



COLLEGE & ASSOCIATION OF
Acupuncturists
OF ALBERTA

College and Association of Acupuncturists of Alberta

Bylaws

**Approved by Members on April 26, 2015
Amended in July 2017**

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SECTION ONE
DEFINITIONS AND INTERPRETATION

Article 1.1 Bylaws in Force

These Bylaws have been made by the Council pursuant to Section 57(1) of the Act.

Article 1.2 Definitions

1.2.1 In these Bylaws:

- (a) "Act" means the Health Disciplines Act of Alberta;
- (b) "Acupuncturist" means a member registered with the College as defined in Section 1(d) of the Regulation;
- (c) "Annual General Meeting" means the annual general meeting of the College;
- (d) "Associate Member" means a person who is registered as an Associate Member-Inactive of the College pursuant to Article 3.2.1 (c);
- (e) "Bylaws" means these Bylaws;
- (f) "College" means the College and Association of Acupuncturists of Alberta;
- (g) "Committee" means a Standing Committee or any special or ad-hoc committee of the College created pursuant to Article 7.9 of the Bylaws;
- (h) "Council" means the Council of the College established pursuant to Section 13 of the Act and Section 20 of the Regulation;
- (i) "Educational Affiliate" means a person who is affiliated or associated, by employment, volunteering, or in any other way with an educational program /institute which provides training for acupuncture and/or TCM;
- (j) "Member" means a person who is a Registered Member, a Temporary Registered Member or an Associate Member of the College;
- (k) "Minister" means the Minister defined in Section 1(f) of the Act;
- (l) "Practice of Acupuncture" means the practice of Acupuncture defined in Section 1(c) of the Regulation;
- (m) "Register" means a register established in accordance with the Health Disciplines Act, the Regulation, or the College's Bylaws;
- (n) "Registrar" means the registrar of the College;
- (o) "Registration Committee" means the Registration Committee established pursuant to Section 20 of the Regulation;
- (p) "Regulation" means the Acupuncture Regulation made pursuant to the Act;
- (q) "Registered Member" means a person who is registered as a Registered Member under Section 2 or Section 3 of the Regulation;
- (r) "Standing Committees" means the Standing Committees of the College described in Article 7.1.1 of the Bylaws;
- (s) "Special Meeting" means any meeting of the College called pursuant to Section 5.3;
- (t) "TCM" means traditional Chinese medicine; and
- (u) "Temporary Registered Member" means a person who is registered as a Temporary Registered Member under Section 3 of the Regulation.

Article 1.3 Severable

The provisions of these Bylaws are independent and severable and the invalidity of any part of the Bylaws does not affect the validity of the remainder of the Bylaws, which shall continue in full force and effect.

Article 1.4 Number and Gender

All words referencing the singular in these Bylaws shall also include the plural where the context requires and vice versa. All words referencing the feminine gender in these Bylaws shall also include the masculine gender where the context requires and vice versa.

Article 1.5 Headings

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

SECTION TWO

PURPOSE OF THE COLLEGE

Article 2.1 Purpose of the College

The College is established under the Act and, pursuant to the Act and Regulation, is required to regulate the profession of Acupuncturists in Alberta in the public interest.

SECTION THREE

PRIVILEGES AND OBLIGATIONS OF MEMBERSHIP

Article 3.1 Membership Year

The member's annual registration shall be effective from January 01 and expire December 31 of each year.

Article 3.2 Categories of Membership

3.2.1 The categories of members in the College are:

- (a) Registered Member;
- (b) Temporary Registered Member;
- (c) Associate Member - Inactive

3.2.2 The Registrar shall maintain a register of each of the categories of members in the College.

3.2.3 If a person's registration as an Associate Member is cancelled, the Registrar must advise the person of the cancellation by a notice sent to that person's last known address.

3.2.4 A Member cannot be registered in more than one category of membership at one time

Article 3.3 Registered Member's Rights

3.3.1 A Registered Member who is in good standing with the College:

- (a) Is entitled to all privileges and rights of membership in the College generally;
- (b) May be a member of Council;
- (c) May be appointed as a member of a Committee of the College; and
- (d) May vote at meetings of the College, subject to Article 5.11.

Article 3.4 Temporary Registered Member Rights

3.4.1 A Temporary Registered Member who is in good standing with the College shall be entitled to all privileges and rights of membership in the College generally excepting the right to:

- (a) Be a member of Council;
- (b) Be appointed as a member of a Committee of the College; and
- (c) Vote at meetings of the College.

Article 3.5 Associate Member's Rights

3.5.1 Associate Members shall be entitled to all privileges and rights of membership in the College generally excepting the right to:

- (a) Be a member of Council;
- (b) Be appointed as a member of a Committee of the College; and
- (c) Vote at meetings of the College

Article 3.6 Associate Member

3.6.1 The category of Membership in the College designated as Associate Member may be granted to individual who:

- (a) Was previously a Registered Member in good standing with the College, but is no longer registered with the College as a Registered Member;
- (b) Pays the fee(s) established pursuant to Article 8.1, and
- (c) Completes prescribed application process set out in Article 3.8.

Article 3.7 is repealed

Article 3.8 Application for Associate Member

3.8.1 An individual may apply for registration as an Associate Member by submitting the form(s) prescribed by Council and paying the fee(s) pursuant to Article 8.1 to the Registrar.

3.8.2 Within 45 days of receiving the application, the Registrar must provide notice to the applicant of the decision to approve or refuse the application.

3.8.3 If an application is refused, the Registrar shall notify the applicant of reasons for the refusal at the address given on the application form.

3.8.4 If an application is approved, the Registrar shall notify the applicant at the address provided on the application form and the name of the applicant shall be entered in the Associate Member Register.

Article 3.9 Cancellation of an Associate Member Registration

The Council may, at its discretion, cancel a person's or Associate Member Registration.

Article 3.10 Members in Good Standing

3.10.1 A Member of the College shall be in good standing only if:

- (a) No fines, fees, costs, assessments, penalties, or levies are owing by the Member to the College; and
- (b) In the case of Registered Members, the Registered Member:
 - (i) has a valid annual registration; and
 - (ii) his registration has not been cancelled or suspended pursuant to Part 4 or Part 5 of the Act.
 - (iii) he is in compliance with any orders issued pursuant to Part 4 or Part 5 of the Act.

Article 3.11 Change of Member Information

A Member shall notify the Registrar in writing within 30 days of any change in the information contained in any register which relates to that Member.

Article 3.12 Payment of Fees and Costs

Each Member shall pay to the College as and when prescribed, all costs, fees, levies, and assessment, together with any penalties or interest for late payment, established pursuant to Article 8.1 of the Bylaws.

SECTION FOUR

COLLEGE ADMINISTRATION

Article 4.1 Fiscal Year

The fiscal year of the College begins on January 01 and ends on December 31.

Article 4.2 Audit

In each fiscal year of the College, there must be an audit or review of the College's financial books, records, and accounts by a Chartered Accountant, Certified Management Accountant or Certified General Accountant who is registered under the Regulated Accounting Professions Act and who has been appointed by Council. The said audit or review shall be submitted and presented at the Annual General Meeting of the College.

Article 4.3 Seal of the College

The College shall have a seal, which shall have inscribed thereon, "College and Association of Acupuncturists of Alberta" and the seal shall be kept at the main office of the College.

Article 4.4 Signing Authority

4.4.1 Two persons, from the President, Treasurer, Vice-President, Registrar or their designates appointed by Council shall sign all contracts, or legal documents, on behalf of the College.

4.4.2 For banking purposes, two signatures are required for all cheques. Council will identify annually a combination of persons from the President, Vice-president, Treasurer, Registrar or Registrar's designate who will have the authority to sign cheques.

Article 4.5 Deposit and Investments of Funds

4.5.1 Monies of the College shall only be deposited in one or more of the following:

- (a) Canadian Chartered Banks;
- (b) Canadian Trust Companies; or
- (c) Alberta Treasury Branches;

provided that both principal and interest of such deposits are fully guaranteed.

SECTION FIVE

MEETINGS OF THE COLLEGE AND MAIL VOTES

Article 5.1 Annual General Meeting

5.1.1 The College shall hold an Annual General Meeting of its Registered Members once during each calendar year at such time and place as Council may determine to:

- (a) Receive the audited financial statements of the College;
- (b) Receive the Annual Report of the College;
- (c) Receive the written reports by the Council, Committees and the Registrar concerning the activities of the College, since the last Annual General Meeting, and discuss about its future plans;
- (d) Conduct elections for membership in the Council; and
- (e) Transact other business as may be properly conducted.

5.1.2 Any resolution, motion or matter carried or passed at an Annual General Meeting shall be considered at the next meeting of Council.

Article 5.2 Notice of Annual General Meeting

Notice of the Annual General Meeting together with an agenda for the Annual General Meeting and a copy of the minutes from the previous Annual General Meeting, shall be sent to Registered

Members at their last known address not less than thirty (30) days prior to the date of the Annual General Meeting, and shall state the date, time, and location of the Annual General Meeting.

Article 5.3 Special Meetings

5.3.1 The Council may, whenever it deems appropriate, and shall upon a request in writing made by Registered Members who are in good standing and who represent ten percent (10) of the total Registered Members, convene a Special Meeting of the Registered Members of the College for the purpose of considering a specific and urgent matter which cannot be delayed until the next Annual General Meeting.

5.3.2 Any resolution or matter carried at a Special Meeting shall be considered at the next meeting of Council.

Article 5.4 Notice of Special Meetings

Notice of a Special Meeting together with the purpose for holding the meeting shall be sent to the Registered Members of the College at their last known address not less than ten (10) days prior to the date of the Special Meeting. The date, time, and location for a Special Meeting shall be determined by the Council in their sole discretion, acting reasonably.

Article 5.5 Agenda for Special Meetings

Only the matter or matters set out in the notice of a Special Meeting shall be dealt with at a Special Meeting.

Article 5.6 Chairperson of Meetings

5.6.1 The President of the College or, in his absence, the Vice-President of the College, shall be the Chairman of any meeting of the College. In the absence of both the President and the Vice-President, a Member of Council elected by the Registered Members at the meeting shall be the Chairman of the meeting.

5.6.2 Notwithstanding Article 5.6.1, the Council may retain a parliamentarian to assist in chairing an Annual General or Special Meeting of the College.

Article 5.7 Quorum for Meetings

The presence of ten percent (10%) of the Registered Members of the College in good standing at the commencement of an Annual General or Special Meeting of the College shall constitute a quorum for that meeting.

Article 5.8 Failure to Reach a Quorum

If a quorum is not present within one-half ($\frac{1}{2}$) hour after the time set for the commencement of an Annual General or Special meeting of the College, the meeting shall be rescheduled for a date, time, and location, selected by the Council, in their sole discretion, acting reasonably.

Article 5.9 Procedure at Meetings

Subject to these Bylaws, the Annual General and Special meetings of the College shall be conducted in accordance with the current edition of Roberts Rules of Order or other acceptable governance procedures approved by Council.

Article 5.10 Voting Rights

Each Registered Member in good standing excepting the Chairman shall have one vote per matter at a meeting of the College. In the event of a tie vote at any meeting of the College, the Chairman of the meeting shall have a deciding vote.

Article 5.11 Forfeiture of Voting Rights

A Registered Member, who is not in good standing with the College, is ineligible to cast a vote, either in person or by proxy, at a meeting of the College and is ineligible to participate in a mail vote described in Article 5.14 or Article 9.1.

Article 5.12 Votes

Subject to Article 5.7, a majority vote of the Registered Members in attendance, or voting by proxy's at any meeting of the College, shall be sufficient to determine any resolution or matter at a meeting of the College, except as otherwise specified in the Bylaws.

Article 5.13 Voting Process

At a meeting of the College, and subject to Article 6.4, a resolution or matter shall be decided by a show of hands unless, in the opinion of the Chairman, a secret ballot is necessary and, unless a secret ballot is conducted, a declaration by the Chairman of a meeting that a resolution or matter on a show of hands has been dealt with, is conclusive proof that the resolution or matter has been dealt with.

Article 5.14 Mail Vote

5.14.1 A matter or resolution may be voted upon by mail if Council, in its sole discretion, determines that any matter or resolution shall be the subject of a mail vote.

5.14.2 When Council determines that a matter or resolution shall be the subject of a mail vote, it shall be sent by ordinary mail thirty (30) days prior to the closing date of the vote to each Registered Member at his last known address the following:

- (a) The matter or resolution which is to be the subject of a mail vote;
- (b) Such background information as Council deems appropriate;
- (c) A ballot with a means to uniquely identify the voter as an eligible registered voter, unless the vote is by a secret ballot in which case the ballot's covering envelope will contain the unique identifier of the eligible registered member;
- (d) Directions as to voting, which the Council deems appropriate;

- (e) A specially recognizable, self-addressed return envelope with the name and address of the Chief Returning Officer appointed by Council; and
- (f) A date and time specified by Council for the closing and receipt of the mail vote.

5.14.3 Registered Member's mail votes which are not received at the office of the College on or before the stated closing date will be deemed spoiled and shall not be counted.

5.14.4 Immediately following the date specified for the closing of a mail vote, a scrutinizer appointed by the College shall count the mail votes and provide the results of the vote to the Chief Returning Officer. The results will include a report on the total number of ballots received, number of spoiled ballots and results of the vote. The Chief Returning Officer will provide the results to the President who shall post these results on the College website within seven (7) business day of the closing of the mail vote.

5.14.5 In the event of a tie vote, the Chairman of the Council shall cast a deciding vote.

5.14.6 Within seven (7) business days of the counting of the mail vote, the Chief Returning Officer will make available to the Council for their minutes, an official report on the vote, including the items in article 5.14.4 and recommendations, if any, for improvement of the voting process.

5.14.7 All mail vote ballots shall be retained for sixty (60) days following the date specified for the closing of a mail vote, and then subsequently the mail vote ballots shall be destroyed.

SECTION SIX

COUNCIL

Article 6.1 Composition and Duties of the Council

6.1.1 The council shall consist

- (a) Not less than six (6) and not more than nine (9) Registered Members, including a President, a Vice-President and a Treasurer; and
- (b) Two (2) Public Members appointed by the Lieutenant Governor-in-Council pursuant to the Act and the Regulation.

6.1.2 The council shall provide general oversight, supervision, and administration over the activities and affairs of the College.

Article 6.2 Term of Office

6.2.1 As may be necessary from time to time in order to ensure that the terms of one-half of the Registered Members of Council will expire every two years, the Council Members may in

their sole and independent discretion, call a meeting of the Council to conduct the following business:

- (a) To select certain Registered Members of Council to hold office for a one (1) year term which is deemed to have begun on the date of the last Annual General Meeting, and
- (b) To select the remaining Registered Members of Council to hold office for a two (2) year term which is deemed to have begun on the date of the last Annual General Meeting.

6.2.2 Subject to Article 6.2.1, the term of office for a Registered Member of Council shall be two (2) years.

6.2.3 Subject to Article 6.2.4 any Registered Members of Council whose term of office as a Council Member is expiring shall be eligible for re-election.

6.2.4 Any Registered Members of Council may only sit for three (3) consecutive terms of office.

Article 6.3 Nominations

6.3.1 Nominations for Registered Members of Council may only be made for Registered Members in good standing by Registered Members in good standing and all nominations must be received before the commencement of the vote for Council Members at an Annual General Meeting and must have the consent of the nominated Registered Member to stand for election.

6.3.2 To be nominated for election to the Council, a Registered Member:

- (a) Must be a Registered Member in good standing with the College;
- (b) Must have been a resident of the Province of Alberta for a minimum of one (1) year immediately preceding nomination;
- (c) Must not be or have been an immediate family member of a founder, principal, owner, director, dean, executive officer, manager, signing authority, shareholder, administrator, or management staff of an Alberta educational program/institute providing education in TCM/Acupuncture for the two (2) years immediately preceding nomination;
- (d) No more than one Registered Member who is associated or affiliated in any way with an educational program/institute may be elected to serve on Council;
- (e) Must not be on the Board of Directors or in any other executive position with a professional organization which advocates on behalf of or otherwise is associated with TCM/Acupuncture profession;
- (f) Must not be the subject of any ongoing formal investigation by the College or professional legal dispute; nor have been the subject to disciplinary measures as the result of a formal investigation by the College in the five (5) years immediately preceding the time of their nomination;
- (g) Must not have been convicted of a criminal offence in the five (5) years immediately preceding the time of their nomination;

- (h) Must have been engaged in full-time practice in the TCM/Acupuncture profession as a Registered Member in the year immediately preceding nomination; and
- (i) Must not be a current Member Services Committee appointee.

Article 6.4 Elections

All elections for Registered Members of Council shall be by secret ballot and elections shall be by simple majority vote, provided that in the event of a tie vote such vote shall be re-taken as between the nominees with the same number of votes. Educational Affiliates shall be deemed to be running for the same Council position with the Educational Affiliate who receives the highest number of votes being elected to Council.

Article 6.5 Deemed Election

If the number of Registered Member nominees for election to Council is less than or equal to the maximum number of vacant Registered Member positions on Council, then all such nominees are deemed to be elected by acclamation, and without the necessity of conducting a vote. In the case where there is more than one Educational Affiliate who has been nominated for election to Council, a vote will be held in accordance with Article 6.4 to determine which Educational Affiliate will be elected to serve on Council.

Article 6.6 Vacancy

Where a vacancy or shortage of Registered Members on the Council occurs at any time, the Council may appoint Registered Members to fill any vacant positions.

Article 6.7 Deemed Vacancy

6.7.1 A Registered Member of Council shall be deemed to have vacated the office of Council Member if:

- (a) The Registered Member of Council is insolvent or declares bankruptcy;
- (b) The Registered Member of Council becomes incapacitated or dies;
- (c) The Registered Member of Council's conduct is found to constitute unskilled practice or professional misconduct under Part 4 or Part 5 of the Act;
- (d) The Registered Member of Council resigns in writing;
- (e) Except with respect to those Registered Members currently serving on Council at the time of enactment of these Bylaws, if a Registered Member on Council would no longer meet the nomination criteria provided for in section 6.3.2.

Article 6.8 Removal of Council or Committee Member

6.8.1 A Registered Member of Council may be removed from the Council where a motion to that effect is passed by two thirds of the other Members of the Council.

6.8.2 A member of a Committee may be removed from a Committee where a motion to that effect is passed by of the Council.

Article 6.9 Duties of the President

6.9.1 The President shall be a Member in good standing on the Registered Member register and shall perform all duties, roles, responsibilities in accordance with Council-approved governance policies which include the following:

The President shall:

- (a) Act as the chief elected officer of the College;
- (b) Communicate regularly with the Registrar about the activities of the College;
- (c) Preside over and chair all Annual General and Special Meetings;
- (d) Report to members at the Annual General Meeting a report detailing the activities of the College and the performance of Council members with respect to attendance at meetings of council and fulfillment of commitments;
- (e) Ensure the College fulfills its commitments to government.

Article 6.10 Duties of the Vice-President

6.10.1 The Vice-President shall:

- (a) Be a member in good standing on the registered member register;
- (b) Perform the duties of the President if the President is absent, unable, or unwilling to perform his duties; and
- (c) Perform all duties, roles and responsibilities in accordance with Council approved governance policies.

Article 6.11 Duties of the Treasurer

The Treasurer shall assume all roles, responsible and accountabilities in accordance with Council-approved governance policies.

Article 6.12 Meetings of the Council

6.12.1 Meetings of the Council shall be held in Alberta at least three (3) times per year, on such dates and at such times and places as may be determined by the President, acting reasonably.

6.12.2 Notice of the time, date, and place of each meeting of the Council, shall be given to each Council Member not less than twenty (20) days before the date when the meeting is to be held.

Article 6.13 Special Meeting of Council

Notwithstanding Article 6.12.1, a special meeting of the Council shall occur upon the request of a majority of the Members of Council.

Article 6.14 Parliamentary Procedure

Subject to any provisions in the Bylaws, all meetings of the Council shall be conducted in accordance with the current edition of Roberts Rules of Order or other acceptable governance procedures approved by Council.

Article 6.15 Chairman

The President or, in the absence of the President, the Vice-President, shall chair meetings of the Council.

Article 6.16 Quorum

The quorum for meetings of the Council shall be a simple majority of Council members.

Article 6.17 Voting Privileges

With the exception of the Chairman of the Council, each Member of Council shall have one (1) vote. In the event of a tie vote, the Chairman of the Council shall then cast a deciding vote.

Article 6.18 Majority Vote

Subject to Article 6.8.1, matters considered at any meeting of the Council shall be decided by a simple majority of votes cast upon each matter provided that in the event of a tie the President or the Chairman of the meeting in the President's absence shall have a tie-breaking vote.

Article 6.19 Remuneration and Reimbursement

6.19.1 The Members of Council and Members of any Committees of the College shall receive compensation for their services as a Council or Committee Member, pursuant to the policies determined by Council.

6.19.2 Members of Council and Members of the College's Committees shall be reimbursed pursuant to the College's expense policy for their reasonable travel, accommodation, and miscellaneous expenses incurred while carrying out Council or Committee duties.

SECTION SEVEN COMMITTEES

Article 7.1 Committees

7.1.1 All College Committees must carry out their functions in compliance with the Act and Regulation and are under the overall authority of the Council. There shall be the following Standing Committees of the College:

- (a) Registration Committee;
- (b) Conduct and Competency Committee;
- (c) Examination Committee;
- (d) Member Services Committee;
- (e) Budget, Financing and Audit Committee; and
- (f) Program Review Committee.

7.1.2 Council shall appoint Registered Members in good standing to the Standing Committees.

7.1.3 If a vacancy exists on a Committee, the Council may appoint Registered Members to fill any vacant positions.

Article 7.2 Registration Committee

7.2.1 The Registration Committee has the powers and duties of the Registration Committee pursuant to the Act and Regulation and any other duties specified in accordance with Council-approved governance policies, including terms of reference.

7.2.2 Overseeing the evaluation process for determining whether Registered Members and Temporary Members have met the Council-approved continuing education requirements.

Article 7.3 Conduct and Competency Committee

The Conduct and Competency Committee has the powers and duties of the Conduct and Competency Committee pursuant to the Act and Regulation and any other duties specified in accordance with Council-approved governance policies, including terms of reference.

Article 7.4 Examination Committee

7.4.1 Responsibilities of the Examination Committee:

- (a) Overseeing all aspects of an acupuncture examination process including but not limited to;
 - (i) Developing and implementing an entry-level examination for registration purposes;
 - (ii) Evaluating the performance of the exam candidates.
- (b) Any other duties assigned through Council-approved governance policies including terms of reference.

7.4.2 The Examination Committee shall consist of not less than three (3) and not more than seven (7) Registered Members.

Article 7.5 Member Services Committee

7.5.1 Responsibilities of the Member Services Committee:

- (a) Assist with non-regulatory functions that promote public awareness of acupuncturists, acupuncture and traditional Chinese medicine.
- (b) Provide representation for the profession on matters including but not limited to, healthcare service providers, insurance companies and other funders.
- (c) Carry out any other non-regulatory activities approved by Council that support members in the provision of safe and effective acupuncture services.
- (d) Advising the Council on continuing education opportunities for approval of Continuing Education Units (CEU).

- 7.5.2 The Member Services Committee shall consist of not less than three (3) and not more than nine (9) Registered Members.
- 7.5.3 No Member sitting on the Member Services Committee can, at the same time, be a member of Council or a member of a College statutory regulatory Committee.
- 7.5.4 The Member Services Committee shall on a regular basis and, in any event, on the request of Council report to the Council regarding its activities provided that any such reports are provided for information only and the Member Services Committee shall, to the greatest extent possible, carry out its functions and responsibilities separately and independently of the Council and the College.

Article 7.6 Budget, Financing and Audit Committee

- 7.6.1 Responsibilities of the Budget, Financing and Audit Committee:
- (a) Providing oversight on the College's financial situation and making recommendations to Council;
 - (b) Developing, establishing and administering financial policies, systems and procedures essential to the financial administration of the College which include but are not limited to:
 - (i) Accounting practices;
 - (ii) Internal control and auditing;
 - (iii) Financial planning;
 - (iv) Budgeting practices;
 - (c) Producing annual financial statements and reports each fiscal year;
 - (d) Working with the Registrar to ensure the College's financial accountability;
 - (e) Any other duties assigned through Council approved policies and the Committee's terms of reference.
- 7.6.2 The Budget, Financing and Audit Committee shall consist of not less than three (3) and not more than seven (7) Registered Members, one of which will be the Treasurer.

Article 7.7 Program Review Committee

- 7.7.1 Responsibilities of the Program Review Committee:
- (a) Implementing, enforcing and evaluating the standards of education for the approval of programs; and
 - (b) Reviewing and making recommendations to the Council regarding approval of acupuncture and traditional Chinese medicine entry-level training or education programs for the purposes of Article 3.6.1(a).
- 7.7.2 The Program Review Committee shall consist of not less than three (3) and not more than seven (7) Registered Members.

Article 7.8 Special and Ad Hoc Committees

Notwithstanding Article 7.1.1, the Council may from time to time, appoint special and ad-hoc Committees that it considers necessary to assist in the management and administration of the College.

Article 7.9 Term of Committee

Members of Committees of the College shall serve for a term of two (2) years or until a successor has been appointed, but in any case, shall not serve more than three consecutive terms.

Article 7.10 Chairman of the Committees

The Council shall annually appoint a chairman for each Committee of the College from among the Registered Members of each Committee.

Article 7.11 Committee Meetings

All meetings of Committees of the College shall occur at the dates, times, and places which the Committee considers appropriate and shall be conducted in accordance with commonly accepted meeting policies and procedures approved by Council and included in each Committees Terms of Reference.

Article 7.12 Quorum

The quorum for meetings of the Committees shall be a simple majority of the members of the Committee.

SECTION EIGHT **FEES, DUES, AND LEVIES**

Article 8.1 Fees Dues and Levies

8.1.1 The Council shall, within forty five (45) days before the beginning of the College's fiscal year, establish:

- (a) The Registration fee payable by Registered Members and Temporary Registered Members;
- (b) The Annual Registration Renewal fee payable by Registered Members; and
- (c) Any Membership or other fees payable by Registered Members, Temporary Registered Members or Associate Members.

Article 8.2 Registration following January 1

Notwithstanding Article 8.1, a person who obtains initial registration as a Registered Member or a Temporary Registered Member at any time other than January 01 of any year, must pay the entire amount of the registration fee specified for their category of membership.

Article 8.3 Registration Refund

A Registered Member, Temporary Registered Member or Associate may cancel his registration by submitting the appropriate form(s) to the College office. No refund for registration fees will be provided for the remainder of the registration year.

SECTION NINE

AMENDMENT OF BYLAWS

Article 9.1 Notification of Proposed Amendment of Bylaws

9.1.1 Proposed changes to Bylaws must be mailed along with the voting ballot to all Registered Members to their last known address at least thirty (30) days prior to the Annual General Meeting or a Special Meeting called for the purpose of amending the Bylaws.

9.1.2 In the case of amending the Bylaws solely by mail vote, proposed changes to Bylaws must be mailed to all Registered Members to their last known address at least thirty (30) days prior to the closing date for the return of the mail vote with the proposed changes and mail-in ballot. Each bylaw amendment must be presented as a separate resolution unless the amendment involves repealing the Bylaws in their entirety and replacing with a new set. During the voting period, the College must make available to its members a means to publicly voice their discourse on the proposed amendments.

Article 9.2 Majority Approval

Notwithstanding anything to the contrary in these Bylaws, the Bylaws may only be amended by a majority vote of the Registered Members present at an Annual General Meeting or at a Special Meeting called for the purpose of amending the Bylaws, or by majority approval of Registered Members in a mail vote which meets the conditions set out in 9.1.2.

Article 9.3 Posting of Amended Bylaws

Within one hundred and twenty (120) days, following ratification of any amendments to the Bylaws, Registered members will be provided notice of the posting of Bylaws through a general announcement in the College's member newsletter or by electronic communication.