

SASKATCHEWAN COLLEGE OF PSYCHOLOGISTS
ADMINISTRATIVE BYLAWS

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TITLE AND DEFINITIONS

Title

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

Definitions

2 In these bylaws:

“Act” means *The Psychologists Act, 1997*;

“executive director” means the person employed by the college in that position;

“registrant” means a member of the college.

COUNCIL

Composition

3 For the purposes of clause 7(2)(a) of the Act, the council consists of eight persons to be appointed by council on the recommendation of the nominations committee, consisting of a chairperson, vice-chairperson, past chairperson, secretary, treasurer, and three members-at-large.

Eligibility for appointment

4(1) Subject to subsection (2), a full practising registrant of the college who is currently licensed [or a person who is not a registrant and possesses skills and abilities that would be of assistance to the council] is eligible to be appointed to the council and to hold or continue to hold office on council.

(2) The following persons are not eligible for appointment to council:

- (a) a registrant who owes money to the college for any reason;
- (b) a registrant who is the subject of a complaint made to the professional conduct committee;
- (c) a registrant who is not in compliance with a discipline order or an agreement or undertaking provided to the college or to the professional conduct committee;
- (d) a college employee;
- (e) a person who does not reside in Saskatchewan;
- (f) a person who holds an equivalent governance position with an employer of registrants or union representing registrants;
- (g) a person who is not reasonably available to attend meetings of council;
- (h) a person who has been convicted of an indictable offence under the *Criminal Code* (Canada).

Appointment process

5(1) Whenever a vacancy on council occurs, the executive director shall ensure that notice of the vacancy is provided to registrants.

(2) A registrant who wishes to be considered for appointment to council, or to nominate another person for appointment to council, shall submit an application to the executive director on the form approved by the council, which includes an outline of the registrant or nominee's education, relevant experience, understanding of the legislation governing the profession, and the signed consent of the registrant or the nominee.

(3) The nominations committee shall review all applications for appointment received and shall make recommendations for appointments to council.

Term of office

6(1) The term of office for the secretary, treasurer and three members-at-large is two years.

(2) The term of office for the chairperson-elect is three years, with the first year being served as the chairperson-elect, the second year as chairperson and the third year as past-chairperson.

(3) The term of office for each member of council commences on the day of their appointment.

(4) No person may hold office on council in any capacity or capacities for more than six consecutive years.

(5) The term of office of a member of council who becomes ineligible to be appointed to council pursuant to

(a) clause 4(2)(c) to (g) is thereupon terminated and the remaining members of council may fill the vacancy in accordance with section 10 of the Act;

(b) clause 4(2)(a) or (b) is thereupon suspended until the amount owing is paid or the complaint is resolved, as the case may be.

(6) Subject to subsection (5) but otherwise notwithstanding any other provision of this section, members of council who were elected prior to December 25, 2025 continue to hold office until the expiration of the term of office for which they were elected

Council meetings

7(1) Business meetings of the council shall be held at least six times between annual meetings of the college.

(2) The first business meeting of the council shall occur within one month of the annual meeting of the college.

(3) Special meetings of the council on five days' notice:

(a) may be called by the chairperson at any time;

(b) shall be called by the chairperson within 10 days of a request for a special meeting by three or more members of the council.

(4) Any registrant may attend council meetings, but those attending attend as observers only and have no voting privileges during these meetings.

(5) Quorum for any council meeting is a majority of the members of the council.

Chairperson

8(1) The chairperson shall:

(a) preside at all meetings of the college, and of the council;

(b) perform all acts pertaining to the position of chairperson; and

(c) exercise general control and supervision over the affairs of the council and the college; and

(d) succeed to the office of past-chairperson.

(2) The chairperson is an *ex-officio*, voting member of all committees, except the professional conduct committee and the discipline committee.

Chairperson-elect

9 The chairperson-elect shall:

- (a) in the absence of the chairperson, perform the duties of the chairperson;
- (b) perform any duties that may be assigned by the council or the chairperson; and
- (c) succeed to the office of chairperson.

Past-chairperson

10 The past-chairperson shall:

- (a) serve in a mentoring role to the council;
- (b) in the absence of the chairperson and the chairperson-elect, perform the duties of the chairperson; and
- (b) perform any duties that may be assigned by the council or the chairperson.

Secretary

11 The secretary shall perform all acts pertaining to the position of secretary and any duties and functions that may be assigned by the council.

Treasurer

12 The treasurer shall perform all acts pertaining to the position of treasurer and any duties and functions that may be assigned by the council.

Members-at-large

13(1) The members-at-large shall perform any duties that may be assigned by the council.

(2) In the absence of the chairperson, the chairperson-elect and the past-chairperson, the council shall appoint a member-at-large to perform the duties of the chairperson.

Public appointees

14 The public appointees shall:

- (a) represent the views of the public on matters before the council;
- (b) report to council on public concerns; and
- (c) perform any duties that may be assigned by the council.

MEETINGS OF THE COLLEGE

Quorum

15 Quorum for any meeting of the college is the number of practising registrants of the college present.

Meeting rules and procedures

16 The procedures at all meetings of the college and of the council shall be governed by the rules set out in the most current edition of Robert's Rules of Order Newly Revised.

FISCAL POLICY

Fiscal policy

17(1) The fiscal year of the college is the calendar year.

(2) An auditor shall be appointed at the annual meeting and the auditor's report shall be available at the next annual meeting.

Expenses

18 The tariff of travel and sustenance expenses approved under *The Public Service Act* for employees in the Public Service to determine the rate for reimbursement of expenses applies to the reimbursement of expenses of members of council, committee members and college staff.

COMMITTEES

Nominations committee

19 The council shall annually appoint three registrants to constitute a nominations committee, whose duties include:

- (a) receiving and reviewing applications and nominations for appointments to council;
- (b) recruiting nominees, where necessary and appropriate; and
- (c) making recommendations for appointments to council .

Other committees

20(1) The council shall establish for all committees:

- (a) terms of reference;

- (b) membership and term of appointment;
- (c) a chairperson;
- (d) the quorum requirement; and
- (e) a budget.

(2) Each committee shall:

- (a) perform its duties subject to the direction of council;
- (b) meet as frequently as required to fulfil its terms of reference;
- (c) maintain minutes of all meetings; and
- (d) report to the council on the business of each meeting of the committee.

(3) Members of a committee may include only registrants of the college, members of council appointed pursuant to section 8 of the Act, or public representatives appointed by the council.

(4) Unless otherwise specified in the Act or bylaws, all committee appointments are for a term of two years and may be renewed or extended by council.

(5) All members of committees have voting power on the committee, unless otherwise specified in the terms of their appointment.

(6) Quorum for a committee is a majority of its members.

(7) All committees shall appoint a recording secretary.

Removal

21 The committee or council may, by a majority vote, remove a committee member if the committee member:

- (a) consistently fails or refuses to perform duties as assigned according to the Act, bylaws, and policies and procedures;
- (b) is absent for more than three business meetings of the committee;
- (c) contravenes the conflict of interest provisions of the regulatory bylaws of the college;
- (d) is a registrant of the college and:
 - (i) ceases to be licensed; or
 - (ii) is subject to an order of the professional conduct committee or the discipline

committee.

REPEAL AND COMING INTO FORCE

Repeal

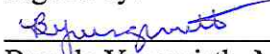
22 *The Saskatchewan College of Psychologists Administrative Bylaws, Dec 2025* are repealed.

Coming into force

23 These bylaws come into force on April 11, 2026.

Certified a true copy of *The SCP
Administrative Bylaws, 2026* approved by
the Council of the Saskatchewan College of
Psychologists on April 11, 2026

Signed by:



Brenda Yungwirth, MHS. Executive
Director/Registrar