



Mission Statement

The Alberta College of Medical Diagnostic and Therapeutic Technologists exists so that the public is assured of receiving safe, competent and ethical diagnostic and therapeutic care by regulated professionals.

Bylaws

July 16, 2022

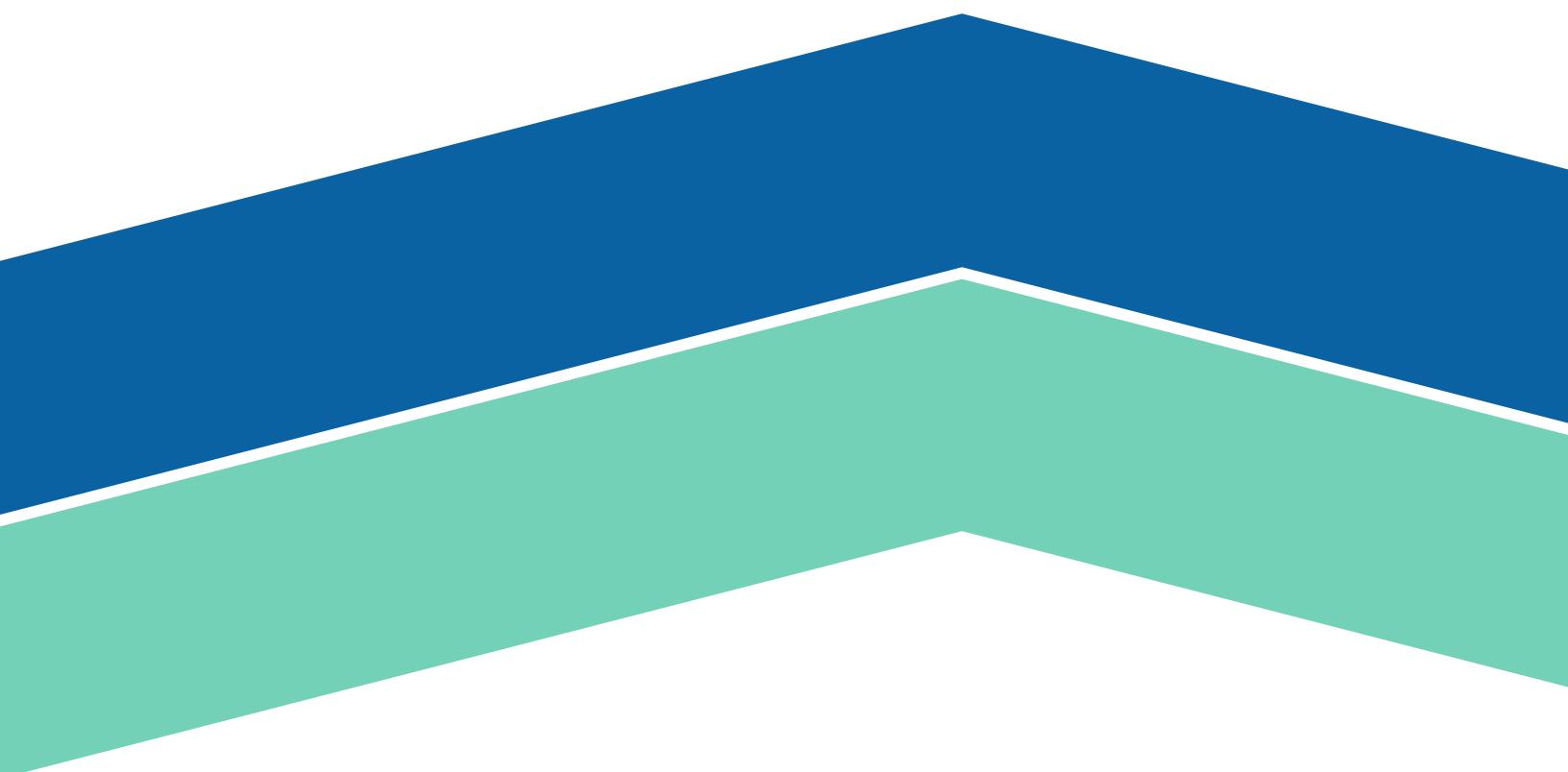


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Definitions

1. Definitions

In these bylaws:

- (a) "Act" means the *Health Professions Act*;
- (b) "Chair" means the president appointed pursuant to section 7 of the Act;
- (c) "College" means the Alberta College of Medical Diagnostic and Therapeutic Technologists, or the ACMDTT;
- (d) "Complaints Director" means the complaints director of the College appointed under section 15(3) of the Act;
- (e) "Council" means the council of the College established under section 5 of the Act;
- (f) "Council year" commences on July 1st and ends on June 30th;
- (g) "Council term" is three years;
- (h) "Hearings Director" means the hearings director of the College appointed under section 15(1) of the Act;
- (i) "Registrar" means the registrar of the College appointed under section 8 of the Act;
- (j) "Registration year" commences on January 1st and ends on December 31st of the same calendar year.
- (k) "Regulation" means the Medical Diagnostic and Therapeutic Technologists Profession Regulation;
- (l) "Specialty" means any of radiological technology, nuclear medicine technology, magnetic resonance technology, radiation therapy and electroneurophysiology.
- (m) "Vice-Chair" means the vice-president of Council.

Council

2. Council

Duties and Powers

- (1) The *Council* is the governing body of the *College* and may exercise all the powers and duties granted to a council under the *Act*.

Composition

- (2) *Council* shall consist of:
 - (a) six regulated members appointed in accordance with bylaw 4, including
 - i. one member appointed from each *Specialty*, and
 - ii. one other regulated member who also practices ultrasound; and
 - (b) the number of public members required to be appointed by the Lieutenant Governor in Council in accordance with the *Act*.
 - (c) any non-voting members appointed by *Council*, including the Chief Executive Officer (CEO).

Term of Office

- (3) Except as otherwise stated in these bylaws, the term of office for a regulated member of *Council* shall be three *Council years*.
- (4) A regulated member of *Council* may not serve more than two consecutive terms of office.

Officers

- (5) *Council* shall select a *Chair* and a *Vice-Chair* from among the regulated members of *Council*, in accordance with *Council* policy.
- (6) The *Chair* shall hold office for two *Council years*, and may serve a maximum of two consecutive terms as *Chair*.
- (7) The *Vice-Chair* shall hold office for two *Council years*, and may serve a maximum of two consecutive terms as *Vice-Chair*.
- (8) In the event the term of the *Chair* or *Vice-Chair* extends beyond their *Council term*, the *Council term* of the *Chair* or *Vice-Chair* will be extended to the completion of the *Chair* or *Vice-Chair* term, as applicable.
- (9) The *Chair* shall chair meetings of *Council*.
- (10) If the *Chair* is temporarily absent or unable to act, the *Vice-Chair* shall perform the functions, duties, powers and responsibilities of the *Chair*.
- (11) If both the *Chair* and *Vice-Chair* are temporarily absent or unable to act, *Council* will determine who shall perform the functions, duties, powers and responsibilities of the *Chair*.

Meetings

- (12) Except when *Council* otherwise directs, *Council* meetings are open to the general membership and the public.
- (13) Meetings may be in person or by a technology that permits all persons participating in the meeting to communicate with each other, and:
 - (a) motions made through any of these mediums will hold equal force; and.
- (14) a written record of the motion shall be ratified by *Council*.

Quorum

- (15) A quorum for meetings of the *Council* shall be:
 - (a) a majority of all the appointed members of *Council*; and
 - (b) at least two regulated members and two Public Members.
- (16) A quorum in order to make a *Council* decision is a majority of the appointed members of *Council*.

Voting

- (17) Except as otherwise stated in these bylaws and regardless of voting method, a decision shall be made by a majority vote of the *Council* members participating, including the *Chair*.
- (18) In the case of a tie vote, the *Chair* will cast a second, deciding vote.

Terms of Reference and Procedures

- (19) *Council* shall approve terms of reference for *Council* and may determine its own procedures, subject to the *Act*, the *Regulation*, and these bylaws.

3. Council Members Ceasing to Hold Office

Automatic termination

- (1) A regulated member of *Council* automatically ceases to be a *Council* member if:
 - (a) the member provides a letter of resignation to the *Chair* or the *Registrar*;
 - (b) the member is suspended or ceases to be a regulated member;
 - (c) the member is found guilty of unprofessional conduct under the *Act* or makes an admission of unprofessional conduct that is accepted by a hearing tribunal in accordance with the *Act*; or

- (d) the member is absent from three *Council* meetings in any *Council year*;

Complaints about Council members

- (2) A person may make a written complaint regarding the conduct of a *Council* member to the *Chair* or *Vice-Chair* if the *Council* member:
- (a) has been found guilty of an offence under the Criminal Code of Canada; or
 - (b) is or has been engaged in any conduct or activity that undermines the *College* or its objectives.
- (3) On receipt of a written complaint under subsection (2), the *Chair* or *Vice-Chair* shall arrange for an investigation to be conducted in accordance with the process approved by *Council*.
- (4) If, following the investigation conducted under subsection (2), the *Chair* or *Vice-Chair* determines there are reasonable grounds to believe the *Council* member who is the subject of the complaint has been found guilty of an offence under the *Criminal Code of Canada*, or is or has been engaged in conduct or activity that undermines the *College* or its objectives, then the *Chair* or *Vice-Chair* shall call a meeting of *Council* to review and discuss the results of the investigation.
- (5) *Council* shall consider the matter and vote on the following question:
- (a) If the *Council* member is a regulated member, "Are you in favour of removing _____ as a member of *Council*?" or;
 - (b) If the *Council* member is a public member, "Are you in favour of recommending to the Lieutenant Governor in *Council* that the appointment of _____ to *Council* be rescinded?"
- (6) The *Council* member who is the subject of the complaint may attend any such meeting of *Council* and be heard; however, that member shall abstain from the vote on the issue and shall be absent during the vote on the issue.
- (7) In a vote under subsection (5), the *Chair* shall be entitled to vote unless the *Chair* is the subject of the complaint.
- (8) If two-thirds or more of the *Council* members present and voting vote in favour of the question in subsection (5) above
- (a) if a regulated member is the subject of the complaint then they shall be removed from office effective immediately;
 - (b) if a public member is the subject of the complaint, then *Council* shall recommend to the Lieutenant Governor in *Council* that their appointment be rescinded.
- (9) If two-thirds or more of the *Council* members present and voting do not vote in favour of the question in subsection (5) above, then subsection (8) above shall not apply and *Council* shall proceed to consider the seriousness of the issue and may take other action as deemed appropriate.

Vacancies

- (10) If a regulated member of *Council* is unable to complete their term of office, *Council* may appoint a member on the general register to serve the remainder of the term of office.
- (11) If the office of *Chair* becomes vacant before the *Chair's* term of office would normally end, a new *Chair* shall be selected by *Council* from among the *Council* members, in accordance with *Council* policy.

Appointment to Council

4. Nominations Committee

- (1) *Council* shall appoint at least one regulated *Council* member and one public *Council* member to the Nominations Committee.
- (2) *Council* shall appoint a member of the Nominations Committee to act as chair.

- (3) Subject to the *Act*, the *Regulation*, these bylaws, and the terms of reference approved by *Council*, the Nominations Committee may determine its own procedures.
- (4) A decision of the Nominations Committee shall be by a vote of a majority of members present, including the chair. In the case of a tie vote, the chair will cast a second, deciding vote.
- (5) The Nominations Committee shall receive and consider applications for nomination to *Council* and make recommendations to *Council* regarding candidates for appointment to *Council* in accordance with the timelines set out in the terms of reference approved by *Council*.
- (6) Appointments shall be made by *Council*, having regard for the recommendations of the Nominations Committee.
- (7) In the event that there is no suitable candidate for a particular *Specialty* as required by bylaw 2(2), *Council* shall appoint a Regulated Member on the general register from any *Specialty* to fill the vacancy.

4.1 Eligibility for Appointment to Council

- (1) To be eligible for appointment to *Council*, a person must:
 - (a) Be a regulated member on the general register of the *College*;
 - (b) Have no fees, costs, fines, levies, or any other sums owing to the *College*;
 - (c) Have a valid and current practice permit that is not currently suspended.
- (2) To be eligible for appointment to *Council*, a person must not:
 - (a) Have been formally charged with unprofessional conduct that has not yet been determined by a hearing tribunal;
 - (b) Have been found guilty of unprofessional conduct within the preceding five years;
 - (c) Have been found guilty of unprofessional conduct related to sexual abuse, sexual misconduct or any sexual boundary violation at any time in any jurisdiction including outside of Canada;
 - (d) Be currently subject to an order or direction made pursuant to the *Act* that has not been discharged;
 - (e) Be appointed on the *Council* within the preceding two *Council terms*;
 - (f) Be employed by the *College* or have been employed by the *College* within the preceding two *Council terms*; or
 - (g) Be an officer or senior employee of a professional association or a labour union that represents members of a regulated profession.

Code of Ethics and Standards of Practice

5. Procedure for adopting or amending a Code of Ethics or Standards of Practice

- (1) *Council* may adopt or amend a code of ethics or standards of practice in accordance with the consultation process set out at section 133 of the *Act*.
- (2) No fewer than sixty days before adopting a proposed code of ethics or standards of practice or amendment, *Council* shall provide a copy to regulated members or post a copy on the *College's* website for review and comment, and shall indicate a deadline for *Council* to receive written comments.
- (3) *Council* shall consider any written submissions received in accordance with subsection (2) before making a decision.

Registration

6. Registration Committee

- (1) A registration committee is hereby established, and may carry out the powers and duties set out in the *Act*, the *Regulation*, and these bylaws.
- (2) *Council* shall appoint no fewer than three regulated members to the registration committee, and shall appoint a member as chair.
- (3) Members shall be appointed to the registration committee for a term of three years, unless *Council* specifies a different term at the time of appointment. Members may serve a maximum of two consecutive terms on the registration committee.
- (4) A quorum of the registration committee is three members.
- (5) A decision of the registration committee shall be made by a majority vote of the members, including the chair. In the case of a tie, the chair shall cast a second, deciding vote.
- (6) Subject to the *Act*, the *Regulation*, these bylaws, and any terms of reference approved by *Council*, the registration committee may determine its own procedures.

7. Registration Applications

- (1) The *Registrar* shall consider complete applications for registration as a regulated member.
- (2) The *Registrar* may, in their sole discretion, refer any application for registration to the Registration Committee.

8. Practice Permits

- (1) Regulated members must submit a complete application for a practice permit to the *Registrar* by December 31st each year.
- (2) Applications for practice permits shall be considered by the *Registrar*.
- (3) The *Registrar* may, in their sole discretion, refer any application for a practice permit to the Registration Committee.

9. Reinstatement Applications (Non-Disciplinary)

- (1) A regulated member whose practice permit and registration are cancelled under the *Act*, except under Part 4 of the *Act*, may apply to the *Registrar* for reinstatement.
- (2) The *Registrar* may, in their sole discretion, refer any application for reinstatement to the Registration Committee.

Non-Regulated Members

10. Registers of Non-Regulated Members

- (1) The following registers of non-regulated members are hereby established:
 - (a) Student Register
 - (b) DMS Roster

Student Register

- (2) A person who is a student in the specialties listed in section (i) may apply to the *Registrar* for membership in the *College* as a student member.
- (3) The Student register shall contain, with respect to each person entered on the register, the following information:

- (a) name, address, telephone number, and email address;
 - (b) date of birth, previous last name (if applicable), gender, *specialty*, educational information; and
 - (c) any other information requested and provided by the person with their consent.
- (4) A person on the student register is entitled to:
- (a) be eligible for membership on those committees that are not a statutory committee; and
 - (b) receive the *College* newsletter.

DMS Roster

- (5) A person who is a diagnostic medical sonographer may apply to the *Registrar* for membership in the *College* on the DMS Roster.
- (6) The DMS Roster shall contain, with respect to each person entered on the register, the following information:
- (a) name, address, telephone number, and email address;
 - (b) date of birth, previous last name (if applicable), and gender;
 - (c) any other information requested and provided by the person with their consent.
- (7) A person on the DMS Roster is entitled to:
- (a) be eligible for membership on those committees that are not a statutory committee;
 - (b) receive the *College* newsletter.

Changes to Information

- (8) The *Registrar* may enter, change, or remove information from the registers set out in subsection (1).

Continuing Competence

11. Competence Committee

- (1) A competence committee is hereby established, and may carry out the powers and duties set out in the *Act*, the *Regulation*, and these bylaws.
- (2) *Council* shall appoint no fewer than three regulated members to the competence committee, and shall appoint a member as chair.
- (3) Members shall be appointed to the competence committee for a term of three years, unless *Council* specifies a different term at the time of appointment. Members may serve a maximum of two consecutive terms on the competence committee.
- (4) A quorum of the competence committee is three members.
- (a) A decision of the competence committee shall be made by a majority vote of the members participating in the vote, including the chair.
 - (b) In the case of a tie, the chair shall cast a second, deciding vote.
- (5) Subject to the *Act*, the *Regulation*, these bylaws, and any terms of reference approved by *Council*, the competence committee may determine its own procedures.

Professional Conduct

12. Membership List

- (1) *Council* shall appoint no fewer than three regulated members to the membership list referenced in section 15 of the *Act*. This list shall be used for appointing regulated members to both hearing tribunals and complaint review committees.

- (2) A person shall not sit on a complaint review committee and a hearing tribunal with respect to the same matter.

13. Complaint Review Committee

- (1) A complaint review committee consists of the regulated members and public members appointed to it by the *hearings director*.
- (2) The *hearings director* shall appoint a chair of each complaint review committee.
- (3) A quorum for a complaint review committee is two regulated members and the number of public members required by section 12(1) of the *Act*.
- (4) A decision of a complaint review committee shall be by majority vote. If a complaint review committee is sitting with an even number and there is a tie vote, then the chair shall cast a second and deciding vote.
- (5) Subject to the *Act*, the *Regulation*, these bylaws, and any terms of reference approved by *Council*, a complaint review committee may determine its own procedures.

14. Hearing Tribunal

- (1) A hearing tribunal consists of the regulated members and public members appointed to it by the *hearings director*.
- (2) The *hearings director* shall appoint a chair of each hearing tribunal.
- (3) A quorum for a hearing tribunal is two regulated members and the number of public members required by section 12(1) of the *Act*.
- (4) A decision of a hearing tribunal shall be by majority vote. If a hearing tribunal is sitting with an even number and there is a tie vote, then the chair shall cast a second and deciding vote.
- (5) Subject to the *Act*, the *Regulation*, these bylaws, and any terms of reference approved by *Council*, a hearing tribunal may determine its own procedures.

15. Appeals Committee

- (1) An appeals committee is hereby established, from which panels shall be selected.
- (2) *Council* shall appoint four members of *Council* to the appeals committee, two of whom shall be regulated members of *Council* and two of whom shall be public members of *Council*.
- (3) *Council* members shall be appointed to the appeals committee for a term of one year, unless *Council* specifies a different term at the time of appointment. *Council* members may serve multiple consecutive terms on the appeals committee.
- (4) *Council* members appointed to the appeals committee shall continue to hold office after the expiry of their term on the appeals committee or their term on *Council* for the sole purpose of concluding hearings under subsection (5) that have commenced but have not been completed.
- (5) A panel of *Council* from the appeals committee shall:
 - (a) carry out the duties and powers of *Council* under section 31 of the *Act*;
 - (b) carry out the duties and powers of *Council* under section 41 of the *Act*;
 - (c) carry out the duties and powers of *Council* under sections 87 to 89 of the *Act*;
 - (d) carry out the duties and powers of *Council* under section 93 of the *Act*; and
 - (e) carry out the duties and powers of *Council* under sections 118(6) to 118(8) of the *Act*.
- (6) A quorum for a panel of the appeals committee shall be two regulated members of *Council* and the number of public members of *Council* required by section 12(1) of the *Act*.

- (7) *Council* shall appoint a chair of the appeals committee who will select the members of the appeals committee who will sit on a particular panel and will appoint a chair of each panel.
- (8) A decision of a panel of the appeals committee shall be by majority vote. If a panel is sitting with an even number and there is a tie vote, then the chair shall cast a second and deciding vote.

16. Designations by Council under Sections 65 and 86 of the Act

- (1) *Council* hereby designates the chair of the Registration Committee to make decisions under section 65(1) of the *Act*.
- (2) *Council* hereby designates the chair of the Registration Committee to make decisions under section 86(1) of the *Act*.

Committees

17. Other Committees

- (1) In addition to committees established in the *Act* or in these bylaws, *Council* may establish such committees as it considers necessary in carrying out its duties and responsibilities.
- (2) *Council* shall set out a process in policy for the appointment and removal of members of committees established under section (1).

18. Terms of Reference for Committees

- (1) *Council* shall approve terms of reference for all committees established in the *Act*, in these bylaws, and under bylaw 17(1).

Publication and Distribution of Information

19. Publication and Distribution of Information by the Registrar

The *Registrar* may publish or distribute information respecting any order made by a hearing tribunal or the *Council* under Part 4 of the *Act* including the order or the decision itself, and information referred to in section 119(1) of the *Act*, as deemed appropriate by the *Registrar* and in any manner deemed appropriate by the *Registrar*, subject to any requirements in the *Act*, the *Regulation*, the *Personal Information Protection Act*, SA 2003, c P-6.5, or any other enactment that applies to the *College*.

20. Additional Information that may be published on the College Website

In addition to the information required under the *Act*, the *College* may publish the following information on the *College* website:

- (1) General information about the *College* and its operations;
- (2) General information about:
 - (a) the profession of medical radiation technology and electroneurophysiology technology
 - (b) general information on medical radiation and electroneurophysiology practice
 - (c) general information about the regulatory processes under the HPA and the *College's Regulation*
 - (d) applying for registration and practice permits
 - (e) the professional conduct process including complaints and concerns
 - (f) continuing competence
 - (g) patient relations; and
 - (h) other matters covered under the HPA.

- (3) Member Portal;
- (4) Public Register of medical radiation technologists and electroneurophysiology technologists, which includes:
 - (a) information on both regulated and non-regulated members' registration number
 - (b) practice name
 - (c) join date
 - (d) conduct history
 - (e) the regulated members' conditions imposed on their practice permit and an explanatory note describing key themes on the public register.
- (5) Publication and reports;
- (6) Learning resources and opportunities;
- (7) Information on how to contact the *College*; and
- (8) Hearing tribunal decisions, and decisions of the appeals committee arising from appeals from a hearing tribunal.

Administration

21. Chief Executive Officer

- (1) *Council* shall hire a Chief Executive Officer (CEO).
- (2) The CEO shall report to *Council* and, is accountable for the operation and administration of the *College* as outlined in the *Council* Policies.
- (3) An individual, if they have been a *Council* member, is eligible to be appointed as CEO after two full *Council* terms have passed since the individual ceased to be a *Council* member.

22. Forms and Documents

The *Registrar* is authorized to prescribe such forms, certificates, permits or other documents that may be required for the purposes of the *Act*, the *Regulation*, or these bylaws.

23. Reimbursement of Expenses

The *College* shall reimburse expenses incurred by regulated *Council* members, committee members and Hearing Tribunal members in the course of carrying out their duties under the *Act*, the *Regulation*, and these bylaws, in accordance with policies made by *Council*.

24. Fees and Levies for Applicants and Members

- (1) *Council* has established the following fees:
 - (a) Application fees
 - (b) Registration fees for regulated members;
 - (c) Registration fee for student members;
 - (d) Late payment fees;
 - (e) Fees for reviews or appeals of any decisions under the *Act*.
- (2) *Council* may also establish any fees, costs, levies, or assessments to be paid by regulated members or applicants for any service or thing provided by the *College* under the *Act*, the *Regulation*, or these bylaws.

- (3) Before establishing a fee, cost, levy or assessment under subsection (1) or (2), or before making any changes to such fee, cost, levy or assessment, *Council* shall provide notice to the members via the *College* website no fewer than 60 days before the fee, cost, levy, assessment, or change comes into effect.

25. Head Office

- (1) The head office of the *College* shall be located at Edmonton, Alberta, or such other location as may be determined by *Council*.

26. Use of Funds

- (1) The *College* may make use of all revenues received from membership fees and other sources of income to carry out the objectives of the *College*.
- (2) Financial policy pertaining to the *College* shall be determined by *Council* and the *College* shall publish annually a copy of its financial information in the form required by the Minister under section 4(1)(f) of the *Act*.

Bylaws

27. Enactment, Amendment, and Repeal of Bylaws

- (1) A bylaw or an amendment to a bylaw may be passed at any meeting of *Council*.
- (2) The CEO is authorized to make any corrections to article and section designation, punctuation, and cross referencing, except where this would change the intent or meaning of the bylaw amendment that was adopted.