

Table of Contents

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

**SPEECH-LANGUAGE PATHOLOGISTS
AND AUDIOLOGISTS BYLAWS**

The Speech-Language Pathologists and Audiologists Act

BYLAW I - COUNCIL OF THE ASSOCIATION

Section 1 Composition

1 The affairs of the association shall be managed by the council which shall be composed of:

a) six members who shall be the president, the president-elect, the past president, the treasurer, the secretary and a member-at-large and who shall be the officers of the association;

and may include:

b) three public representatives appointed by the Lieutenant Governor in Council pursuant to the Act;

all of whom shall have voting power.

2 The Executive Director or Registrar may attend all council meetings, as the council may decide, but shall not vote.

Section 2 Eligibility

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

a) employees of the association shall not hold elected office;

b) elected officers shall not hold the same office for more than two consecutive terms; and

c) practising and life members residing and working outside of Saskatchewan shall not hold elected office.

Section 3 Term of Office

1 The term of office for the past president, president, and president-elect shall be one year and shall begin at the close of the annual meeting at which the member is elected or appointed.

2 The term of office of the remaining elected members shall be two years and shall begin at the close of the annual meeting at which the member is elected.

3 The council shall request the replacement or reappointment of the public representative at least every two years in accordance with the Act.

4 The president-elect succeeds to the office of president on the expiry or termination of the president's term of office or in the event the president is unable or unwilling to act and thereafter continues in office as the president of the association in accordance with subsection 3(1).

5 If the president-elect succeeds to the office of president during the year of the previous president's term, the person:

a) holds office as president for the remainder of the predecessor's term of office; and

b) continues in office thereafter as president for a one-year term of office.

Section 4 Powers and Functions

1 The council shall govern manage and regulate the affairs of the association and, without restricting the generality of the foregoing, may:

a) establish policies as necessary to further the goals of the association;

**SPEECH-LANGUAGE PATHOLOGISTS
AND AUDIOLOGISTS BYLAWS**

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

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

Section 5 Removal from Office

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

Section 6 Council Meetings

1 Meetings of the council shall be called by the president or as arranged at a previous meeting of the council with not fewer than five meetings being held between annual meetings.

2 A majority of the voting members of the council constitutes a quorum for the transaction of council business and unless otherwise herein provided resolutions of council shall be considered passed upon majority vote of those present.

Section 7 President

1 The president shall:

- a) preside at all general and special meetings of the association and of the council;
- b) perform all acts and deeds pertaining to this office;
- c) exercise a general control and supervision over the affairs of the council;

**SPEECH-LANGUAGE PATHOLOGISTS
AND AUDIOLOGISTS BYLAWS**

- d) act as chairperson of the council; and
- e) be an ex-officio non-voting member of all committees with the exception of the nominations committee.

Section 8 President-Elect

1 The president-elect shall:

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

Section 9 Past President

1 The past president shall:

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

Section 10 Secretary

1 The secretary shall:

- a) keep all records of the association including a record of all meetings of the association and council;
- b) with the assistance of the Executive Director, notify all members of all regular and special meetings and send out to members appropriate information and documentation prior to any special or annual meeting;
- c) issue all notices required by statute, by these bylaws, or by resolution of the council; and
- d) perform such duties as assigned by the council or the president.

Section 11 Treasurer

1 The treasurer shall:

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

Section 12 Member-at-Large

1 The member-at-large shall:

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

**SPEECH-LANGUAGE PATHOLOGISTS
AND AUDIOLOGISTS BYLAWS**

Section 13 Public Representative

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

Section 14 Fiscal Year, Signing Officers, Seal and Banking

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

BYLAW II- ELECTIONS

Section 1 Election of Council:

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

Section 2 Nominations

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

**SPEECH-LANGUAGE PATHOLOGISTS
AND AUDIOLOGISTS BYLAWS**

BYLAW III - MEETINGS OF THE ASSOCIATION

Section 1 Annual Meeting

- 1 A meeting of the association shall be held in each calendar year at a time and place decided upon by the council.
- 2 Notice of the annual meeting shall be mailed to the members of the association at the address appearing in the register of the association at least 30 days prior to the date of the annual meeting and shall state the business to be considered at such meeting.

Section 2 Special Meetings

- 1 a) The council may call special meetings of the association as required.
b) The council shall call a special meeting of the association on the written request of at least 25 members.
- 2 Notice of a special meeting shall be mailed to the members at least 14 days prior to the date of the meeting and shall state the business to be considered at such meeting.

Section 3 Quorum

- 1 A quorum for any annual or special meeting shall be the number of voting members present.

Section 4 Voting

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

Section 5 Minutes

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

Section 6 Procedures at Annual or Special Meetings

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

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

- 3** Upon receipt of such notice as provided for in bylaw III, subsection 6(2), the secretary shall include the same in the notice of the meeting in any case where the notice of intention is received before the notice of meeting is issued, and shall in any other case issue, as quickly as possible, to the members, notice that such resolution will be proposed.
- 4** The president of the association shall preside at every annual or special meeting, but if there be no president or if at any meeting the president shall not be present within 15 minutes after the time appointed for the holding of the meeting, or shall be unwilling to act as chair, the president-elect shall chair the meeting.
- 5** Every resolution submitted to an annual or special meeting shall be decided in the first instance by a show of hands, but either before or on the declaration of the result of the show of hands, a poll may be demanded by the chair or by any member present in person or by proxy and entitled to vote. Unless a poll be demanded in the manner aforesaid, a declaration by the chair of the meeting that a resolution has been carried unanimously or by a particular majority, or lost, and an entry to that effect made in the book of proceedings of the association, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 6** If a poll by duly demanded, it shall be taken at once and in such manner as the chair shall direct, and the result of the poll shall be deemed to be the decision of the meeting at which the poll is demanded.
- 7** In any case of a tied vote either on a show of hands or on a poll, the chair of the meeting at which the show of hands takes place, or at which the poll is demanded, as the case may be, shall be entitled to a further or casting vote.
- 8** The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll has been demanded.

BYLAW IV – MEMBERSHIP

Section 1 Categories of Membership

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

 - a) practising membership;
 - b) non-practising membership;
 - c) student membership;
 - d) life membership; and
 - e) honorary membership.

Section 2 Practising Membership

- 1** Registration as a practising member of the association shall be:

 - a) limited to the speech-language pathologist or audiologist who is eligible for a licence to practise speech-language pathology or audiology issued by the association in accordance with the Act; and
 - b) granted upon completion of the prescribed application form and payment of the fees set by the association.
- 2** Practising membership entitles a person to the following privileges:

 - a) to use the titles as specified in the Act;

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

- b) to vote and to hold office in the association;
 - c) to participate in the annual and special meetings of the association;
 - d) to be appointed to committees of the association;
 - e) to use the consulting and counselling services of the association, as available;
 - f) to receive a copy of association documents designated for distribution to practising members;
 - g) to receive publications of the association; and
 - h) to receive all privileges of membership in affiliated national and international associations, as may be available.
- 3** Practising membership carries obligations including but not limited to the following:
- a) to adhere to the code of ethics as appended to these bylaws; and to use established speech-language pathology and audiology standards as a guide for the practice of speech-language pathology and audiology.

Section 3 Non-Practising Membership

- 1** Non-practising membership in the association shall be:
- a) available to speech-language pathologists or audiologists who are initially registered pursuant to these bylaws but are not currently employed in speech-language pathology or audiology in Saskatchewan; and
 - b) granted upon completion of the prescribed application form and payment of the fees established from time to time by the council; and
 - c) granted annually for a period not to exceed three (3) consecutive years.
- 2** Non-practising membership entitles a person to the following privileges:
- a) to use the titles as specified in the Act;
 - b) to participate in and speak but not vote at annual or special meetings;
 - c) to be appointed to committees of the association; and
 - d) to receive publications of the association.

Section 4 Student Membership

- 1** Registration as a student member of the association shall be:
- a) limited to those persons who provide evidence of full-time enrolment in a recognized program of study in speech-language pathology and/or audiology; and
 - b) granted upon completion of the prescribed application form and payment of the fees established from time to time by the council.
- 2** Student membership entitles a person to the following privileges:
- a) to attend and speak, but not to vote at annual and special meetings of the association; and
 - b) to receive publications of the association.

Section 5 Life Membership

- 1** Life Membership in the association shall be:

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

- a) limited to practising members or former practising members of the association; and
 - b) may be granted by the council upon receipt of a written nomination and application.
- 2** Eligibility for life membership must include one of the following minimum criteria where the member:
- a) has been a member in good standing in the Saskatchewan Speech and Hearing Association (SSHA) prior to 1990 or the Saskatchewan Association of Speech-Language Pathologists and Audiologists for a minimum of 25 years; or
 - b) has been a member in good standing in the Association and is being considered for life membership by Council on the basis of recognized contributions to the association or recognized contributions to the profession of speech-language pathology or audiology in Saskatchewan.
- 3** The life member may be engaged in active professional practice and should they be engaged in active professional practice, the life member must meet the requirements and obligations of a member in the practicing membership.
- 4** The life member shall not pay any fees, dues or levies, unless the member is engaged in active professional practice.
- 5** Notwithstanding that a person has been granted a life membership, that person's licence is renewable on an annual basis, upon:
- a) providing a declaration that the person has not practiced during the preceding year and will not practice during the subsequent year, or
 - b) providing proof that the member has met the requirements for a practicing member to renew a licence; and
 - c) paying the fee for licensure, unless the person has provided a declaration in accordance with paragraph (a) above.
- 6** Life membership entitles a person to the following privileges:
- a) to use the titles as specified in the Act;
 - b) to vote and to hold office;
 - c) to be appointed to committees;
 - d) to participate at annual and special meetings of the association;
 - e) to receive publications of the association;
 - f) to use the consulting and counselling services of the association, as available.

Section 6 Honorary Membership

1 Honorary Membership shall be:

- a) limited to persons who are not speech-language pathologists or audiologists; and granted by the council in recognition of distinguished service to the professions of speech-language pathology and/or audiology or for valuable assistance to speech-language pathology and/or audiology in Saskatchewan.

Section 7 Change of Membership Status

1 Non-practising members may become practising members of the association by payment of the required fee and compliance with current bylaws and policies governing registration.

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

2 Persons who have not renewed their membership will hold no privileges of membership in the association.

3 Persons who have been suspended or expelled in accordance with the Act will hold no privileges of membership in the association during the period when the person is expelled or suspended.

BYLAW V - REGISTRATION AND LICENSING

Section 1 Registrar

1 The registrar shall:

- a) receive and evaluate applications for registration and issue annual and temporary licences to practise and annual certificates of membership in the association;
- b) collect the required fees for initial and subsequent registration and annual and temporary licences to practise and submit to the treasurer;
- c) maintain the register of members as required by the Act and these bylaws;
- d) perform such other duties as are delegated to the registrar by the council subject to the terms and conditions, if any, imposed by council in respect to such delegated power; and
- e) perform such administrative duties as may from time to time be determined by the council.

Section 2 Initial Registration as a Practising Member

1 Persons applying for initial registration as a practising member of the association as a speech-language pathologist shall complete the prescribed application forms and pay the fees set by the association, and shall provide evidence that they:

- a) have successfully completed a Master's degree with the following course work at a recognized university;
 - i) 18 semester hours or the equivalent in courses that provide fundamental information applicable to normal development in the use of speech, hearing and language; and
 - ii) 42 semester hours or the equivalent in courses that provide information about and training in the management of speech, hearing and language disorders and that provide information supplementary to these. No more than six of these semester hours may be in courses that provide the academic credit for clinical practicum. Of these 42 hours, at least 24 must be in courses in the field of speech-language pathology; and
 - iii) a minimum of 300 actual hours of supervised clinical practicum in direct assessment and remediation of communication disorders. This practicum requirement must be met during the period of academic preparation; or
- b) have completed the required course work at a university recognized by the council, and whose degree is, in the opinion of the council, equivalent to the Master's degree in a); or
- c) are certified as a speech-language pathologist with the Canadian Association of Speech-Language Pathologists and Audiologists.

2 Persons applying for initial registration as a practising member of the association as a speech-language pathologist shall, in addition to meeting the requirements of paragraph (1) above, provide evidence that they:

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

- a) completed the Master's degree or the course work described in paragraphs 1 (a) and (b) above within the three years preceding the application for a licence; or
 - b) have been engaged in the practice of speech-language pathology for at least 1250 hours during the five years preceding the application for a licence; or
 - c) are a member in good standing, licensed as a speech-language pathologist in another Canadian jurisdiction and have met the continuing education requirements and /or quality assurance requirements of that jurisdiction.
- 3** An applicant who does not meet the requirements of paragraph 2 above may be required to complete a program of re-integration into the profession as prescribed by the Council, which may include retraining, examinations and/or practice in a supervised setting.
- 4** The applicant may be required to provide the following information:
- a) a list of professional associations and/or regulatory bodies where the applicant currently is or previously has been a member;
 - b) a signed declaration of disclosure regarding:
 - i) any convictions for criminal offences;
 - ii) any findings of professional misconduct, incompetence or incapacity in relation to the speech-language pathology, audiology or any other profession;
 - iii) hours of employment or employment currency in speech-language pathology;
 - iv) such other information as the Council may consider relevant to the character, conduct, standing or fitness to practice of the applicant.
 - c) a signed consent to exchange information with other associations and regulatory bodies if licensed with other associations or regulatory bodies;
 - d) a signed declaration that all information provided is accurate and complete;
 - e) where the applicant is registered with another regulatory body (the home jurisdiction), the applicant must request that that regulatory body provide a letter to the registrar indicating membership in good standing in the profession applied for and the type of registration or membership held in the home jurisdiction. In addition, the home jurisdiction should provide photocopies of original transcripts, records of clinical hours, documents that support the member's registration or membership in the home jurisdiction (translations, credential assessments, syllabus) and any other documents requested by the registrar. If the home jurisdiction does not hold the original documents, it will indicate which jurisdiction holds such documents;
 - f) a member in good standing is one who has met the continuing education requirements and/or quality assurance requirements of the regulatory body of which the applicant is currently a member (the home jurisdiction), has paid the relevant membership fees, and does not currently have any sanctions or practice restrictions against him or her.
- 5** A licence to practice speech-language pathology as a registered speech-language pathologist may be issued to persons who meet the requirements of Bylaw V.
- 6** Persons applying for initial registration as practising members of the association as audiologists shall complete the prescribed application forms and pay the fees set by the association, and shall provide evidence that they:

**SPEECH-LANGUAGE PATHOLOGISTS
AND AUDIOLOGISTS BYLAWS**

- a) have successfully completed a Master's degree with the following course work at a recognized university:
 - i) 18 semester hours or the equivalent in courses that provide fundamental information applicable to normal development in the use of speech, hearing and language; and
 - ii) 42 semester hours or the equivalent in courses that provide information about and training in the management of speech, hearing and language disorders and that provide information supplementary to these. No more than six of these semester hours may be in courses that provide the academic credit for clinical practicum. Of these 42 hours, at least 24 must be in courses in the field of audiology; and
 - iii) a minimum of 300 actual hours of supervised clinical practicum in diagnostic audiology and rehabilitative audiology during the period of academic preparation; or
 - b) have completed required course work at a university recognized by the council and whose degree is, in the opinion of the council, equivalent to the Master's degree; or
 - c) are certified as an audiologist with the Canadian Association of Speech-Language Pathologists and Audiologists.
- 7** Persons applying for initial registration as practising members of the association as audiologists shall, in addition to meeting the requirements of paragraph (6) above, provide evidence that they:
- a) completed the Master's degree or the course work described in paragraphs 6 (a) and (b) above within the three years preceding the application for a licence; or
 - b) have been engaged in the practice of audiology for at least 1250 hours during the five years preceding the application for a licence; or
 - c) are a member in good standing, licensed as an audiologist in another Canadian jurisdiction, and have met the continuing education requirements and /or quality assurance requirements of that jurisdiction.
- 8** An applicant who does not meet the requirements of paragraph 7 above may be required to complete a program of re-integration into the profession as prescribed by the Council, which may include retraining, examinations and/or practice in a supervised setting.
- 9** The applicant may be required to provide the following information:
- a) a list of professional associations and/or regulatory bodies where the applicant currently is or previously has been a member;
 - b) a signed declaration of disclosure regarding:
 - i) any convictions for criminal offences;
 - ii) any findings of professional misconduct, incompetence or incapacity in relation to audiology, speech-language pathology or any other profession;
 - iii) hours of employment or employment currency in audiology;
 - iv) such other information as the Council may consider relevant to the character, conduct, standing or fitness to practice of the applicant.
 - c) a signed consent to exchange information with other associations and regulatory bodies if licensed with other associations or regulatory bodies;
 - d) a signed declaration that all information provided is accurate and complete;

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

- e) where the applicant is registered with another regulatory body (the home jurisdiction), the applicant must request that that regulatory body provide a letter to the registrar indicating membership in good standing in the profession applied for and the type of registration or membership held in the home jurisdiction. In addition, the home jurisdiction should provide photocopies of original transcripts, records of clinical hours, documents that support the member's registration or membership in the home jurisdiction (translations, credential assessments, syllabus) and any other documents requested by the registrar. If the home jurisdiction does not hold the original documents, it will indicate which jurisdiction holds such documents;
 - f) a member in good standing is one who has met the continuing education requirements and/or quality assurance requirements of the regulatory body of which the applicant is currently a member (the home jurisdiction), has paid the relevant membership fees, and does not currently have any sanctions or practice restrictions against him or her.
- 10 A licence to practise audiology as a registered audiologist may be issued to persons who meet the requirements of Bylaw V.

Section 3 Temporary Licences

- 1 Persons applying for registration as a speech-language pathologist or audiologist may be issued a temporary licence if the council is satisfied that the person has successfully completed a university program in speech-language pathology or audiology.
- 2 Temporary licences may be issued pursuant to (1) for a period not to exceed six months and may be renewed for one further consecutive six-month term.
- 3 A person who holds a provisional temporary licence on May 31, 1998, may be issued a further provisional temporary licence if, prior to May 31, 1998, that person provides to the council satisfactory proof that:
 - a) the person has paid the fee for a provisional temporary licence;
 - b) the person is accepted into a Masters program in Speech-Language Pathology with course work beginning no later than September 30, 1998; and,
 - c) the program of study which the person has chosen will result in obtaining full licensure not later than December 31, 2002.
- 4 All provisional temporary licences expire on May 31 of the year following their issue.
- 5 A further provisional temporary licence may be issued to a person who held a provisional temporary licence in the preceeding year and who, not later than January 31 of the year for which the person applies for a further temporary licence, provides to the council satisfactory proof that:
 - a) the person has paid the fee for a provisional temporary licence;
 - b) the person is then enrolled in a Masters program in Speech-Language Pathology and intends to remain enrolled in such a program; and,
 - c) the program of study which the person has chosen will result in obtaining full licensure not later than December 31, 2002.
- 6 Notwithstanding anything to the contrary above, all provisional temporary licences in effect on December 31, 2002 will expire on that date, and no provisional temporary licences will be granted after that date.
- 7 Notwithstanding the provision in Bylaw VI dealing with fees payable by members, the licence fee for persons holding a provisional temporary licence shall be prorated for the period January 1, 1998 to May 31, 1998 and all licence fees thereafter for a provisional temporary licence will be due by January 31 of the year for which the licence is to be issued.

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

Section 4 Maintenance of Licensure – Compulsory Continuing Education and Currency

- 1 Practising members are not entitled to renew their annual license unless they have filed with the Registrar proof that either:
 - a) they have obtained a minimum of 45 continuing education hours over a three year period in activities as outlined by Council; or
 - b) in the event the member is unable to complete 45 continuing education hours over a three year period, Council may at its discretion permit the member to fulfill the continuing education requirement in a program (courses/activities) approved by Council provided the member has agreed to undertake such a program.
- 2 Non-practising members must, as a condition of membership, participate in continuing education activities as outlined in Section 4, subsection 1(a) or (b).
- 3 All members must submit a record of documentation of continuing education activities annually to the Registrar.
- 4 It is a condition of registration and licensure that a member shall provide 1250 hours of patient care or related work in audiology or speech-language pathology over a period of five years. Practise in the following areas of the relevant professions would be countable as currency hours:
 - a) Clinical practice (paid or volunteer)
 - b) Teaching
 - c) Consulting
 - d) Management and administration
 - e) Research
 - f) Committee work approved by the Council, with a maximum being 140 hours over a five year period.

Section 5 Re-integration into the Profession

- 1 Where an applicant does not meet the requirements of Bylaw V, Section 2, subsections 2 or 7, the following will apply:
 - a) The applicant will complete a minimum of 100 hours of speech-language pathology or audiology clinical hours during a 20 week period with an eligible supervisor. The 20 week re-integration program may occur at the work site or at a site with another agency in the province or may include a combination of these two clinical site experiences.
 - b) An eligible supervisor is a registered and licensed practicing speech-language pathologist or audiologist in the province of Saskatchewan who has a minimum of three years clinical work experience in speech-language pathology or audiology. The name of the supervisor must be submitted to Council for approval.
 - c) Approval of an eligible supervisor within close proximity of the applicant's working site or from the same employer will be considered. If an eligible supervisor is not available within the area of the applicant's work site or within the same employing agency, an eligible supervisor from outside the applicant's geographical area will be selected and approved by Council.
 - d) Where the eligible supervisor is not within close proximity of the work site or from within the same employing agency, any costs associated with the re-integration program are the responsibility of the applicant. These costs include, but are not limited to, salary, travel, meal allowances and other miscellaneous costs of the supervisor.

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

- e) The Council may, in extraordinary circumstances, approve a supervision arrangement that does not meet the requirements of (b), (c) or (d) above.
- 2 The supervisor will serve as a resource person and facilitate the professional and personal development of the applicant. The supervisor shall:
- a) provide a professional role model and act as mentor to the applicant;
 - b) advise the applicant regarding caseload management and/or other administrative areas;
 - c) observe assessment and treatment sessions with clients and/or families (minimum of 50% diagnostic hours, 50% intervention hours) through direct observation or through use of alternative media such as video, audio resources, and provide feedback;
 - d) supervise the applicant with a minimum of 1 in 10 observation sessions in person where the applicant has less than 1250 hours of practice over a five year period, and a minimum of 1 in 5 observation sessions in person for the first 50 hours of the program where the applicant has not had any clinical experience over the five year period.
 - e) consult with the applicant about current clinical treatment and assessment strategies;
 - f) observe applicant's participation in case conference and/or meetings, and provide feedback;
 - g) review reports and provide feedback;
 - h) consult with the applicant by phone and/or in person or through other electronic media such as telepractice;
 - i) complete a written report with documentation for Council on completion of the applicant's re-integration program with recommendations for acceptance or refusal of application for registration and licensure.
- 3 The applicant shall :
- a) provide evidence of any continuing education related to the applicable profession during the period of absence from professional practice;
 - b) establish with the supervisor mutually agreed upon professional and personal goals;
 - c) establish with the supervisor number and duration of direct/indirect contacts per week or month;
 - d) establish with the supervisor how feedback will be provided either in written or verbal form or through other alternative form of media;
 - e) become familiar with the Act, Bylaws, Code of Ethics and other pertinent guidelines related to the applicable profession.
- 4 The applicant who enters into a supervision program may be issued a temporary license for the duration of the program. That license may be issued subject to such terms and conditions as the council may think appropriate.
- 5 Upon completion of a positive evaluation and review of the results of the supervised program by the Registrar, the applicant would be granted full licensure status.
- 6 Where an applicant does not meet the requirements of Bylaw V, Section 2, subsections 2 or 7, and has not provided any direct patient care for a period of five years or more, the following will apply:
- a) the applicant will be required to complete the reintegration program outlined in Bylaw V, Section 5, and;
 - b) successfully complete the Canadian Association of Speech/Language Pathologists and Audiologists (CASLPA) certification examination.
 - c) Costs associated with writing the examination is the responsibility of the applicant.

**SPEECH-LANGUAGE PATHOLOGISTS
AND AUDIOLOGISTS BYLAWS**

BYLAW VI- FEES

Section 1 Application Fee

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

Section 2 Annual Membership Fee

- 1 The annual membership fee for practising members shall be \$600.00.
- 2 The annual membership fee for non-practising members shall be \$480.00.
- 3 The annual membership fees and appropriate forms for the year are due by January 1 of that year.
- 4 A pro-rated fee structure to accommodate new graduates and new residents to Saskatchewan who seek membership late in the fiscal year may be established by the council.
- 5 Members of the association who have not met annual membership renewal requirements by January 1 shall cease to be licensed as members. Such member shall be licensed as practising or non-practising members thereafter upon completing the prescribed forms and paying in addition to the annual membership fee, all late fees assessed by council.
- 6 Persons residing in the province who have failed to maintain their annual membership (practising or non-practising) shall, upon application for annual membership pay, in addition to the annual membership fee, an additional fee equivalent to the application fee established in subsection 1(1) for every year during which they have failed to maintain membership to a maximum of three years.
- 7 Members (practising and non-practising) who have not submitted their documentation of professional continuing education activities and currency by the deadline of January 1 of each year, will pay an additional penalty of \$25.00 per form required, in addition to the fees outlined in Bylaw VI, Section 2.

BYLAW VII - REGISTRATION REVIEWS AND REINSTATEMENT

Section 1 Registration Reviews

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

**SPEECH-LANGUAGE PATHOLOGISTS
AND AUDIOLOGISTS BYLAWS**

Section 2 Reinstatement After Expulsion

- 1 Any person who has been expelled pursuant to the Act and desires to be reinstated shall file an application to be reinstated on the register with the registrar.
- 2 The application for reinstatement shall be accompanied by:
 - a) a reinstatement fee which shall be equal to the membership fee;
 - b) a statutory declaration of the applicant showing the following matters:
 - i) the character, conduct, habits of life, particulars of employment and means of livelihood of the applicant since the applicant was struck off; ii) particulars of all other matters, if any, that to the applicant's knowledge might be the subject matter of complaint;
 - c) written statements by at least two persons who:
 - i) have had direct personal association with the applicant in the applicant's business or employment since the applicant was struck off; and
 - ii) express the opinion that the applicant is a fit and proper person to engage in the practice of speech-language pathology or audiology;
 - d) where the suspension or expulsion was attributable partly or wholly, directly or indirectly, to sickness or physical or mental disability or other disability that had interfered with the applicant's practice, a certificate of a duly qualified medical practitioner to the effect that the applicant no longer suffers from that sickness or disability or has it under control; and
 - e) an acknowledgement by the applicant that the applicant understands that if reinstated terms and conditions may be imposed.
- 3 The registrar shall, under the direction of the chair of the discipline committee, obtain by correspondence or otherwise, any additional information that the chair deems relevant to the consideration of the application.
- 4 Upon receipt by the registrar of:
 - a) the application;
 - b) the prescribed fee for reinstatement;
 - c) all material mentioned in subparagraphs (2) and (3);the registrar shall refer the application and material to the council together with all other material on the files of the association relating to the application.
- 5 The council shall have the right to order such investigation as it deems necessary under the circumstances including the right to require an independent medical examiner for the purposes of assessment, conduct an inquiry and receive such evidence and hear such parties as they may deem advisable.
- 6 The council may make any order with respect to the application and impose such conditions as it sees fit.

**SPEECH-LANGUAGE PATHOLOGISTS
AND AUDIOLOGISTS BYLAWS**

BYLAW VIII - STANDING COMMITTEES

Section 1 Provincial Standing Committees

- 1 The standing committees of the association shall be:
 - a) the discipline committee;
 - b) the professional conduct committee;
 - c) the legislation and bylaws committee; and
 - d) the registration and membership committee.
- 2 Each standing committee shall:
 - a) perform its duties subject to direction of the council;
 - b) meet as frequently as required to fulfill its terms of reference; and
 - c) report to the council on the business of each meeting of the committee.
- 3 The council shall appoint the chair or co-chairs and may make all committee appointments and may appoint alternates except where expressly stated in the Act and the bylaws.
- 4 All standing committee appointments shall be for a term of three years, renewable at the discretion of council.
 - a) Where an investigation is commenced by the Professional Conduct Committee or a hearing is commenced by the Discipline Committee and the term of office of a member expires before the investigation or hearing is disposed of, the person shall remain a member of the Professional Conduct Committee or the Discipline Committee, as the case may be, for the purpose of completing the investigation or hearing in the same manner as if the member's term of office had not expired.
- 5 All members of standing committees shall have voting power and a quorum for a standing committee shall be the majority of its members.
- 6 No association staff member shall have voting privileges on any standing committee.
- 7 All committees shall designate one member as secretary.
- 8 The president or designate shall be an ex-officio member of all committees.

Section 2 Professional Conduct Committee

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

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

Section 3 Discipline Committee

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

Section 4 Legislation and Bylaws Committee

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

Section 5 Registration and Membership Committee

- 1 The membership of the registration and membership committee shall be a minimum of three members, with at least one speech-language pathologist and one audiologist.
- 2 The duties of this committee shall be to make recommendations to the council with respect to:
 - a) requirements for registration;
 - b) requirements for membership; and
 - c) requirements for licence to practise speech-language pathology and audiology; and

**SPEECH-LANGUAGE PATHOLOGISTS
AND AUDIOLOGISTS BYLAWS**

- 3 The chair of the registration and membership committee shall be the registrar and shall be responsible to the council for carrying out the duties of the registrar as outlined in Bylaw V of section 1.

BYLAW IX - SPECIAL AND AD HOC COMMITTEES

Section 1 Special Committees

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

Section 2 Nominations Committee

- 1 The membership of the nominations committee shall consist of the past president as chair and such other members as are selected by the past president.
- 2 The duties of this committee shall be as set out in Bylaw II, section 2.

Section 3 Public Relations Committee

- 1 The membership of this committee shall consist of a minimum of three members designated by council.
- 2 The duties of the public relations committee shall be:
 - a) to co-ordinate all public relations activities of the association; and
 - b) to initiate public relations activities, particularly for "May is Speech and Hearing Month".

Section 4 Professional Development Committee

- 1 The membership of the professional development committee shall be three members appointed by the council.
- 2 The duties of this committee shall be:
 - a) to organize and/or facilitate the professional development activities of the association; and
 - b) to plan and implement continuing education requirements as directed by the council.

Section 5 Ad Hoc Committees

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

**SPEECH-LANGUAGE PATHOLOGISTS
AND AUDIOLOGISTS BYLAWS**

BYLAW X - REIMBURSEMENT OF EXPENSES

Section 1 Council and Committees

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

Section 2 Other

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

BYLAW XI- ACCOUNTS OF THE ASSOCIATION

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

BYLAW XII- CONTRIBUTIONS, DONATIONS, SCHOLARSHIPS AND BURSARIES

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

BYLAW XIII – ETHICS

- 1 Every member shall comply with the Code of Ethics contained in Schedule I to these bylaws.

BYLAW XIV - COMING INTO FORCE

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

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

SCHEDULE I *CODE OF ETHICS*

Note: Any words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neuter genders and vice versa wherever the context so requires.

The preservation of the highest standards of integrity and ethical principles is vital to the successful discharge of the responsibilities of all members.

Members practising in the fields of speech-language pathology and audiology should be in good standing in their professional organization.

The failure to specify any particular responsibility or practice in this Code of Ethics should not be construed as denial of the existence of other responsibilities or practices that are equally important. Any act that is in violation of the spirit and purpose of this Code of Ethics shall be unethical practice.

The ethical responsibilities of the members require that the welfare of those served professionally be considered paramount.

Duties and Responsibilities to the Client and the Public

- 1 A speech-language pathologist/audiologist who engages in clinical practice must be a practising member of the Saskatchewan Association of Speech- Language Pathologists and Audiologists.
- 2 Members must not attempt to provide assessment/diagnostic or treatment services for which they have not been adequately prepared, nor may they misrepresent their training or competence.
- 3 Members must not allow students or supportive personnel to render services unless adequate supervision is provided and full responsibility is assumed by the member, nor may members require such personnel to enter into activities which contravene this Code of Ethics or the Laws of the Land.
- 4 Members must not discriminate on the basis of race, religion, sex, marital status, age or disability in their professional relationships with their colleagues or clients. They may, however, decide to limit their area of practice by age or diagnosis.
- 5 Members should assist in the education of the public regarding speech, language and hearing problems and other matters lying within their professional competence.
- 6 Members will respect the intrinsic worth of clients and act to ensure through reasonable advocacy and other intervention activities that their dignity, individuality and rights are safeguarded. Members will not exploit relationships with clients, supervisors, students, employees or research participants in any manner. Members will not condone nor engage in sexual harassment.
- 7 Members must not exploit those served professionally by:
 - a) providing unnecessary or futile services including administering unnecessary assessment/diagnostic tests, accepting persons for treatment where benefit cannot reasonably be expected to accrue and continuing treatment where benefit cannot be reasonably expected;
 - b) charging a fee that is excessive in relation to the service provided. A member in private practice shall provide to those served a complete schedule of professional fees and charges in advance of rendering a professional service;

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

- c) guaranteeing the results of any professional consultative or therapeutic procedure, directly, or by implication. This rule does not prevent a member from providing a reasonable statement regarding prognosis; and
 - d) prescribing prosthetic or augmentative devices where benefit cannot reasonably be expected to accrue.
- 8 Members must avoid primary assessment or treatment of those with human communication disorders by correspondence or electronic media. This does not include the follow-up care of clients nor does it include the provision of general information of an educational nature.
 - 9 Members must utilize every available resource by initiating appropriate referral to other professionals whose knowledge may contribute to the diagnosis/ treatment and/or treatment of those served.
 - 10 Members unable to examine or treat a person promptly shall provide that person with information regarding other sources of assistance.
 - 11 Members must take every precaution to avoid injury to those served professionally.
 - 12 A member shall provide to each client reasonable information regarding the nature and treatment of the client's communication disorder and the professional services that the member has provided or proposes to provide to the client.
 - 13 A member shall not give information concerning a client's condition or any professional services performed for a client to any person other than the client without the consent of the client or his/her legal guardian/representative unless required to do so by law or the association. Case material, case records or audiovisual material shall not be used in teaching or mass media communication in a way as to permit identification of those served without the written consent of those served or their legal guardians/representatives. Where appropriate, identifying information will be eliminated.
 - 14 When dealing with children, the parent/ guardian must provide a valid legal consent to the service being provided, unless the child is mature enough to provide such consent, in which case the consent must be obtained from the child.

Duties and Responsibilities to the Profession

- 15 Members must not accept compensation in any form for making or accepting a referral.
- 16 A member must not engage in a conflict of interest which includes:
 - a) using inaccurate or misleading means to promote the sale or distribution of a particular product or service;
 - b) accepting gratuities in the form of gifts, travel or expense payments which are contingent upon product sales/promotions, from a manufacturer or dealer of professionally related products;
 - c) wilfully selling inferior or unnecessary products or by charging exorbitant fees for products.
- 17 Members must not engage in clinical practice for any commercial manufacturer, distributor or publisher of speech-language pathology and/or audiology related goods, though such members may be employed by such companies provided that duties are consultative, scientific, or educational in nature.

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS BYLAWS

- 18** Members must not advertise in such a way that commercial notices mislead the public, misrepresent the professions, endorse commercial products, deprecate the skills of other professionals or in any way violate this Canon.

Professional advertising may utilize a listing in the business section of the telephone directory, an announcement of services available in the appropriate media and/or professional cards. Announcements may include the name of the practitioner, type of practice engaged in, qualifications, description of experience, place of employment, office hours, address and telephone number. While members may state their certification and their provincial licensure/registration, they must not advertise their membership with the association in any other manner.

- 19** Members should establish harmonious relations with members of other professions, endeavouring to inform others concerning the services that can be rendered by members of the speech, language and hearing professions, and in turn should seek information from members of related professions.

- 20** Members must not dishonour the reputation of the professions by:

- a) depreciating the skill, knowledge or services of colleagues;
- b) nullifying professional contractual agreements without just cause;
- c) failing to freely accept the self-regulation of the professions;
- d) failing to observe the Laws of the Land.

- 21** Members should seek to advance services for the communicatively impaired and assist in establishing high professional standards for such programs.

- 22** Members will first communicate to associates through recognized scientific channels, the results of any research or development in order that those associates may establish an opinion of its merits before it is presented to the public.

- 23** Members have a responsibility to, and should assist in, maintaining the integrity of the profession and should participate in its activities.

- 24** Members have the responsibility to advise and co-operate with the professional conduct and discipline committees in instances of violation of the principles incorporated in this Code.

- 25** Members conduct towards other members should be characterized by courtesy and good faith.

General

- 26** No member shall engage in conduct or an act relevant to practice of speech language pathology or audiology that, having regard to all the circumstances, would reasonably be regarded by members as unprofessional.

- 27** Observance of this Code of Ethics is a condition of membership in the Saskatchewan Association of Speech-Language Pathologists and Audiologists.