

BY-LAW NO. 1

a bylaw relating generally to the conduct of the affairs of

COLLEGE OF VOCATIONAL REHABILITATION PROFESSIONALS
("the Corporation")

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BE IT ENACTED as a By-Law of the College of Vocational Rehabilitation Professionals as follows:

GENERAL

1. Definitions

In this By-Law, and in all other By-Laws and resolutions of the College, unless the context otherwise requires:

"Act" means the Canada Not-for-profit Corporations Act, S.C . 2009, c. 23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;

"Board" means the Board of Directors of the Corporation;

"By-law" means this by-law and any other by-law of the Corporation as amended and which are, from time to time, in force and effect;

"Certificate of Registration" means a Certificate of Registration issued to a Member by the Registrar pursuant to the Rules and to the By-Laws of the College;

"Chair" means the Chair of any Committee or of the Board of Directors;

"Client" means a person receiving vocational rehabilitation services;

"Code of Ethics" means the standards of ethical behaviour which shall be established pursuant to the By-Laws of the College;

"College" means the College of Vocational Rehabilitation Professionals;

"Committee" or "Committees" means a Committee or Committees of the College, whether standing, special or ad hoc;

"Conflict of Interest Guidelines" shall be those guidelines which are established pursuant to the By-Laws of the College or prescribed by the Act;

"CVRP Regulations" means Regulations passed by the Board pursuant to this By-Law;

"Deputy Registrar " means the Deputy Registrar of the College;

"deliver" shall include telephonic, electronic or other communication facility regular mail, electronic mail, facsimile transmission, courier, personal delivery or posting the document, notice or information to the Corporation's website;

“Director” means a member of the Board of Directors;

“Executive Committee” means the Officers of the Board;

“ Member” means a Registrant of the College to whom a Certificate of Registration has been issued by the Registrar and whose Certification remains in good standing;

“Procedures” means the procedures established by the Board pursuant to the By-Laws of the College;

“Profession” means the profession of vocational rehabilitation as defined in the Scope of Practice established by the Board pursuant to the By-Laws;

“Register” means a register required to be kept pursuant to the Act and this By-Law;

“Registrar” means ‘Registrar’ as defined in this By-Laws

“Rules” means the rules established by the Board pursuant to the By-Laws of the College;

“Rules of Conduct” means the Professional Standards of Practice, Scope of Practice and the Code of Ethics established by the Board of Directors pursuant to the By-Laws of the College.

“Professional Standards of Practice” means the rules establishing Standards of Knowledge and Skill for professional competence established by the Board pursuant to the By-Laws of the College;

“Rules for Membership” means the rules and criteria for registration and continuation as a Member established by the By-Laws and the Board pursuant to the By-Laws of the College;

“Standing Committee” means a committee of the College established according to the By-Laws of the College;

“telephonic or electronic means” has the meaning established under the Act.

2. Interpretation

In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and “person” includes an individual, body corporate, partnership, trust and unincorporated organization. Other than as specified above, words and expressions defined in the Act have the same meanings when used in these by-laws.

3. Seal

The Corporation may have a corporate seal in the form approved from time to time by the Board. If a corporate seal is approved by the Board, the Registrar of the Corporation shall be the custodian of the corporate seal.

4. Fiscal Year

Unless and until another date has been effectively determined by the Board of Directors, the fiscal year or financial year of the Corporation shall end on June 30th in each year.

5. Head Office

The Registered office of the College is in the City of Markham or at such other place as the Members may determine by special resolution from time to time.

6. Execution of Documents

- a. Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its Officers or Directors. In addition, the Board may from time to time direct the manner in which, and the person or persons by whom, a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing Officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.
- b. Contracts, deeds, bonds, debentures, mortgages, or other securities and other documents requiring the signature of the College shall be signed by either the President, or the Vice-President, and the Registrar.
- c. Certificates of Registration shall be signed by the President and the Registrar.

7. Annual Financial Statements

- a. The Directors shall place before the Members at every annual meeting,
 - i. the financial statements approved by the Directors pursuant to the requirements of the Act;
 - ii. the report of the auditor or of the person who conducted a review engagement, as the case may be; and
 - iii. any further information respecting the financial position of the corporation and the results of its operations required by the articles or these by-laws.
- b. Not less than 21 days before each annual meeting of the Members the corporation shall give a copy of the documents referred to above to all Members who have informed the corporation that they wish to receive a copy of those documents.
- c. The Corporation may, instead of sending copies of the annual Financial statements and other documents referred to above and in subsection 172(1) (Annual Financial Statements) of the Act to the members, publish a notice to its members stating that the annual Financial statements and documents provided in subsection 172(1) are available to be downloaded from the website, and at the registered office of the Corporation and any member may, on request, obtain a copy free of charge at the registered office or by prepaid mail.

8. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the College in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the College may adopt.

9. Amending By-Laws

- a. Subject to restrictions set out in the Act, By-Laws of the College may be enacted, amended or revoked by a two-thirds majority vote of the Board of Directors present at a meeting of the Board of Directors duly called for the purpose of considering such enactment, amendment or revocation.
- b. Every By-Law shall be signed by the Registrar and the President and the seal may be placed thereon.

BOARD OF DIRECTORS

10. Composition

The Board of Directors shall be composed of a minimum of nine (9) members, and a maximum of fifteen (15) members, of which no more than 1/3 shall be appointed non-member or public Directors and no less than 2/3 shall be Members.

11. Election

- a. At the Annual General Meeting, Members entitled to vote, shall elect by secret ballot from among eligible Members the number of Directors required to fill such vacancies as there may be on the Board of Directors.
- b. One- half (½) of the Board shall be elected at each annual general meeting.

12. Appointment

One- half (½) of the non-member or public Directors, shall be appointed annually by the Board at the first meeting immediately following each annual general meeting, or as may be required to fill vacancies for non-member public Directors.

13. Directors' Term of Office

- a. The term of office shall be two (2) years for elected Directors, and one (1) year for appointed non-member public Directors
- b. No person may serve for more than three (3) consecutive terms, or six (6) consecutive years.
- c. The term of office shall commence immediately following the completion of the meeting at which the Director is elected or appointed.

14. Acclamation

If only one candidate is nominated for a position, the President or Chair at the AGM shall declare the candidate to be elected by acclamation.

15. Eligibility for Election

- a. A Member is eligible to hold office where, as at 60 days immediately preceding the election, and throughout the term:
 - i. the Member is not in default of payment of any fees prescribed pursuant

to By-Laws;

- ii. the Member is not the subject of any disciplinary or incapacity proceeding;
- iii. the Member's Certificate of Registration has not been revoked or suspended in the six (6) years preceding the date of the election;
- iv. the Member is not an Intern or Provisional Registrant;
- v. The Member practises and resides in Canada; and,
- vi. the Member's Certificate of Registration is not subject to a term, condition or limitation.

16. Disqualification of Directors

A Director shall be disqualified and cease to sit on the Board of Directors or as an Officer of the Corporation, if, following an investigation pursuant to the Bylaws or Rules, the Director:

- a. is found under the Discipline By-Law to have committed an act of professional misconduct;
 - b. is found to be professionally incompetent by a panel of the Discipline Committee;
 - c. is found to be a legally incapacitated Member by a panel of the Fitness to Practice Committee;
 - d. has failed to disclose a conflict of interest as defined in the Act or pursuant to the Rules;
- or
- e. fails, without cause, to attend three consecutive meetings of the Board of Directors;
 - f. fails, without cause, to attend three consecutive meetings of a committee of which he or she is a member or of a hearing or review of a panel to which he or she was appointed; or
 - g. ceases to practice or reside in Canada;
 - h. is in default of payment of any fees prescribed pursuant the By-Laws;
 - i. if, being an appointed non-member public Director, ceases to qualify to serve as a Director pursuant to the provisions of the Act.

17. Removal from Office

A Director may be removed from office pursuant to the provisions of the Act.

18. Vacancy

- a. In the event of the resignation, death, disqualification or inability of a permanent nature, creating a vacancy in the office of the President or the President-Elect, the Board shall elect a candidate from its members to fill such vacancy according

to these By-Laws and the Rules of Procedure.

- b. If any other vacancy occurs in the Board and less than twelve (12) months remains before the expiry of the term for which the retiring member was elected, the Board may:
 - i. leave the seat vacant; or
 - ii. appoint a qualified eligible Member, who shall hold office for a term expiring not later than the close of the next annual meeting of the Members.
- c. If a vacancy occurs and more than 12 months remains before the expiry of the term for which the retiring member was elected, the Board shall direct that an election take place to fill the vacancy for the balance of the term.

19. Quorum

- a. A majority of the Board of Directors or a committee constitutes a quorum.
- b. In determining whether a quorum of the Board of Directors, the number of members constituting the Board of Directors or committee shall not to be reduced as a result of any vacancy.

20. Chair of the Board of Directors

The President of the College shall be the Chair of the Board of Directors.

21. Duties of the Board of Directors

The Board of Directors shall:

- a. Perform such functions as are assigned to it by the By-Laws;
- b. have the following financial authority:
 - i. to review and approve all required operating expenditures in the operating budget;
 - ii. to review and approve the capital budget of the College;
- c. Establish policies for the College;
- d. Direct the administration of the College and the activities of its staff through the Registrar ;
- e. Receive reports from the Fitness to Practice Committee and the Discipline Committee;
- f. Receive reports from the Registrar on the activities of the remaining standing and special committees.

MEETINGS OF THE BOARD OF DIRECTORS

22. Regular Meetings

- a. The Board of Directors shall meet at least four (4) times during each year, once in each quarter of the calendar year.
- b. The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and hour to be named. A copy of any resolution of the Board fixing the place and time of such regular meetings of the Board shall be sent to each Director forthwith after being passed, but no other notice shall be required for any such regular meeting.

23. Special Meetings

- a. Special meetings of the Board of Directors may be called by the President who shall designate the date, the time and place of such meeting.
- b. In the absence or failure of the President to act, upon the written request signed by two-thirds (2/3) of the members of the Board of Directors, the President-Elect shall call a special meeting of the Board and shall designate the date, the time and place of such meeting.
- c. Upon the written request signed by two-thirds (2/3) of members of the Board of Directors and which request shall specify the matter for deliberation at such meeting, the Registrar shall call a special meeting and shall designate the date, the time and place of such meeting.

24. Notice of Meeting

- a. The Registrar shall send written notice of each meeting to all members of the Board and any other party entitled or required to attend same, at least ten days before the meeting. The notice shall include the date, time and place and may be sent by ordinary mail, or by telephonic or electronic means.
- b. Written notice of a special meeting shall contain particulars of the matters to be considered at such special meeting and shall be sent to each member of the Board and any other party entitled or required to attend same, at least three days before the meeting, in the same manner as for a regular meeting.

25. Meetings by Telephonic or Electronic Means

If all members of the Board of Directors consent, one or more Director may participate in a meeting of the Board by telephonic or electronic means, provided that such telephonic or electronic means permits all participants to communicate adequately with each other during the meeting. A member of the Board participating in such a meeting by such means is deemed to be present at the meeting.

26. Votes to Govern

At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question; and in the case of an equality of votes, the Chairman of the meeting shall be entitled to a second or casting vote.

OFFICERS

27. Officers

The Officers of the College shall be the President, President-Elect, Secretary/Treasurer and Registrar, together with such other Officers as the Board of Directors shall determine from time to time.

28. Term of Office

- a. The President, President-Elect and Secretary/Treasurer shall be elected by the Board, as may be necessary, from the members of the Board, at the first meeting of the Board after the Annual General Meeting, Elected Officers shall hold office for two (2) years from the date of election and shall be eligible to hold office for a total of three (3) consecutive terms, or six (6) consecutive years.
- b. The term of office shall commence immediately following the completion of the meeting at which the election took place. Officers shall hold office, while eligible, until the expiry of the term for which the Director was elected as Officer, or until a successor is elected.

29. Eligibility

- a. A Director shall be eligible to hold the office of President upon having served a minimum of one (1) year on the Board.

30. Duties of the President

The President shall,

- a. preside at all meetings of the Board of Directors of the College and all meetings of the Members of the College;
- b. Chair the Executive Committee;
- c. arrange for regular meetings of the Board to take place four times annually and at least once in each quarter of the calendar year;
- d. Shall appoint the Chair of the Complaints Committee, who may be a Member or any member of the Board of Directors.
- e. be *ex officio* a member of all Committees of the College, except the Discipline Committee;
- f. be responsible for the implementation of the strategic plans and policies of the Corporation;
- g. have general supervision of the affairs of the Corporation; and
- h. perform all such duties and responsibilities pertaining to the office as may be decided by the Board of Directors.

31. Duties of the President-Elect

The President-Elect shall perform the duties of the President in the event of the absence or inability of the President to act.

32. Absence of President

- a. In the event that neither the President nor the President-Elect is able to perform the duties and responsibilities of the President, the Executive Committee shall appoint from among the members of the Board an Acting President who shall have all of the powers and responsibilities of the President until:
 - i. the President becomes able to perform the duties of the President; or
 - ii. the next meeting of the Board of Directors, at which meeting the Board of Directors shall either appoint a permanent Acting President to serve until the President becomes able to perform the duties of the President or remove the President from office and hold an election for a new President in accordance with the By-Laws of the College.

33. Registrar

The Registrar shall perform the duties of the Managing Director and the Registrar of the College.

a. Eligibility

The Registrar shall be a Member in good standing of the College.

b. Appointment

- i. The Registrar shall be appointed by the Board of Directors, and
- ii. The terms of employment of the Registrar shall be set out in a written employment contract approved by the Board, and it shall be consistent with the College's personnel policy in effect at the time such contract is approved.

c. Duties of the Registrar

The Registrar shall:

- i. serve as secretary to the Corporation and Board of Directors;
- ii. be notified of, attend and participate, at all meetings of the Board but may not vote;
- iii. recommend to the Board of Directors proposals for changes to the By-Laws;
- iv. submit an annual report to the College;
- v. manage the day to day business of the College;

- vi. maintain and manage the Register of Members;
- vii. maintain and manage the records relating to Member certification and discipline;
- viii. review correspondence and other documents relating to the policies of the College;
- ix. supervise and administer the election of candidates pursuant to the Rules of Procedure;
- x. receive reports from all Committees, except the Fitness to Practice Committee and the Discipline Committee and forward or report on same to the Board;
- xi. report regularly to the Board of Directors on the activities of the College;
- xii. ensure that the policies as set out by the Board of Directors of the College are carried out; and
- xiii. Carry out other such duties and responsibilities as set out in the By-Laws of the College, or as may be assigned by the Board of Directors.

d. Deputy Registrar

If a vacancy occurs in the office of the Registrar, the Board of Directors shall appoint a Deputy Registrar until a permanent Registrar is appointed. During extended absences, the Registrar may appoint, in writing, a senior staff member to serve as the Deputy Registrar for the duration of such absence.

34. Other Officers

The powers and duties of all other Officers of the Corporation shall be such as the terms of their engagement call for or the Board or President requires of them. From time to time and subject to the Act, the Board may vary, add to or limit the powers and duties of any Officer.

MEMBERS- REGISTRATION IN THE COLLEGE

35. Membership in College

Every person who holds a Certificate of Registration is a Registrant and Member of the College subject to any term, condition or limitation to which the Certificate is subject.

36. Voting Rights

Every Member is entitled to vote who:

- a. holds a valid Certificate of Registration of any class,
- b. practices or resides in Canada,
- c. and who is not in default of payment of the annual registration fee.

37. Certificate of Registration

a. Membership

A person may become a Registrant and Member after successfully completing any one of the following certification processes, upon Registration as a vocational rehabilitation professional holding a:

- i. Certified Vocational Rehabilitation Professional – Diplomate CVRP(D)
- ii. Canadian Certified Vocational Evaluator – Diplomate CCVE(D)
- iii. Certified Vocational Rehabilitation Professional - Fellow CVRP(F)
- iv. Canadian Certified Vocational Evaluator – Fellow CCVE(F)
- v. Certified Vocational Rehabilitation Professional CVRP
- vi. Canadian Certified Vocational Evaluator CCVE
- vii. Certified Vocational Rehabilitation Professional – Provisional CVRP(P)
- viii. Certified Vocational Rehabilitation Professional – Intern CVRP(I)
- ix. Certified Vocational Specialist CVS (until October 31, 2020 only)
- x. Certified Vocational Advisor CVA (until October 31, 2020 only)

and upon payment of the required fees

b. Requirements for Certificate of Registration

The requirements for the Certification processes leading to Registration for Membership shall be as set out in the Rules governing Membership in the College as established from time to time by the Board of Directors.

38. Termination of Membership

a. Resignation

A Member of the College may resign his or her Membership by following the procedures prescribed by the Rules for resignation, and upon acceptance of the resignation by the Registrar, the Certificate of Registration is cancelled, and Membership is terminated.

b. Suspension, Cancellation or Revocation of Certificates

- i. The Membership rights of any person whose Certificate of Registration is suspended pursuant to the Rules of Conduct shall likewise be terminated unless and until re-instated.
- ii. A person whose Certificate of Registration is suspended continues to be subject to the Rules of Conduct of the College for professional misconduct, incompetence or incapacity, applicable to any time during which the person held a Certificate of Registration under this By-Law and may be investigated pursuant to the Rules of Conduct.
- iii. A person whose Certificate of Registration is revoked, cancelled, or expires continues to be subject to the Rules of Conduct of the College for professional misconduct, incompetence or incapacity, applicable to any time during which the person held a Certificate of Registration under this By-Law and may be investigated pursuant to the Rules of Conduct.

MEMBER FEES

39. Fees Payable

The fees payable by Members shall be those fees which are established by the Board from time to time and approved by the Members at the Annual General Meeting next following the establishment or change thereof.

MEETINGS OF THE COLLEGE

40. Annual General Meeting of Members

The College shall hold an Annual General Meeting of the Members within 6 months of the end of the fiscal year and not later than 15 months after the preceding Annual General Meeting of Members.

41. Special Meetings of the College

- a. The President may call a special meeting of the College in accordance with the Rules of Procedure.
- b. A Member may cause a special meeting of the College to be called in accordance with the provisions of the Act.

42. Quorum at Member's Meeting

A quorum at any meeting of the Members (unless a greater number of members are required to be present by the Act) shall be 25 Members entitled to vote at the meeting, either present or represented by proxy. If a quorum is present at the opening of a meeting of Members, the Members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

43. Notice of Meeting

Notice of a Members' meeting may be sent:

- a. by telephonic, electronic or other communication facility to each Member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held;
- b. by mail, courier or personal delivery to each Member entitled to vote at the meeting, during a period of 21 to 60 days before the day on which the meeting is to be held.
- c. **Notice to public accountant and directors** - The corporation shall send the public accountant and directors notice of the time and place of any meeting of Members as set out in subsection 42 a or b.

44. Notice of Adjourned Meeting

if a meeting of Members is adjourned by one or more adjournments for an aggregate of days that is more than 30 days, notice of the adjournment shall be given to Members entitled to vote at the meeting, the directors and the public accountant in the manner referred to in sections 42.

COMMITTEES OF THE COLLEGE

45. Standing Committees

The College shall establish the following Standing Committees, the composition and duties of which shall be set out in the Rules established by the Board:

- a. Executive Committee;
- b. Registration Committee;
- c. Complaints Committee;
- d. Discipline Committee as established by By-law;
- e. Fitness to Practice Committee; and
- f. Professional Practice Committee.
- g. Examination Committee

46. Special or Ad Hoc Committees

- a. The Board may, from time to time, appoint such Special or Ad Hoc Committees, task forces and working groups as may be appropriate or necessary for the attainment of the objects of the College and the efficient conduct of its affairs. The appointments shall be reported to the College at its next regular meeting. Every Special or Ad Hoc Committee, task force or working group shall have specified terms of reference and a date upon which it shall dissolve.

b. Terms of Reference

The Board of Directors shall determine the composition and terms of reference for each Special or Ad Hoc committee.

47. Reporting of Committees

- a. The Complaints Committee, the Discipline Committee and the Fitness to Practice Committee, shall report directly to the Board of Directors.
- b. All other Committees, shall report to Registrar who shall inform the Board of the contents of such report.
- c. All Committees shall report annually to the Board or Registrar for delivery of the Report to the Members at the Annual General Meeting.

48. Appointments to Committees

- a. All Committee appointments shall be made by the Board of Directors at the first regular meeting of the Board of Directors after the Annual General Meeting or at such time as a vacancy occurs in the Membership of a committee.
- b. In appointing persons to each committee, the Board of Directors shall ensure that:
 - i. no person who is a member of the Complaints Committee also serves as member of the Discipline Committee or Fitness to Practice Committee; and
 - ii. the appointments are made in accordance with the Rules.

BUSINESS OF THE COLLEGE

49. Copies of By-Laws

The Board of Directors shall ensure that a copy of each By-Law is delivered to every Member of the College.

50. Indemnity for Members of the Board of Directors, Officers and Others

Every member of the Board of Directors, every committee member, every Officer, and every employee of the College, including any assessor or inspector, and each of his or her heirs, executors, administrators and other personal representatives shall at all times be indemnified and saved harmless out of the funds of the College from and against any liability, including reasonable costs, charges and expenses whatsoever which such person reasonably sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her as a result of the execution or intended execution of the duties of his or her office or employment save and except any liability for costs, charges or expenses that are occasioned by his or her own willful neglect or default or because he or she failed to act in good faith.

51. Insurance

The College shall obtain commercially appropriate insurance coverage to protect the property and assets of the College in such form as may be determined from time to time and, without limiting the generality of the foregoing, shall maintain Directors' and Officers' indemnity insurance and insurance to protect the College from loss occasioned by the disappearance or destruction of property as a result of the dishonesty of Members of the Board of Directors, Committee Members, Officers or employees of the College.

52. Banking and Financing

a. Banking Arrangements

- i. The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board of Directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an Officer or Officers of the Corporation or other persons as the Board of Directors may by resolution from time to time designate, direct or authorize.
- ii. The Registrar may endorse any negotiable instrument for collection on account of the College through the bank or deposit to the credit of the College with the bank, if required for that purpose.
- iii. Securities and other financial documents shall be held for safekeeping in the name of the College in the bank.

b. Cheques

- i. Cheques, bills of exchange, drafts, promissory notes, documents drawn on the College's bank account or accounts in amounts up to \$5,000.00 shall be signed by any one of the President, President-Elect, or the Registrar.

- ii. Cheques, bills of exchange, drafts, promissory notes, documents drawn on the College's bank account or accounts in the amount of \$5,000.00 or more shall be signed the President and either of the President-Elect or the Registrar.

53. Borrowing

The Board of Directors may, without authorization of the Members,

- a. borrow money on the credit of the corporation;
- b. issue, reissue, sell or pledge debt obligations of the corporation;
- c. give a guarantee on behalf of the corporation to secure performance of an obligation of any person; and
- d. mortgage, pledge or otherwise create a security interest in all or any property of the corporation, owned or subsequently acquired, to secure any obligation of the corporation.

54. Accountant

- a. Appointment of Accountant
 - i. at each Annual General Meeting, the Members shall by ordinary resolution appoint:
 - (1) a Public Accountant as auditor to hold office until the close of the next annual meeting; or
 - (2) a person to conduct a review engagement of the corporation,

to audit the books and prepare a financial statement for each fiscal year in accordance with the provisions of the Act.

55. Grants

The Board of Directors shall set aside in the budget each year such funds as are deemed appropriate for grants for any purpose that may tend to advance scientific knowledge or vocational rehabilitation education, or maintain or improve the standards of practice in vocational rehabilitation practice.

56. Reimbursement of Expenses

Officers, members of the Board of Directors and committee members shall be reimbursed by the College for travelling and other expenses reasonably incurred in relation to the performance of their duties in accordance with the Rules as approved from time to time by the Board of Directors.

THE MEMBER REGISTER

57. Information to be kept in the Register

- a. in addition to the Registers prescribed by the Act the Registrar shall maintain a

Register containing:

- i. Each Member's name, business address and business telephone number;
- ii. Each Member's designation, class of certificate of registration and certificate of registration number and the date each certificate of registration was issued;
- iii. Any terms, conditions and limitations imposed on each Member's certificate of registration and the effective date of those terms, conditions and limitations and where applicable, the Committee responsible for imposing those terms, conditions and limitations;
- iv. A notation of every revocation, cancellation, suspension, expiry or termination of a Member's certificate of registration and the effective date and basis for the revocation, cancellation, expiry or termination;
- v. Such other matters as may be prescribed in the Rules.

EFFECTIVE DATE

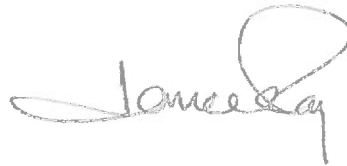
58. Effective Date

Subject to its being confirmed by the Members, this by-law shall come into force when enacted by the Board, subject to the provisions of the Act.

PASSED by Board the 29th day of November, 2015 and confirmed by the College the 2nd day of December, 2015.



President



Registrar

amended October 2017
approved by the Members Nov 1, 2017