunal under Part 4 of the Act.
- 9.2.5 A quorum of the Competence Committee equals one-half (1/2) of the voting members (or, if not a whole number, the next highest whole number), but no fewer than three (3) voting members.
- 9.2.6 Subject to the Act, Regulation or any policy approved by Council, the Competence Committee may determine its own rules of procedure.

9.3 Term of Membership on Registration and Competence Committees

Each member of the Registration Committee and Competence Committee shall be appointed to a term of two (2) years. Members may be appointed for a maximum of three (3) consecutive terms.

9.4 Other Committees

Council may establish Council Committees, tribunals or panels, other than Committees established pursuant to the Act and these Bylaws, for such purposes as Council may deem desirable. Subject to any policy approved by Council, Committees may exercise such powers as are provided to them by Council and determine their own rules of procedure.

Part X: Professional Conduct

10.1 Code of Ethics and Standards of Practice

Council may adopt and amend from time to time a Code of Ethics and any Standards of Practice for the practice of dental hygiene after the completion of consultations required by the Act and such other consultation deemed advisable by Council.

10.2 Hearing Tribunals and Complaints Review Committees

Where the Hearings Director has appointed a Hearing Tribunal or Complaints Review Committee pursuant to the Act:

- 10.2.1 Quorum for the Hearing Tribunal or Complaints Review Committee shall be three (3) members of the tribunal or Committee provided, pursuant to section 12 of the Act, that the requisite number of public members are present;
- 10.2.2 Subject to the Act and any policy adopted by Council, the Hearing Tribunal may determine its own rules of procedure.

10.3 Publication of Information on Ratified Settlements

Subject to the Act, and any authorization of the Complaints Review Committee pursuant to section 60(6)(a) of the Act, the Registrar may publish or distribute information respecting the complaint or ratified settlement in any manner he or she considers appropriate.

10.4 Publication of Information on Orders Made by a Hearing Tribunal or Council

Subject to the Act, the Registrar may publish or distribute information referred to in section 119(1)(f) of the Act in any manner he or she considers appropriate.

Part XI: General

11.1 Fees and Assessments

Council may establish fees, costs, levies or assessments for the following:

- 11.1.1 application fees;
- 11.1.2 registration fees, including an amount for membership in the Canadian Dental Hygienists Association;
- 11.1.3 registration review fees;
- 11.1.4 Practice Permit fees;
- 11.1.5 Practice Permit review fees;
- 11.1.6 examination fees;
- 11.1.7 assessment fees;
- 11.1.8 late payment fees;
- 11.1.9 fees for review or appeals of any decisions under the Act;
- 11.1.10 reinstatement fees.

Council may establish such other fees, costs, levies and assessments as it deems necessary for services provided by the College or by another organization to a Member or to any other person, corporation, institution or facility.

11.2 Benefit Programs and Educational Incentives

Council may from time to time establish scholarships, fellowships or any other educational incentive or benefit program considered appropriate on behalf of the College.

11.3 Notice Regarding Independent Dental Hygiene Practices

- 11.3.1 Any Member who opens or moves an independent dental hygiene practice is required to provide to the College written notification of the name, phone number, fax number (if any), email address (if any) and complete mailing address of the independent dental hygiene practice (the “Requested Information”). The Requested Information must be provided at least thirty (30) days prior to the date on which the independent dental hygiene practice opens or moves.
- 11.3.2 Any Member who is currently operating an independent dental hygiene practice must provide the Requested Information to the College within thirty (30) days of Council’s approval of these Bylaws, regardless of whether the Requested Information has previously been provided to the College.

- 11.3.3 Any Member who is currently operating or who opens an independent dental hygiene practice must provide written notification to the College of:
- (a) any change in the ownership interests or name of the independent dental hygiene practice and;
 - (b) the closure of the independent dental hygiene practice.

Such written notification must be provided at least thirty (30) days prior to the date on which the change takes effect or the independent dental hygiene practice closes.

11.4 Indemnification of Members, Employees and Others

The College shall indemnify every person who was or is a Councillor, employee or agent of the College and her heirs, executors and administrators against all losses, costs and expenses, including solicitor and client fees, reasonably incurred by her for every act done in good faith, honestly and in the best interests of the College, in connection with any actions, suit or proceeding to which she may be made a party by reason of her being or having been a Councillor, employee or agent of the College except to the extent such losses, costs and expenses are attributable to the negligence or wilful misconduct of the party in question. All liability, losses, damages, costs and expenses incurred or suffered by the College by reason of, or arising out of or in connection with the foregoing indemnification provision shall be treated and handled by the College as an expense of the College.

11.5 Declared Emergencies

In the event of the declaration of a state of emergency by the Government of Alberta under the *Government Organization Act* or other legislation, the College may waive or extend any deadline under these Bylaws for the duration or length of the state of emergency.

11.6 Amendment of Bylaws

These Bylaws may be amended from time to time by a majority vote of Council.



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA