

The Saskatchewan College of Occupational Therapists (SCOT)

GENERAL ADMINISTRATIVE BYLAWS

The SCOT Administrative Bylaws 2025

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Title

1 These bylaws may be referred to as *The SCOT Administrative Bylaws, 2025*.

Definitions

2 In these bylaws:

(a) “Act” means *The Occupational Therapists Act, 1997*;

(c) “SCOT” means the Saskatchewan College of Occupational Therapists.

COUNCIL MEMBERS**Number and composition**

3(1) For the purposes of subsection 7(2)(a) of the Act, the council consists of at least 4 and not more than 6 persons appointed by the council on the recommendation of the governance committee.

(2) The council shall appoint members of council other than a person appointed pursuant to section 8 of the Act as president, president-elect, and treasurer.

Term of office

4(1) The term of office for council members appointed as per subsection 7(2)(a) of the Act, is three years.

(2) No person appointed as per subsection 7(2)(a) of the Act may hold office on council in any capacity or capacities for more than 8 consecutive years.

Eligibility to hold office

5(1) Subject to subsection (2), only a practising member with a current practicing licence without restrictions or conditions is eligible to be recommended for or appointed or to hold or to continue to hold office on the council.

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

(a) a person who is employed by SCOT or was employed by SCOT in the previous five years;

(b) a person who holds a leadership position with an organization representing SCOT members such as provincial or national associations or unions representing members;

(c) a person who is not reasonably available to attend meetings of council;

(d) a person who fails to comply with the *Council Code of Conduct and Confidentiality Policy*, as may be amended or replaced from time to time;

(e) a person who has been convicted of an indictable offence under the *Criminal Code* (Canada).

Removal or suspension from office

6(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 8 of the Act, before the expiry of their term of office, where it is satisfied that the member of council has become ineligible to continue to hold office as described in section 5.

(2) Where a complaint alleging that the member of council has engaged in conduct that constitutes professional incompetence or professional misconduct is received by SCOT, the council may, by resolution supported by a two-thirds majority, suspend the member of council 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**President**

7(1) The president:

- (a) is accountable for the integrity of the council's processes;
- (b) ensures the effectiveness of and presides at the meetings of council;
- (c) represents SCOT to outside parties.

President-elect

8 The president-elect shall assume the duties of the president in the event the president is unable to fulfill the duties of the position.

Treasurer

9(1) The treasurer shall:

- (a) assist the executive director with the preparation of the annual budget;
- (b) be aware of the assets and liabilities of SCOT;
- (c) ensures that the most current balance sheet and statement of revenue and expenditures is shared at each finance committee meeting and all quarterly financial reports are shared at the appropriate council meeting;
- (e) perform all duties assigned to the treasurer by the council; and
- (h) chair the Finance Committee.

Executive director/registrar

10(1) The executive director/registrar shall perform all duties imposed on the executive director and registrar by the Act, the bylaws and the council, and shall:

(a) oversee:

- i. the maintenance of all SCOT records, including proper minutes of SCOT meetings and meetings of council and all committees;
- ii. the distribution of all notices on behalf of SCOT, the council and all committees;

(b) conduct correspondence in the ordinary course of the operations of the SCOT or as assigned by council;

(c) keep the SCOT seal;

(d) assist the treasurer of SCOT to prepare and submit to the SCOT annual meeting the financial statements, duly reviewed by the accountant of SCOT;

(e) ensure the accounts of the SCOT are submitted to the accountant as required;

(f) ensure SCOT keeps records of all disbursements and receipts of the funds of SCOT;

(g) ensure all monies paid to SCOT are deposited to SCOT's accounts;

(h) ensure the College collects and receives, pays out or invests all monies due and payable to and by SCOT;

(i) carry out the policies established by council pertaining to the management and administration of SCOT's affairs; and

(j) perform all duties incidental to the office of executive director/registrar and any others that may be assigned to the office by the council.

(2) The executive director/registrar is an *ex officio*, non-voting member of all SCOT committees, other than the professional conduct committee and the discipline committee.

MEETINGS OF THE COLLEGE

Council meetings

11(1) The council shall meet at the call of the chair or as determined at the previous meeting of the council.

(2) The president shall call a council meeting to be held within 14 days following the receipt by the president of the written request of three council members.

(3) At least four meetings of the council must be held between the annual meetings of SCOT.

(4) Meetings of the council may be held in person or by electronic or virtual means, or by a combination of both.

SCOT Meetings

12(1) The SCOT annual meeting shall be held in each fiscal year at a time and place in Saskatchewan determined by the council.

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

- (a) minutes of the last annual meeting and any subsequent meetings of SCOT;
- (b) business arising out of the minutes;
- (c) president's report;
- (d) executive director/registrar's report;
- (e) reports of committees;
- (f) financial review engagement report; and
- (g) new business.

(3) For the purposes of subsection 6(4) of the Act, notice of SCOT meetings shall be sent by email or ordinary mail to the email address or postal address shown in SCOT's records.

(4) Meetings of SCOT may be held in person or by electronic or virtual means, or by a combination of both.

Quorum

13(1) A quorum for a meeting of the council consists of a majority of the voting members of the council.

(2) A quorum for a meeting of SCOT consists of the members present at the meeting.

Meeting procedures

14 *Roberts Rules of Order Newly Revised*, current edition, shall govern SCOT in all procedural matters not otherwise covered by the Act or the SCOT bylaws.

FINANCIAL AND ADMINISTRATIVE MATTERS

Banking and financial

15(1) The executive director/registrar or designate is authorized to approve financial commitments and authorize payments of amounts less than \$10,000.00.

(2) Required payments in amounts greater than \$10,000.00 shall be made at the direction of council.

(3) Notwithstanding subsection (1), the executive director/registrar or treasurer may authorize the movement of SCOT funds in any amount from one SCOT account to another and may invest SCOT funds in excess of reasonable operational costs in SCOT's name.

(4) The executive director/registrar or treasurer shall provide a balance sheet and statement of

revenue and expenditure to the council with respect to the end of each fiscal quarter.

Fiscal year

16 The SCOT fiscal year is from March 1 in one year to the last day of February of the following year.

Financial review

17 The council shall annually appoint a professional accountant, who is neither a member of the council nor an employee of SCOT, to conduct a financial review of the accounts and transactions of SCOT.

Remuneration and reimbursement

18(1) Members of the council, other than one appointed pursuant to section 8 of the Act, are entitled to remuneration and reimbursement for services rendered to the college in an amount determined by council.

(2) Committee members, excluding those appointed pursuant to section 8 of the Act may, at the discretion of the council, be paid honoraria and are entitled for reimbursement for expenses in accordance with the rates set by the Government of Canada for employees travelling in Saskatchewan.

Seal of the college

19(1) The SCOT seal is the seal whose imprint is affixed to these bylaws as Appendix A.

(2) No person shall place the SCOT seal on any document unless authorized by the registrar or by resolution of the Council.

Execution of college documents

20 Documents to be executed on behalf of the SCOT shall be signed:

- (a) by the president and the executive director and sealed with the SCOT seal; or
- (b) pursuant to any delegation of signing authority by council.

COMMITTEES

Establishment

21(1) Where the council establishes committees pursuant to subsection 12(1) of the Act or in accordance with these bylaws:

- (a) the committees shall perform their duties under the direction of the council;
- (b) a majority of committee members constitutes a quorum;

(2) The council shall make all appointments to all committees and shall designate the chairpersons and alternates, if any.

(3) All committee appointments, other than the committees established by the Act, are for a term of two years and are renewable annually.

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

Governance committee

22(1) The governance committee consists of the president or the president-elect, one public appointee, one other council member, and up to two practicing members as determined by council.

(2) Notwithstanding subsection 21(2), the governance committee shall choose its own chairperson.

(3) The governance committee shall meet at least quarterly and make recommendations to the council regarding:

- (a) sustaining a high-performing, strategy-focused council;
- (b) governance policy and practice;
- (c) council evaluation;
- (d) council and committee composition;
- (e) council and committee effectiveness; and
- (f) executive director oversight and evaluation.

Finance committee

23(1) The finance committee consists of the president, the president-elect, the treasurer, and any other council members as determined by council.

(2) The finance committee shall:

- (a) be chaired by the treasurer;
- (b) make recommendations to the council regarding the SCOT annual budget and the SCOT finances, including income and expenditures and utilization and investment of surplus funds of SCOT;
- (c) in conjunction with the executive director, prepare the preliminary annual budget of SCOT and submit it to the council; and
- (d) establish and review policies governing the management of SCOT funds.

TRANSITIONAL

Council members previously elected or appointed

24 Notwithstanding any other provision of these bylaws, members of council previously elected or appointed in accordance with the SCOT bylaws repealed by these bylaws continue to hold

office until the expiration of the term for which they were elected or appointed.

REPEAL

Repeal

25 All former general administrative bylaws of the SCOT are repealed.

Certified to be a true copy of *The SCOT Administrative Bylaws, 2025* made by SCOT Council on September 8, 2025.

CERTIFIED TRUE COPY:

A handwritten signature in black ink, appearing to read 'Sherry Just', is positioned above the printed name and title.

Sherry Just, Executive Director/Registrar
Saskatchewan College of Occupational Therapists
Date: September 8, 2025

APPENDIX A

SCOT Seal

(Section 19)

