



College of Dietitians

of Prince Edward Island

Bylaws

Prepared by

College of Dietitians of PEI

Developed September 2019

Revision September 2021

SECTION 1: INTRODUCTION

1.1 Interpretation

1.1.1 In these bylaws, unless the context otherwise requires, expressions defined in the Act or the Regulated Health Professions Act Dietitian Regulations and any alterations or amendments thereto shall have the meaning as defined; and words imparting the singular shall include the plural and vice versa, and words imparting the masculine gender shall include females, and words imparting persons shall include bodies corporate.

1.2 Severability and Precedence

1.2.1 The invalidity or unenforceability of any provision of these bylaws shall not affect the validity or enforceability of the remaining provisions of these bylaws. If any of the provisions contained in the bylaws are inconsistent with those contained in the Act, the provisions contained in the Act, as the case may be, shall prevail.

1.3 Seal

1.3.1 The seal of the College shall be in the form determined by the Council. The seal of the College shall be in the custody of the registrar, who shall affix it to all documents for which it is required.

1.4 Fiscal Year

1.4.1 The fiscal year of the College shall commence on the first day of April and shall end of the thirty-first day of March of the following year.

1.5 Execution of Contracts

1.5.1 Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the College shall be signed by the registrar and a member of the Council.

1.5.2 The Council may, from time to time, direct the manner in which, and the person by whom, a particular document or type of document shall be executed.

1.5.3 Persons authorized to sign any College document may affix the College seal to the document. The President may certify a copy of any instrument, resolution, bylaw or other document of the College to be a true copy thereof.

SECTION 2: COUNCIL

2.1 Introduction

2.1.1 Each Council member, officer, staff member, delegate or committee member must act honestly, in good faith and in the best interest of the College and the public.

2.2 Duties of Council

2.2.1 Each Council member may be required to participate as either a committee member or delegate.

2.3 Composition

2.3.1 The Council shall consist of:

- (a) Four Registrants selected by the council and appointed by the Minister, and
- (b) Two public representatives appointed by the Lieutenant Governor in Council.

2.3.2 Members selected to Council awaiting appointment shall not be eligible to propose, amend or vote on motions nor will they be permitted to propose agenda items. They may participate in discussions that do not contravene these bylaws or Council policies.

2.4 Term of Office

2.4.1 The term in office for all members of Council shall be 3 years and may not exceed 6 consecutive years.

2.5 Revocation

2.5.1 Council may request the revocation of the appointment of a member, where the member:

- (a) fails to attend three consecutive meetings of the Council without, in the opinion of the Council, a reasonable excuse;
- (b) is convicted of an offence that, in the opinion of the Council, renders the member unsuitable to continue to hold office as a member;
- (c) commits an act, other than one referred to in clause (b), that, in the unanimous opinion of the other members of the Council, undermines the ability of the member to act credibly as a member; or
- (d) is, in the opinion of the Council, unlikely to be able to fulfil the member's duties on the Council due to physical or mental incapacity.

2.6 Code of Ethics

2.6.1 In all of its deliberations the Council shall be guided by the principal that: the protection of the public shall be of prime consideration; and that the PEI College of Dietitians Code of Ethics, as approved by the Council, in accordance with the Act shall be at all times abided and enforced by members.

2.7 Conflict of Interest

2.7.1 Each Council member, officer, staff member, delegate or committee member is required to abide by the conflict of interest principles outlined in this section.

2.7.2 A conflict of interest occurs when a reasonable perception exists that the ability of a Council member to exercise the official duties of the Council has been affected by the private interest of a Council member, officer, staff member, and delegate or committee member.

2.7.3 Conflict of interest can also be a breach of an obligation to the Council that has the effect or intention of advancing one's own interest or the interest of others in a way that is detrimental to the interests, potentially harmful to the integrity or fundamental mission, of the College.

2.7.4 Each Council member, officer, staff member, delegate or committee member shall avoid conflicts of interest, including appearances of conflict of interest.

2.8 Declaration

2.8.1 A Council member, officer, staff member, delegate or committee member who has, directly or indirectly, any interest in a proposed contract or transaction to which the Council is to be a party, shall declare his or her interest in the proposed contract or transaction at the meeting at which the proposed contract or transaction is first considered.

2.8.2 Any individual, who has reason to believe that a Council member, officer, staff, delegate or committee member has a conflict of interest, shall be given an opportunity to state their concerns prior to, or during a meeting.

2.9 Conditions

2.9.1 A Council member, officer, staff member, delegate or committee member shall not solicit or accept a monetary honorarium for giving a presentation or participating in a conference as a representative of the College unless approved by Council. Mementos of nominal value may be accepted.

2.9.2 Where the Council has adopted an official position on a matter, a Council member, officer, staff member, delegate or committee member shall not engage in oral or written advocacy against the position in any public forum, including, but not limited to, legislative committees and news media aimed at the general public, without the prior approval of Council.

2.9.3 Council members, officers, staff members, delegates and committee members are required to preserve confidentiality with respect to all information coming to their knowledge in the course of their duties unless Council determines otherwise.

2.10 Outcomes

2.10.1 The validity of the declaration of a conflict of interest shall be determined by Council, with the following options available to the group:

- (a) The member shall abstain from all discussion and voting on the declared issue.
- (b) The member shall be excused from that portion of the meeting.
- (c) The item should be removed from the meeting agenda if it is determined to be inappropriate.
- (d) The member shall not participate in the discussion or vote on the declared issue but may be asked for information by the Council if that member has

info that may be relevant to the discussion thereby enabling the Council in making an informed decision.

- (e) Council determines the conflict of interest is not valid and proceeds with the meeting with the member in attendance.

2.10.2 Where the Council determines that a member, or person acting on behalf of the Council in any capacity, has failed to declare a conflict of interest that is materially detrimental to the interests or potentially harmful to the integrity or fundamental mission, of the College, the Council may:

- (a) Request an apology.
- (b) Reprimand the member in question.
- (c) Limit the member in question's ability to serve or act on behalf of the Council.
- (d) Request revocation of the member in question from Council. Council may restrict the member's eligibility for Council appointment for a period of time as determined appropriate.

SECTION 3: OFFICERS

3.1 Officers

3.1.1 The Council shall select one of its Registrant members as President, one of its Registrant members as Secretary, one of its Council members as Treasurer, and it may appoint other executive officers as it considers appropriate.

3.2 President

3.2.1 The President, if present, shall preside at and chair all meetings of the Council. He or she shall be responsible for the performance of such duties and exercising of such powers as are set out in these bylaws.

3.2.2 The President shall also perform such other duties as may, from time to time, be directed by the Council.

3.3 Treasurer

3.3.1 The Treasurer shall work collaboratively with the members of the Council and Registrar to support the College in achieving its fiduciary responsibilities.

- 3.3.2 The Treasurer shall review and ensure accuracy of accounts of all assets, liabilities, receipts and disbursements of the College in the books belonging to the College in accordance to any policies or directives established by Council.
- 3.3.3 The Treasurer shall also perform such other duties as may, from time to time, be directed by the Council.
- 3.4 Secretary
 - 3.4.1 The Secretary shall keep and distribute a correct record of the proceedings in accordance with these bylaws or the Act.
 - 3.4.2 The Secretary shall also perform such other duties as may, from time to time, be directed by the Council.
- 3.5 Other Officers of Council
 - 3.5.1 The Council may appoint such other officers and staff as the Council deems necessary for the proper administration of the Council and College; the terms of office and remuneration shall be at the Council's discretion.
- 3.6 Removal of an Officer/Staff Dismissal
 - 3.6.1 Officers or staff may be removed for misconduct or dereliction of duties. Misconduct is a willful act against this College. Dereliction of duties is the negligence of official responsibilities for an excessive period, or violation of the responsibilities of office.
 - 3.6.2 During a special meeting, the removal of officers or staff may be initiated by a two thirds majority vote of the entire Council. The executive committee is then responsible for carrying out, if appropriate, the removal of the officer or staff.

SECTION 4: APPOINTMENTS

- 4.1 Registrar
 - 4.1.1 In addition to the duties required by the Act, the Registrar shall conduct, or cause to be conducted, the correspondence of the College and Council; shall attend all general meetings, annual general meetings, special meetings and their adjournments, either in person or by substitute appointed for a specific meeting as determined by Council.
 - 4.1.2 The Registrar shall collect or cause to be collected all dues, fees and assessments levied by Council or the College, and ensure that correct accounts are kept.
 - 4.1.3 The Registrar is responsible for planning and implementing the programs of the College in accordance with policies and objectives approved by Council, and any additional duties as determined by Council.
 - 4.1.4 The Registrar shall be appointed by and accountable to Council. The Registrar's responsibilities and remuneration shall be reviewed by the Council annually following an employee performance review.

4.1.5 If Council determines the Registrar needs immediate replacement, Council will appoint an interim Registrar(s) from the Council members or staff until the Registrar returns or a replacement has been appointed.

4.1.6 Due to the required stakeholder relationship with government, the Registrar must not participate in political organizations or affiliations that interfere or are in conflict with the administration of their duties.

4.2 Accountant

4.2.1 On an annual basis, the financial records of the college shall be delivered to an Accountant selected by the council. Upon receipt of the financial records of the College, the Accountant shall be requested to prepare a report and deliver it to the Treasurer.

4.3 Solicitor

4.3.1 The Council may appoint a solicitor to advise the College.

SECTION 5: COMMITTEES AND DELEGATES

5.1 Revocation

5.1.1 Council may revoke the appointment of a committee member or delegate, where the person:

- (a) fails to attend three consecutive meetings without, in the opinion of the Council, reasonable excuse;
- (b) is convicted of an offence that, in the opinion of the Council, renders the member unsuitable to continue to hold office as a member;
- (c) commits an act, other than one referred to in clause (b), that in the unanimous opinion of the other members of the Council, undermines the ability of the member to act credibly as a member;
- (d) contravenes these bylaws or established policies; or
- (e) is, in the opinion of the Council, unlikely to be able to fulfil the member's duties due to physical or mental incapacity.

5.2 Selection Process

5.2.1 Notification of committee or delegate vacancy shall be communicated to Registrants until the position has been filled. Upon review of the candidates' qualifications, the Council will appoint the candidate upon a majority vote.

5.3 Committees

5.3.1 Subject to the limitations on delegation set out in the Act, the Council may establish any committee it determines necessary for the execution of the College's responsibilities. The Council will review the composition and terms of reference for

any such committee. The Council may dissolve any committee by resolution at any time and may remove a committee member by resolution of the Council.

5.3.2 Unless otherwise stated in these bylaws, the committee shall appoint the chair of each committee from Council or College Staff.

5.3.3 Unless otherwise stated in these bylaws, decisions of any committee shall be by majority vote of those members of the committee present at a duly constituted meeting.

5.3.4 Committee members shall be appointed by the Council.

5.3.5 Quorum for a committee shall be majority.

5.3.6 In accordance with the Act, Council shall approve the terms of reference and composition of all standing committees.

5.4 Delegates

5.4.1 Subject to the limitations on delegation set out in the Act, the Council may appoint any delegate it determines necessary for the execution of the College's responsibilities. The Council may review the term of office and terms of reference for any delegate. The Council may choose to dissolve the delegate's position or remove a delegate at any time by resolution of the Council.

5.4.2 A delegate may serve consecutive terms as determined by the organization for which they have been appointed, if no terms exist, the delegate may serve up to six years without reappointment by the Council.

SECTION 6: APPOINTMENTS

6.1 Eligibility

6.1.1 Only Registrants in good-standing shall be eligible to be appointed as member representatives of the Council.

6.2 Nomination

6.2.1 The Registrar shall, at least 60 days before the completion of a member of Council's term, give notice via email to all eligible Registrants.

6.2.2 Nominations will be received by the Registrar 30 days before the completion of the member of Council's term.

6.2.3 Each nomination shall be made upon a form available from the Registrar.

6.2.4 If the call for nominations does not produce enough eligible nominees to fill the vacancies on Council, the Registrants shall be so advised, and invited to resubmit nominations in a time frame determined by Council.

6.2.5 A nominee may, at any time prior to the commencement of the selection, give notice to the Registrar of his or her wish to withdraw his or her nomination. The withdrawal becomes effective upon receipt of the notice in a form acceptable to the Registrar.

6.3 Acclamation

6.3.1 If the number of valid nominations for positions on Council is equal to the number of vacant positions on Council, the persons nominated shall be declared selected and their names forward to the Minister for appointment.

6.4 Vacancies

6.4.1 In the event of a vacancy in the Council occurring through death, incapacity, resignation, or otherwise, the Registrar shall call for nominations. When selected by Council, the Registrar shall forward the selected registrant's name to the Minister for appointment.

6.4.2 The Registrar shall, at most 14 days after a vacancy has been determined, give notice via email to all eligible registrants.

6.4.3 Nominations will be received by the Registrar up to a date which shall no more than 21 days after a vacancy has been determined.

6.4.4 Each nomination shall be made upon a form available from the Registrar.

6.4.5 If the call for nominations does not produce enough eligible nominees to fill the vacancies on Council, the registrants shall be so advised, and invited to resubmit nominations.

6.4.6 A nominee for selection to the Council may, at any time prior to appointment, give notice to the Registrar of his or her wish to withdraw his or her nomination. The withdrawal becomes effective upon receipt of the notice in a form acceptable to the Registrar.

6.5 Vacancy of Officers

6.5.1 In the event of a vacancy of an Officer, with the exception of the Registrar, occurring through death, incapacity, resignation, or otherwise, the Council will elect an Officer by majority vote. When elected, the Officer will remain in office for the unexpired portion of the vacant term.

SECTION 7: ALLOWANCES

7.1 Honoraria

7.1.1 Members of the Council, committee members or delegates may be paid honoraria as directed by Council.

7.1.2 Members of Council must be prepared to invest considerable time and effort to their duties.

- 7.1.3 Unless otherwise stated in these bylaws, no Council member, officer, staff member, delegate or committee member shall directly or indirectly receive any profit from occupying said position; provided that:
- (a) the Council member, officer, staff member, delegate or committee member may be reimbursed for reasonable expenses they incur in the performance of their duties; and
 - (b) the Council member, officer, staff member, delegate or committee member may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the College, provided that the amount of any such remuneration or reimbursement is:
 - (i) considered reasonable by Council;
 - (ii) approved by the Council for payment by resolution passed before such payment is made; and
 - (iii) in compliance with the college's conflict of interest policy.

SECTION 8: REGISTRANT ANNUAL GENERAL MEETING

8.1 Time and Place

- 8.1.1 The Council shall hold an annual general meeting on any date after April 1st, but prior to June 30th, in each year at such time and place and format as determined by the Council.

8.2 Notice

- 8.2.1 Notice of the exact time and place shall be given to Registrants in writing, or by electronic means, at least 30 days in advance of the meeting. The minutes of the previous annual general meeting shall accompany the notice to Registrants.

8.3 Order of Business

- 8.3.1 The order of business of the annual general meeting, unless the President otherwise directs, shall be:
- (a) review of the previous year's annual general minutes;
 - (b) annual report of the President;

- (c) annual report of the Registrar;
- (d) annual report of the Treasurer;
- (e) annual report of the solicitor, if any;
- (f) report(s) of committees, or delegates, if any;
- (g) upcoming year's budget;
- (h) retention of insurance;
- (i) unfinished business; and
- (j) new business.

8.3.2 Proceedings at meetings of the College and the Council shall be guided by the rules set down in "Robert's Rules of Order" in all cases not specifically provided for in the Act or in these bylaws.

8.4 Quorum

8.4.1 Over twenty-five percent of Registrants shall constitute a quorum during the AGM.

8.5 Voting

8.5.1 Motions shall be decided by a majority of the Registrants present. Each Registrants shall be entitled to one vote.

8.5.2 If there is a tie vote at a Registrant Annual General Meeting, the President, or, if the President is absent or unable or unwilling to vote, the Treasurer, may break the tie by casting a second vote.

8.5.3 In the event of a tie vote where the President or Treasurer chooses not to break the tie, the motion is lost.

8.6 Minutes

8.6.1 The Secretary shall record the minutes of the Registrant Annual General Meeting and the Registrar will distribute the minutes to Registrants no later than 21 days following the annual general meeting.

8.6.2 The previous year's annual general meeting minutes shall be approved by the Registrants at the Registrant Annual General Meeting. The minutes, as approved, shall be entered in the Minute Book of proceedings of the Council, and shall be signed by the President and the Registrar.

SECTION 9: COUNCIL ANNUAL GENERAL MEETING

9.1 Time and Place

- 9.1.1 The Council shall hold an annual general meeting on any date within 60 days of the Registrant Annual General Meeting, in each year at such time and place and format as determined by the Council.
- 9.2 Notice
- 9.2.1 Notice of the exact time and place shall be given in writing or by electronic means, at least 30 days in advance of the meeting. The minutes of the previous Council annual general meeting shall accompany the notice to Council members.
- 9.3 Order of Business
- 9.3.1 The order of business of the annual general meeting, unless the President otherwise directs, shall be:
- (a) review of the previous year's annual general minutes;
 - (b) bylaw changes;
 - (c) attendance record of previous year;
 - (d) unfinished business;
 - (e) new business; and
 - (f) selection of Council members; and
 - (g) election of Officers.
- 9.3.2 Proceedings at meetings of the College and the Council shall be guided by the rules set down in "Robert's Rules of Order" in all cases not specifically provided for in the Act or in these bylaws.
- 9.4 Quorum
- 9.4.1 Over fifty per cent of members of the Council, including at least one public representative and the President shall constitute a quorum at the Annual General Meeting.
- 9.5 Voting
- 9.5.1 Motions shall be decided by a majority of the members present. Each member of Council, including the President, shall be entitled to one vote.
- 9.5.2 If there is a tie vote at an annual general meeting, the President, or, if the President is absent or unable or unwilling to vote, the Treasurer, may break the tie by casting a second vote.
- 9.5.3 In the event of a tie vote where the President or Treasurer chooses not to break the tie, the motion is lost.
- 9.6 Minutes

- 9.6.1 The secretary shall record the minutes of the meeting and distribute the minutes to members of Council no later than 21 days following the annual general meeting.
- 9.6.2 The previous year's Council annual general meeting minutes shall be approved by the Council at a general Council meeting within 90 days of that Council Annual General Meeting. The minutes, as approved, shall be entered in the Minute Book of proceedings of the Council, and shall be signed by the President and the Registrar. Non-confidential Council decisions may be made available to the public in a format as determined by Council.

SECTION 10: GENERAL MEETINGS

10.1 Time and Place

- 10.1.1 The Council shall hold at least six general meetings during the year (either in person or by telephone or video conference), or more often as required, at such times and places as shall be determined by the President or, in his/her absence, the Treasurer.

10.2 Notice

- 10.2.1 Notice of the exact time, place and format shall be given to each Council member in reasonable time frame in advance of the meeting.
- 10.2.2 At least 5 days in advance of the general meeting, the President will distribute the following:
 - (a) minutes of the previous general meeting;
 - (b) a proposed agenda for the meeting; and
 - (c) reference material required for the meeting.

10.2.3 If, after notice has been served and due to unforeseen circumstances, a meeting is postponed, the meeting can be rescheduled upon the majority agreement of the Council in person, by telephone, or electronic means.

10.3 Order of Business

10.3.1 At any general meeting the order of business shall be:

- (a) approval of the minutes of the previous general meeting and consideration of the business arising there from;
- (b) consideration of the items of business in the proposed agenda;
- (c) other items of business, which at the discretion of the President warrants discussion.

10.3.2 The proceedings at meetings of the College and the Council shall be governed by the rules set down in "Robert's Rules of Order" in all cases not specifically provided for in the Act or in these bylaws.

10.3.3 A meeting of the Council may be held by conference call, video conferencing or other methods that permit members of the Council to participate in the meeting.

10.3.4 Agenda items not provided in advance of the distribution of the meeting material may be added to the agenda under new business at the time of the meeting and will be address if time permits. Items not addressed will carry over to the next general meeting.

10.4 Quorum and Attendance

10.4.1 Over fifty per cent of members of the Council, including at least one public representative and the President shall constitute a quorum.

10.4.2 Council members should not miss more than 3 general meetings within a 1 year period without reasonable explanation.

10.5 Voting

10.5.1 Motions shall be decided by a majority of members of Council in attendance. Each member of Council, excluding the President, shall be entitled to one vote.

10.5.2 If there is a tie vote, the President will cast the deciding vote.

10.5.3 In the event of a tie vote where the President chooses not to break the tie, the motion is lost.

10.5.4 An abstention from voting shall not be counted as a vote.

10.6 Minutes

- 10.6.1 The secretary shall record the minutes of the meeting and distribute the minutes to members of Council no later than 21 days following the meeting.
- 10.6.2 Previous meeting minutes shall be approved by the Council. The minutes, as approved, shall be entered in the Minute Book of proceedings of the Council, and shall be signed by the President and the Registrar. Non-confidential decisions may be made available to the public in a format as determined by Council.
- 10.6.3 Upon application in writing and with the approval of a majority of Council members, a Registrant may view the minutes of a general meeting at the office of the College.

10.7 Observers

- 10.7.1 Individuals are asked to advise the Registrar 10 days before a scheduled Council meeting if they wish to attend as observers, or if they would like to make a presentation to the Council.
- 10.7.2 Observer privileges will be granted upon majority vote of the Council and shall also be withdrawn in the same manner.
- 10.7.3 Observers of Council meetings or minutes of same may be required to sign a statement of non-disclosure, declaration of conflict of interest, or declaration of code of conduct.
- 10.7.4 Observers are not permitted to propose, amend or vote on motions. However, they may participate in discussion, if approved by Council, and do not contravene these bylaws or any Council policies.

10.8 Adjournments

- 10.8.1 Meetings of the Council may be adjourned from time to time by a motion supported by a majority of the members of Council present. Such motion shall state the date and time of the reconvened meeting and shall thereby constitute due notice.

SECTION 11: SPECIAL MEETINGS

11.1 Time and Place

- 11.1.1 Special meetings of the Council shall be held at the call of the President or by requisition signed by two members of Council.

11.2 Notice

- 11.2.1 No fewer than two days' notice shall be given for a special meeting. The notice shall specify the business to be brought forward.

11.3 Order of Business

- 11.3.1 No business shall be dealt with except that for which the meeting was called.

- 11.3.2 Unless otherwise directed by the President, special meetings will follow the bylaws set forth under General Meeting.

SECTION 12: CONDUCT OF BUSINESS WITHOUT A MEETING

12.1 Time and Place

- 12.1.1 On purely an emergency basis, the business of the Council may be conducted and concluded by a resolution agreed upon by a majority of Council members, unless otherwise stated in these bylaws, using the telephone or other electronic means, and shall have the same force and effect as a resolution duly passed at a convened meeting of the Council; however, the resolution must be confirmed at the next Council meeting.
- 12.1.2 A resolution signed by a majority of the members of the Council, for which purpose electronic signatures are sufficient, has the effect of a resolution of the Council.

SECTION 13: PROCEEDINGS IN CAMERA

13.1 Conduct

- 13.1.1 Proceedings of the Council shall be considered to be “in-camera” unless otherwise agreed by the Council.
- 13.1.2 In-camera meetings may be called and directed by the President.
- 13.1.3 A general meeting may be called in accordance with section 10 General Meetings.

SECTION 14: BYLAWS, POLICIES AND AUTHORIZATIONS

14.1 Resolution

- 14.1.1 A resolution for the purpose of making, amending or revoking a bylaw, policy or recommendation pertaining to legislation involving dietetic practice shall be decided by a quorum of two thirds of Council members and a majority vote. Any motions listed under the Order of Business of the AGM, excluding unfinished business, shall require a quorum of two thirds of members of the Council and a majority vote if motions are passed outside of the AGM.
- 14.1.2 A resolution for the purpose of amending or revoking a bylaw shall only be made after consultation with Registrants and, where possible, following discussion of the proposed amendment or revocation at the Registrant Annual General Meeting.
- 14.1.3 New bylaws or changes in the bylaws may be enacted from time to time by the Council in accordance with the Act. Bylaws will be available to the public in a public forum.

SECTION 15: FEES

15.1 Renewal

- 15.1.1 All forms and fees related to the annual renewal of registrants must be received at the College office no later than the last day of February of each year.
- 15.1.2 All forms related to the annual renewal of registrants not received by the last day of February of each year shall be subject to a penalty as defined by the Act or approved by Council. Any applicant with outstanding fees or penalties not received in full by the College prior to or on April 1st of each year will not be eligible for registration. Applicants submitting registration after April 1st of each year are considered an initial applicant, unless otherwise directed by Council.
- 15.1.3 All fees shall be as adopted by Council and with notice provided to registrants as part of the annual renewal package.

SECTION 16: CARE OF FUNDS

16.1 Budget

- 16.1.1 The Registrar will prepare an estimate of the budget for the upcoming year with the assistance of the Treasurer.
- 16.1.2 The budget will be presented by the Treasurer and adopted by Council each year prior to March 31st. Motions requiring the adjustment of the annual budget must be presented with a comparative income statement.
- 16.1.3 With the adoption of the annual budget by Council, expenses outlined in the annual budget are considered approved by Council.
- 16.1.4 The annual budget will include an estimation of, but not limited to the following:
 - (a) wages and levies;
 - (b) rent;
 - (c) utilities;
 - (d) office supplies and associated costs;

- (e) banking fees;
- (f) insurance fees;
- (g) solicitor's retainer;
- (h) accountant/ book keeper's fees;
- (i) employee benefits;
- (j) maintenance fees;
- (k) honorariums;
- (l) subscriptions and dues;
- (m) detailed description of required travel for any Council member, staff, delegate or committee member and the associated travel costs; and
- (n) revenue.

16.2 Accountant's Report

16.2.1 The Treasurer shall distribute the Accountant's Report, or cause to be distributed, at or before the annual general meeting or immediately upon its availability.

16.3 Banking

16.3.1 The Council or its staff shall ensure that all money received on behalf of the College is deposited in the name of the College in a bank or other deposit-gathering institution that is a member of the Canadian Deposit Insurance Corporation or in a credit union established in such a way as to guarantee the deposits.

16.3.2 Biannual reconciliations shall be prepared by the Treasurer and reviewed and initialed by a member of the Council. Council shall be presented with reconciled banking records at each prescheduled general meeting.

16.3.3 Monthly payroll reconciliations and remittances shall be prepared by the Treasurer and reviewed and initialed by a member of the Executive Council. Council shall be presented with reconciled payroll records at each prescheduled general meeting.

16.3.4 Monthly investment account reconciliations shall be prepared by the Treasurer and reviewed and initialed by a member of the Executive Council. If there are any differences, these must be investigated and cleared as soon as possible by the Treasurer or a member of Executive Council.

16.3.5 Council shall be presented with financial statements at each prescheduled general meeting in accordance with established policies.

16.4 Signing Officers

16.4.1 The signing officers of the College with respect to financial matters including cheques, contracts, leases, bills of exchange, investments, memoranda of understanding and other agreements binding the College are the Treasurer and the President.

16.4.2 Two signing officers are required for cheques, investments or bills of exchange.

16.5 Investments

16.5.1 The Council or its staff shall ensure that when funds of the College are invested they are held secure.

16.6 Insurance

16.6.1 Council shall ensure that the College maintains security arrangements and insurance coverage against loss of funds that the College may sustain resulting from employee dishonesty, destruction, disappearance, wrongful abstraction or forgery.

16.6.2 Council shall ensure that the College maintains insurance coverage for office contents, liability insurance for directors and operators and errors and omissions insurance.

In accordance with section 14 of these Bylaws and Section 10 of the Act, the Bylaws were ratified by Council on September __, 2019.

Council members present: