College of Medical Radiation and Imaging Professionals of Saskatchewan Bylaws

Subsection 15(1) of *The Medical Radiation and Imaging Professionals Act*
(Ministerial approval not required)

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Title

1 These bylaws may be referred to as *The CMRIPS Administrative Bylaws, 2026*.

Definitions

2 In these bylaws:

(a) "Act" means *The Medical Radiation and Imaging Professionals Act*;

(b) "College" means The College of Medical Radiation and Imaging Professionals of Saskatchewan.

(c) "discipline" means one of the following disciplines compromising the profession of medical radiation and imaging:

i. radiological technology;

ii. nuclear medicine;

iii. magnetic resonance imaging;

iv. radiation therapy;

v. diagnostic medical sonography;

COLLEGE

Seal

3 The College's seal is the seal whose imprint is attached to these bylaws as Appendix A.

Execution of documents

4 Documents to be executed on behalf of the College shall be signed by the chair and the executive director and sealed with the College's seal.

Signing Cheques

5 (1) Council shall appoint three signing officers from among the chair, vice-chair, past chair, and executive director.

(2) The executive director/registrar is authorized to approve financial commitments and payments of $3,000 or less. Expenditures greater than $3,000 require a second signing officer. Exceptions to this amount are payroll, and contributions for pension and Canada Revenue Agency as calculated by the bookkeeper and provided to the signing officer for payment.

Fiscal year

6 The College's fiscal year is the calendar year.

Financial audit

7 (1) The council shall appoint a chartered accountant to be the College's auditor.

(2) The auditor shall annually, or more frequently as required by council, audit the College's books and accounts and shall, annually after the fiscal year end, furnish a statement of the College's financial affairs, which shall be presented at the annual meeting.

COUNCIL

Number and composition

8 (1) For the purpose of clause 8(2)(a) of the Act, the council consists of at least 8 persons appointed by the council on the recommendation of the nominating committee, including

(a) the chair;

(b) the vice-chair; and

(c) six members at large.

(d) A council member ceases to hold office if that person ceases to reside in Saskatchewan.

(2) Council members shall comply with the Council Conduct Policy, as adopted from time to time by the council, and perform any duties that may be assigned by the council or the chair.

Remuneration and expenses

9 (1) Council appointed members, and the past chair are entitled to be reimbursed for expenses as follows:

(a) actual air fare at the lowest economy fare available or $0.57 per kilometer when travelling by car;

(b) actual room rates based on the single rate;

(c) actual taxi or parking costs;

(d) where not provided by the College or as part of the conference or meeting attended, meals in province a maximum per diem of $85.

(e) where not provided by the College or as part of the conference or meeting attended, meals out of province at a maximum per diem of $100.

(f) actual costs of telephone calls for college business;

(g) actual cost of internet connection fees if not included in the accommodation rate.

(2) Council appointed members, and the past chair shall also receive remuneration as follows:

(a) the chair shall receive $1,400 per year plus $275 per day for attending meetings of the College;

(b) members of council other than the chair shall receive:

(i) $175 per day for attending meetings of the College; and

(ii) after one year on council, an annual allowance of $700 for professional development.

Term of office

10 (1) For the purposes of subsection 8(5) of the Act, the term of office for the council appointed members is three years.

(2) The chair, past chair and vice-chair terms shall be for one year. No officer shall hold the same office for more than two consecutive terms.

Public representatives

11 Persons appointed to the council pursuant to section 9 of the Act shall:

(a) represent the views of the public on matters before the council;

(b) report to the council on public concerns; and

(c) perform duties assigned by the council.

PROCEDURES FOR APPOINTMENT

Eligibility for appointment and to hold office

12 (1) Subject to subsection (2), only a licensed medical radiation and imaging professional who holds a practising licence or a non practising certificate, is in good standing, is eligible to be recommended for or appointed or to hold office or to continue to hold office on the council.

(2) The following persons are not eligible to be recommended for or appointed or to hold or to continue to hold office on the council:

(a) a person who is employed by the college, or was employed by the college in the previous three years, including the position of Executive Director or Registrar;

(b) a person who holds an equivalent governance position with an employer of members or union representing members;

(c) a person who is not reasonably available to attend meetings of council;
(d) A person who has been convicted of an indictable offence under the Criminal Code (Canada).

Removal or suspension from office

13 (1) The council may, by a resolution supported by a two-thirds majority, remove a member of council, other than one appointed pursuant to section 9 of the Act, before the expiry of their term of office, where it is satisfied that the member of council:

(a) has failed to comply with the Council Conduct Policy;

(b) has ceased to be registered as a member of the college in good standing; or

(c) has become ineligible to continue to hold office as described in subsection 12(2).

(2) The council may, by a resolution supported by a two-thirds majority, suspend a member of council where a complaint alleging that the member of council has engaged in conduct that constitutes professional incompetence or professional misconduct is received by the college, pending the resolution of the complaint.

(3) The Executive Director shall ensure that a motion to remove or suspend a member of council is provided to the council, including the member to whom the motion relates, at least 14 days prior to the council meeting at which the motion is to be considered.

OFFICERS AND EMPLOYEES

Selection of chair and vice-chair

14 The members of council shall annually select the chair and vice-chair from among the members who are appointed by council.

Chair

15 The chair:

(a) is responsible to the membership at the annual meeting;

(b) shall chair all meetings of the College and the council; and

(c) is an *ex officio* member of all council committees.

Vice-chair

16 The vice-chair:

(a) shall perform all duties as assigned by the council or the chair;

(b) shall have all the powers of the chair in the chair's absence; and

(c) shall fill the office of chair if the chair resigns or is incapacitated.

Executive Director/Registrar

17 The executive director shall:

(a) act as registrar;

(b) keep all records of the College, including a record of all meetings of the College and the council;

(c) provide minutes of all meetings of the College and the council meetings to council members;

(d) notify all members of annual and special meetings, and send to members appropriate information and documentation prior to the meeting;

(e) issue any notices that may be required;

(f) carry out the policies established by the council pertaining to the management and administration of the affairs of the College;

(g) be an *ex officio*, non-voting member of all committees except the nominations committee, the community engagement committee, the audit and finance committee, the professional conduct committee, and the discipline committee;

(h) keep the College's seal.

MEETINGS

Meetings of the council

18 Council shall meet at least three times per year, and additional meetings may be held as considered necessary by the chair in consultation with council. Meetings shall be in person or virtual.

Meetings of the College

19 (1) The College annual meeting shall be held in each calendar year at a time and place in Saskatchewan determined by the College.

(2) The business of the annual meeting shall include:

(a) the minutes of the last annual meeting of the College;

(b) business arising out of the minutes;

(c) the chair's report;

(d) the executive director's report;

(e) committees' reports;

(f) the audited financial report;

(g) new business;

(3) The executive director/registrar shall send notice of meetings of the College by mail or email to every member at the postal address or email address as shown in the College's records.

(4) Council may call a special meeting of the College on its own motion.

Quorum

20 (1) A quorum for a meeting of the College is the number of members present.

(2) A quorum for a meeting of council is a majority.

Procedure at meetings

21 (1) The manner of transacting business at council meetings shall be governed by the CMRIPS council governance policy, "Special Rules of Order for Council" (see appendix B). When further clarification is required, the most recent edition of *Robert's Rules of Order* shall be used as a resource guide.

(2) The manner of transacting business at annual general meetings shall be governed by "Special Rules of Order for AGM's" (see Appendix C). When further clarification is required, the most recent edition of *Robert's Rules of Order* shall be used as a resource guide.

COMMITTEES

Establishment

22 (1) Where the council establishes a committee pursuant to section 13 of the Act or in accordance with these bylaws:

(a) the committee shall perform its duties under the direction of the council;

(b) a majority of committee members constitutes a quorum; and

(c) committee members may, in the discretion of the council, be paid honorariums and reimbursed for expenses, in accordance with the rates set out in section 9.

(2) All committee appointments are for a term of three years and may be renewed.

(3) Any committee member whose conduct or activities are detrimental to or inconsistent with the objectives of the College may be removed or suspended from the committee by a two-thirds vote of the council.

STANDING COMMITTEES

Nominating Committee

23 (1) The nominating committee shall consist of the past-chair and at least four members from the full practising membership or non-practicing membership of the College. Consideration will be made to obtain representation from all the disciplines of the College.

(2) The committee shall submit names for vacancies on Council.

(3) The past-chair shall serve as Committee Chairperson.

Community Engagement Committee

24 (1) The community engagement committee shall consist of at least three members of council and one of whom will be a public representative and will have one member at large.

(2) The committee shall establish a linkage with the owners of the CMRIPS who have been identified as the public.

(3) The chair will be determined by the committee by a majority vote.

Audit and Finance Committee

25 (1) The audit and finance committee shall consist of the vice-chair, a public representative and up to three medical radiation and imaging professionals who are members of the CMRIPS.

(2) The committee shall monitor the financial affairs of the College and provide an annual report to council highlighting the committee's review of the audited financial statements and any other significant information arising from the external auditor.

(3) The vice-chair shall serve as Committee Chairperson.

Certified to be a true copy of The CMRIPS Administrative Bylaws, 2026 made by the CMRIPS Council on September 18, 2026.

CERTIFIED TRUE COPY:

Debbie Schatz

Debbie Schatz, Executive Director / Registrar

September 29, 2026

College of Medical Radiation and Imaging Professionals of Saskatchewan

Appendix A

CMRIPS Seal
(section 3)

Appendix B

Special Rules of Order for Council Meetings

(Section 21)

Parliamentary Authority
The most recent edition of *Robert's Rules of Order* shall govern the organization in all procedural matters not otherwise covered by *The CMRIPS Administrative Bylaws, 2026.*

Council meetings will be conducted in an orderly, effective process, led and defined by the chair.

1. All bylaw obligations respecting council meetings must be satisfied.

2. Council meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum.

3. Meeting order and decorum shall be maintained, and all members treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.

4. Council members must keep their comments relevant to the issue under consideration.

5. Council meetings will be conducted at a level of informality considered appropriate by the chair, including that discussion of a matter may occur prior to a proposal that action be taken on any given subject.

6. Proposals that the council act, or decide a particular matter, shall (unless otherwise agreed to by unanimous consent) be made by main motion of a council member, discussed, and then voted on. Motions require a second to proceed to discussion and subsequent vote.
   6.1. The chair of the council may not to the same extent as any council member, make motions, engage in debate, or vote on any matter to be decided, except to change the outcome of a decision in a tied vote.

   6.2. A motion to amend a main motion may be amended but third level amendments are out of order.

   6.3. A motion to refer to a committee, postpone, or table, may be made with respect to a pending main motion, and if carried shall set the main motion (the initial proposal) aside accordingly.

7. Council members may speak to a pending motion on as many occasions, and at such length, as the chair may reasonably allow.

8. A vote on a motion shall be taken when discussion ends but any council member may, during debate, move for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the main motion shall then be taken.

9. A majority vote will decide all motions before the council excepting those matters in the bylaws which oblige a higher level of approval.

10. A motion to adjourn a council meeting may be offered by any Council member or, on the conclusion of all business, adjournment of the meeting may be declared by the chair.

11. A council member may request to have their vote on the record.

12. When further rules of order are to be developed by council, the council will consider the most recent edition of *Robert's Rules of Order* as a resource guide.

Appendix C

Special Rules of Order for AGM's

(Section 21)

Parliamentary Authority
The most recent edition of *Robert's Rules of Order* shall govern the organization in all procedural matters not otherwise covered by *The CMRIPS Administrative Bylaws, 2026.*

Scrutineers
Scrutineers will be appointed by the executive director prior to the annual or special meeting.

Parliamentarian
A designated parliamentarian will be at all annual or special meetings.

Meetings will be conducted in an orderly, effective process, led and defined by the chair.

1. All bylaw obligations respecting annual general meetings must be satisfied.

2. CMRIPS members entitled to hold a voice and vote at the CMRIPS annual general meeting include those holding full Practicing membership or non-practicing membership. CMRIPS members entitled to vote at all annual general meetings include those holding student membership, or life membership.

3. Annual general meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum. A quorum for any annual meeting shall be the members present, entitled to vote.

4. Meeting order and decorum shall be maintained, and all members treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.

5. CMRIPS members must keep their comments relevant to the issue under consideration.

6. Annual general meetings will be conducted at a level of informality considered appropriate by the chair, including that discussion of a matter may occur prior to a proposal that action be taken on any given subject.

7. A motion from the floor must be offered by an CMRIPS member and seconder. A motion will be made, discussed, and then voted on.

8. After a motion has been duly moved and seconded, the mover will be recognized as the first speaker and will be permitted to speak a second time in the closing debate of the subject.

9. A member may speak only once to any one motion for a maximum of three minutes unless special permission is granted by the chair.

10. The chair of the annual general meeting may not to the same extent as any CMRIPS member, make motions or engage in debate.

    10.1 If the chair wishes to engage in debate, they may step down temporarily to engage in discussion. At such a time, the parliamentarian shall take over as chair.

11. In the case of a tied vote, the motion will be defeated.

12. A motion to amend a main motion may be amended but third level amendments are out of order.

CMRIPS Council Approved	September 18, 2026