

College of Dental Hygienists of Manitoba

By-laws

March 2008

THE COLLEGE OF DENTAL HYGIENIST OF MANITOBA

BY-LAWS

PREAMBLE

1. **Incorporation**

The College of Dental Hygienists of Manitoba is an entity established under *The Dental Hygienists Act*, herein referred to as “the Act”, which received Royal Assent on December 8, 2005 and was proclaimed on April 15, 2008.

The College of Dental Hygienists of Manitoba is established as a body corporate under the name College of Dental Hygienists of Manitoba as per section 4(1) of *the Act*.

2. **Name of Organization**

The name of the organization is the College of Dental Hygienists of Manitoba, or CDHM, or C.D.H.M, herein also referred to as “the college”.

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ARTICLE I: INTERPRETATION

Legislation

1.1 When interpreting these by-laws, words and expressions have the same meaning as in *The Dental Hygienists Act*, unless the context otherwise requires.

Definitions

1.2 In these by-laws,

- (a) “board of assessors” means the committee established under section 8 of *The Dental Hygienists Act* to consider and decide on applications for registration;
- (b) “ex-officio” means a position without a vote;
- (c) “in camera” means that a portion of the council or committee meeting is held in private, without observers, to deal with matters of a confidential nature or a personal nature concerning an individual;
- (d) “proxy” means the authority provided by a member to another eligible voting member to act on his/her behalf at a meeting of the members of the college;
- (e) “quorum” means the number of individuals needed to be present to convene a meeting;
- (f) “scrutineers” mean the individuals appointed at a member meeting to determine the results of a vote.

Headings

1.3 The division of the by-laws into sections and paragraphs and the insertion of headings and index are for convenience and reference only and do not affect the interpretation of the by-laws.

ARTICLE II: MEMBERSHIP

Obligations of membership

All members must:

- 2.1 Notify the registrar, in writing sent via regular post, facsimile or electronic mail of change in name, mailing address, place of employment or membership status within thirty days of the changes.
- 2.2 Answer all correspondence from the college to which a reply is required within 30 days from the date of the correspondence unless another date is specified. When reminder correspondence is sent to a member from the college, and the member fails to respond in writing within 15 days from the date stipulated in the reminder correspondence, the member may be referred to the registrar, who may then make a referral to the complaints committee under clause 22(1) (b) of the Act. In the event that reminder correspondence is sent in regards to non-renewal or non-payment of fees, this failure to respond within the 15 days will result in immediate cancellation of the person’s registration.

Members on the Register of Dental Hygienists

- 2.3 Members on the dental hygienists register, are entitled to:
- (a) engage in the practice of dental hygiene, subject to any restrictions or conditions placed on the member;
 - (b) receive copies of official college publications;
 - (c) receive full voting privileges and all privileges extended by the college;
 - (d) stand for election or appointment to any position within the college, subject to these by-laws;
 - (e) attend and participate in meetings of the college in accordance with these by-laws.

Members on the Non-practising Register

- 2.4 Non-practising dental hygienists, are entitled to:
- (a) receive copies of official college publications;
 - (b) receive full voting privileges and all privileges extended by the college;
 - (c) stand for election or appointment to any position within the college, subject to these by-laws;
 - (d) attend and participate in meetings of the college in accordance with these by-laws.

Dental hygienists on the temporary practice register

- 2.5 Dental hygienists who are on the temporary practice register, are entitled to:
- (a) engage in the temporary practice of dental hygiene, subject to restrictions and conditions placed on the member; and
 - (b) attend and participate in, but not vote at, meetings of the college, during the term of their registration.

Dental hygienists on the student register

- 2.6 Student dental hygienists are entitled to:
- (a) engage in the practice of dental hygiene, subject to restrictions and conditions placed on the member;
 - (b) may receive official college publications; and
 - (c) may attend and participate in, but not vote at, meetings of the college.

ARTICLE III: FEES

- 3.1 The membership year of the college will commence on the 15th day of January and terminate on the 14th day of the following January.
- 3.2 Fees will be established by the council. Any fee increment will be presented and discussed at a meeting of the members of the college.
- 3.3 The registrar must send notification of the fees payable for the ensuing year at least 60 days prior to the 15th day of January.
- 3.4 Fees will not be pro-rated except for new graduates who will pay ½ the fee for their initial registration.

- 3.5 The fees of the college are:
- (a) an initial application fee for registration
 - (b) an annual fee
 - (c) a re-registration fee
 - (d) a late fee of 20% of the annual registration fee
 - (e) a credentialing fee for curriculum review when such a review is required
 - (f) returned cheque fee
- 3.6 Dental hygienists applying for membership must pay an initial application fee in addition to the applicable annual fee. Dental hygienists renewing their membership must pay only the applicable annual fee.
- 3.7 Registration renewal requirements must be received on or before the 15th day of January.
- 3.8 Dental hygienists re-applying for membership after allowing their membership to lapse for a period of more than 3 months, must pay a re-registration fee, in addition to the applicable annual fee. Discussion required.
- 3.9 Dental hygienists who do not renew their membership by the annual due date or who allow their membership to lapse for a period of less than three months, must pay a late fee in addition to the applicable annual fee. A late fee will be applied after a 15 day grace period beginning on the annual due date.
- 3.10 Applicants whose educational program requires review by the board of assessors must pay a credentialing fee.
- 3.11 Should an individual's application be refused or withdrawn, the initial application fee and credentialing fee will be retained by the college.
- 3.12 A member whose name is on the non-practising register who complies with the requirements in the regulation with respect to the register of dental hygienists and who wishes to have his or her name transferred to the dental hygiene register must pay the difference between the fees paid and the annual registration fee due for the current year.
- 3.13 A member may terminate his or her membership and registration with the college by returning his or her membership card to the registrar for cancellation. The individual will not be entitled to receive a refund of fees.

ARTICLE IV: MEETINGS

Annual general meeting

- 4.1 The annual general meeting must be held to inform the membership of activities of the college over the past year. The meeting must be held no later than 180 days after fiscal year end.
- 4.2 The council will prescribe the agenda for the meeting and it must include provisions for any business or resolution which may be introduced at the meeting by any member.

- 4.3 At least 30 days before the date of the annual general meeting, the college must send written notice of the annual general meeting to all council members and to every member of the college at his/her last recorded address, with a copy of the agenda for the meeting and the minutes of the preceding annual general meeting.
- 4.4 There must be reports presented by the chair, registrar, standing committees, and such other committees as the council deems necessary.
- 4.5 An audited financial statement of the college must be presented at the annual general meeting.

General meeting

- 4.6 A general meeting may be called by the council for the purpose of repealing or amending by-laws.
- 4.7 At least 30 days before the date of a general meeting, the college must send written notice of the date, time and place of the general meeting to all council members and to every member of the college at his or her last recorded address, with a copy of the business to be considered at the meeting. The business to be transacted at a general meeting of the college must be limited to that specified in the notice. Meeting notice must also be accompanied by a proxy form and information on mail-in ballots as needed.

Special general meeting

- 4.8 In addition to the requirements in subsection 4(5) of the Act, a special general meeting may be called by the council at any time to bring business before the membership of the college.
- 4.9 At least 15 days before the date of a special general meeting, the college must send written notice of the date, time and place of the special general meeting to all council members and to every member of the college at his/her last recorded address, with a copy of the business to be considered at the meeting. The business to be transacted at a special general meeting of the college will be limited to that specified in the notice. Meeting notice must be accompanied by a proxy form and information on mail-in ballots as needed.

Quorum

- 4.10 At any annual, general or special general meeting, members will be considered to be present if participating in person, through proxy or by means of such telephone or other communication facilities as permit all persons participating in the meeting to hear each other.
- 4.11 At any annual, general or special general meeting, five percent of voting members will constitute quorum. Should the number of members present at an annual, general or special general meeting fall below five percent after the meeting has been called to order, the valid transaction of business can still continue.

Voting at meetings of the college

- 4.12 At any meeting of the college, the voting body will consist of the members on the register of dental hygienists and on the register of non-practising dental hygienists, who are in good standing at the date of the meeting.
- 4.13 A majority vote of those eligible members who are present is required for adoption of any motion at an annual, general or special general meeting, with exception of situations specified in the current edition of *Roberts Rules of Order*, or such other rules of order the council may adopt.
- 4.14 Eligibility to vote at a meeting will be determined by proof of a current registration on either the register of dental hygienists or the register of non-practicing dental hygienists.
- 4.15 A vote may be taken by ballot or by a show of voting cards at the discretion of the chair.
- 4.16 The chair of the meeting must appoint from amongst those assembled, two scrutineers who will tabulate the vote for and against in the show of voting cards or, in the event of a ballot vote, will distribute, collect and count the ballots and report the results to the chair.
- 4.17 In the event of a tie vote, either by a count of voting cards or ballot vote, the chair of the meeting will cast the deciding vote, or request a second vote at his/her discretion.
- 4.18 The council can elect to have members return a vote on an issue, via regular mail, electronic mail, or facsimile provided that the question has been put to the member in a notice, via regular mail, to the member's last recorded address. If the motion is passed, the issue will be considered resolved retro-active to the date of notice.

Proxies

- 4.19 Any voting member may be represented by proxy at annual, general or special general meetings of the college by another eligible voting member.
- 4.20 A proxy form must be submitted to the college in writing or by facsimile.
- 4.21 A proxy must be filed with the college at least 3 days before the meeting takes place.
- 4.22 A proxy is valid only for the meeting for which it was specifically given or for any adjournment thereof.
- 4.23 The member who wishes to vote by proxy must fulfill the proxy requirements as determined by the college and outlined with the notification of the meeting.
- 4.24 Any member of the college who has the right to vote can hold a proxy for no more than one voting member of the college at one time.

Meetings of the council

- 4.25 Regular meetings of the council are held as determined by the chair of the council, and whenever possible, there should be not less than four meetings per year.
- 4.26 Written notice of all meetings of the council stating the business to be transacted must be given to each member of the council not less than seven days before the meeting.
- 4.27 A meeting of the council may be held without notice if all members of the council have waived notice and those absent have signified their consent to the meeting.
- 4.28 A majority of the council, one of whom must be a public representative, constitutes a quorum for the transaction of business.
- 4.29 Council members will be considered to be present at the council meeting if participating in person or via teleconference.
- 4.30 Voting at any council meeting may be by consensus, voice vote, show of hands or poll at the discretion of the chair. In the event of a tie, the chair, who shall ordinarily have no vote, will be entitled to vote.
- 4.31 The chair may invite an observer to report on any matter of interest to the council. An observer may not vote on any matter.
- 4.32 As deemed necessary by the council, the council may elect to go *in camera* for a portion of their meeting, to deliberate regarding matters of a confidential nature or of a personal nature concerning an individual.

Minutes of Meetings

- 4.35 Minutes shall be taken at annual, general and special meetings and be circulated to the membership within 60 days of the meeting.
- 4.36 The registrar must ensure that minutes are taken at each meeting of the College and retained on file.

ARTICLE V: ELECTION OF MEMBERS OF THE COUNCIL

- 5.1 The council will consist of six members and three public representatives in accordance with section 6(1) and (2) of the Act. The minister must appoint the public representatives to the council.
- 5.2 Election of the council must be held concurrently with the annual general meeting of the college to fill vacant council positions.
- 5.3 Members on the practising or non-practising register are eligible for election or appointment to any position within the college, subject to section 30(1) of the Act.
- 5.4 Only members in good standing who have had a minimum of two years practice in dental hygiene in Canada will be eligible to serve as members of the council. Members in good standing who have practiced for less than two years are eligible to serve on committees of council.

- 5.5 The council may establish rules regarding nomination of candidates for election to the council, the manner of voting for council members, and the conduct and regulation of council members.
- 5.6 Members on the dental hygienists register or non-practising register, who are in good standing with the college at the date of the election, will be entitled to vote for the election of council members and may vote for as many candidates as there are vacancies on the council.
- 5.7 Any member eligible to vote who follows the appropriate procedures outlined by the council may submit a mail-in ballot for the election of council members.
- 5.8 The elected council members must be announced by the chair of the council following the election at the annual general meeting.

ARTICLE VI: COUNCIL MEMBERS

Terms of office

- 6.1 Except as provided in paragraph 6.2 elected members of the council will hold office for a term of three years. They are eligible for re-appointment by the membership but no elected council member can serve more than two consecutive terms.
- 6.2 For the first council of the college, 1/3 of the members will be elected to serve for a 1 year term, 1/3 will be elected to serve for a two year term, and 1/3 will be elected to serve for a 3 year term.
- 6.3 Except as provided in paragraph 6.4, each public representative will be appointed to council by the Minister for a three year term, and may thereafter be reappointed for a second term.
- 6.4 For the first council of the college, one public representative will be appointed for a three-year term, one will be appointed for a two-year term, and one will be appointed for a one-year term.
- 6.5 When a position held by a public representative on the council becomes vacant during any given year, the council must request that the Minister appoint a replacement for the balance of the term.
- 6.6 A council member may resign by sending his or her resignation in writing to the chair and the resignation is effective when accepted by the council.
- 6.7 Where a vacancy on the council occurs during any year involving an elected council member, the council will appoint an eligible member of the college to fill the vacancy on the council for the balance of the term of office vacated.
- 6.8 When vacancies of elected members on the council are 50% of these members, the remaining members must call an election to fill the vacancies.

Removal from the council

- 6.9 The council may, by a majority vote, remove a council member from the council if:
- (a) the council member consistently fails or refuses to perform the duties assigned to the council member by the chair of the council;
 - (b) the council member consistently fails or refuses to adhere to the by-laws, regulations or policies of the college;
 - (c) the council member is absent without reason approved by the council, from more than three meetings of the council between annual general meetings;
 - (d) the council member's membership has been allowed to lapse, been suspended or revoked.
 - (e) he or she suffers from a physical or mental incapacity that interferes with his or her ability to adequately perform council duties.

Officers of the council

- 6.10 The council must select from among the council members a chair, and vice-chair of council.
- 6.11 The chair must:
- (a) preside at all meetings of the college and the council;
 - (b) ensure that all orders and resolutions of the council are put into effect;
 - (c) exercise general control and supervision over the affairs of the college;
- 6.12 The vice chair will:
- (a) assume responsibility for chairing all meetings of the college as directed by the chair, or in the absence of the chair;
 - (b) assume the office of chair in the event of the chair's inability to act and serve as such for the balance of the term remaining to the chair.
- 6.13 The registrar must perform functions as set out in *the Act* and as specified by the council. The registrar will perform the functions of a treasurer.

ARTICLE VII: STANDING COMMITTEES

- 7.1 The council may establish such committees as it deems necessary to fulfill the objectives of the college.
- 7.2 The council must establish the following:
- (a) Nominations committee
 - (b) Continuing Competency committee
- 7.3 The council must ensure that terms of reference for all committees are established and approved by the council.
- 7.4 Activities of all committees will be under the direction of the council and all recommendations of the committees are subject to council approval.
- 7.5 The council must appoint the chair of all committees.
- 7.6 Chairs of standing committees will hold office for one year and are eligible for re-appointment.

- 7.7 No person may be chair of more than two committees at any time. Each committee will consist of a chair and not less than one member of the college.
- 7.8 Members of all committees must be appointed by the chair of that committee, subject to council approval.
- 7.9 The chair of each committee must give reasonable notice of each meeting of the committee, and a majority of the committee members constitutes a quorum.
- 7.10 The chair of each committee must report to the council on the activities of the committee on a regular basis.
- 7.11 Committee chairs will keep minutes of all meetings and make them available to the council on request. They must present a report at each annual general meeting.
- 7.12 Ex-officio members may be appointed in a non-voting capacity to committees or boards by the council as required.

ARTICLE VIII: BOARD OF ASSESSORS

- 8.1 The board of assessors consists of three members of the college who are all entitled to one vote at their meetings.
- 8.2 In the year 2008, one member will be appointed to a three year term, one member appointed for a two year term, one member will be appointed for a one year term. The subsequent years, new members will be appointed for a three year term.

ARTICLE IX: CONFLICT OF INTEREST

- 9.1 Members, council members and officers must ensure that they avoid any situation that may give rise to a conflict of interest or to an appearance of conflict of interest.
- 9.2 A conflict of interest is deemed to exist in any situation where a member, council member or officer has personal interests in a matter that may be reasonably seen to influence their professional advice and conduct
 - (a) in the case of a member, in relation to a client, or
 - (b) in the case of a council member or officer, in relation to the college or its members.
- 9.3 For the purposes of 9.2. “personal interests” includes, but is not limited to financial, professional, family and other personal relationships, and includes those situations in which a family member or associate of the member has a significant interest in a matter.
- 9.4 If a member discovers that he or she is in a conflict of interest situation, he or she must take immediate steps to remove the conflict of interest.
- 9.5 If a council member or officer discovers that he or she is in a conflict of interest situation, he or she must:
 - (a) disclose the conflict of interest to the council and the registrar,
 - (b) not vote or exercise his or her duties in regard to the area of conflict of interest, and
 - (c) take immediate steps to remove the conflict of interest.

ARTICLE X: ADMINISTRATION OF THE COLLEGE

Head office

10.1 The head office of the college will be located in the City of Winnipeg, in Manitoba.

Property and assets

10.2 The seal of the college will remain in the head office of the college.

10.3 The register will be maintained in electronic form. The register files will be backed up on a regular basis. These back up files will be securely stored off the premises.

Agents and employees

10.4 The council may appoint or employ such agents, consultants, specialists, or employees as necessary to assist the council in the performance of its duties under the Act and the regulation, and must establish duties and remuneration for these persons as necessary.

10.5 The registrar, employed by the council, will have charge of the office of the college and generally conduct the affairs of the college in accordance with the direction of the council. The registrar is an ex-officio member of the council and of such committees as the council deems appropriate.

10.6 If required, the Council must appoint an acting registrar who has all the powers, duties and functions of the registrar under this Act and the regulations when the registrar is absent or unable to act or when there is a vacancy in the office of registrar.

Banking and financial affairs

10.7 The signing authorities of the college are the registrar, the chair of council and one other member of council. All contracts, documents and instruments in writing so signed by two of the signing authorities are binding on the college.

10.8 The college may invest surplus revenues that may accrue and such investment must be registered in the name of the college.

10.9 Members must, at each annual general meeting, appoint an auditor to review the accounts of the college and to hold office until the next annual general meeting. The council may fill any vacancy in the office of auditor. The remuneration of the auditor will be fixed by the council.

10.10 A complete audit must be done every five years; a financial review must be completed once every fiscal year.

10.11 The council must prepare and, at each annual general meeting of the college, submit a financial statement of operations of the college for the past year, duly certified by the auditor.

10.12 The council may determine remuneration for traveling and living expenses incurred by members of the council and committees thereof while engaged in the business of the council.

10.13 The council may determine remuneration for fees and expenses payable to members of the council or committees, or boards for attending to the business of the college.

10.14 The fiscal year of the college ends on the 30th day of April.

Retention of lawyer

10.15 The council may retain a lawyer to advise the council on all legal matters pertaining to the college.

Procedures at Meetings

10.16 The rules contained in the current edition of Roberts Rules of Order, or any other rules of order adopted by the council will govern the college in all cases to which they are applicable and in which they are not inconsistent with *the Act* or these by-laws, or any special rules of order the college may adopt.

ARTICLE XI: AMENDMENT OF THE BY-LAWS

11.1 These by-laws may be repealed or amended at a general meeting by a majority vote, provided that previous notice of the amendment has been sent with written notice of the meeting as per Article IV (4.6).

11.2 Any proposed by-law changes must be approved by a majority of council members at a council meeting prior to presentation to the membership.