



Saskatchewan Dietitians Association's Bylaws 2003

Administrative Amendments May 05, 2005
Regulatory Amendments May 19, 2006
Regulatory Amendments May, 2007
Amendments September 2009

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Any previous bylaws are repealed on the date these bylaws come into force in accordance with the provisions of the Act.

Bylaw I – The Board

Section 1. Composition

The affairs of the Association shall be managed by the Board, which shall be composed of:

- (a) elected Members with voting power who shall be the President, 5 Members-At-Large, and in even calendar years a President-Elect, all of whom shall be the officers of the Association; and
- (b) Public Appointee(s) with voting power appointed by the Lieutenant Governor in Council.

Section 2. Powers and Functions

1. The Board shall govern, manage and regulate the affairs of the Association and without restricting the generality of the foregoing shall:

- (a) establish policies as necessary to further the goals of the Association;
- (b) establish policies governing examinations, registration and licensing, restricted licensing, and admission of members;
- (c) establish policies governing the Investigation and Discipline Committees of the Association;
- (d) establish policies governing the financial affairs of the Association including the management of surplus funds;
- (e) approve the appropriation, investment and disbursement of the funds of the Association;
- (f) review and approve the proposed budget for the Association according to the Association's policies;
- (g) recommend to the Association Membership revisions to, or amendment of, the bylaws;
- (h) participate in the public relations program of the Association;
- (i) establish a mechanism for regularly evaluating the Association;
- (j) submit to each annual meeting of the Association an audited financial statement of the operations of the Association for the past year, April 1st to March 31st, which is the fiscal year of the Association; and
- (k) appoint the Registrar and authorize the appointment of other employees of the Association.

Section 3. Eligibility

Any voting Member of the Association, except those who are the Association's employees or who do not reside in Saskatchewan, shall be eligible for election to the Board.

Section 4. Term of Office

1. The term of office for the elected Members of the Board shall be two years (with the exception of the President-Elect). Individuals may let their name stand for a maximum of 2 consecutive terms.
2. The President-Elect is elected for a one-year term by the general Membership at the annual meeting. At the end of the one-year term, the President-Elect automatically assumes the office of President for a two-year term.
3. The term of office for all elected Members of the Board shall commence at the first business meeting, which shall be held according to Section 6(2).
4. The Board shall request the replacement or reappointment of a Public Appointee prior to the expiry of each Public Appointee's term.

Section 5. Removal of Officers

1. The Membership or Board shall, by majority vote, remove an officer from the Board if the Member:
 - (a) consistently fails or refuses to perform duties assigned according to the Act, Bylaws, and policies and procedures;
 - (b) is absent for more than two or more business meetings of the Board between annual meetings; or

- (c) is not acting in the best interests of the Association;
- (d) allows his/her membership in the Association to lapse;
- (e) is subject to disciplinary action by the Discipline Committee; or
- (f) no longer resides in Saskatchewan.

Section 6. Board Meetings

1. Business meetings of the Board shall be held at least four times between annual meetings.
 2. The first business meeting of the Board shall occur within 30 days of the annual meeting.
 3. Special meetings of the Board may be called
 - (a) by the President with two days notice prior to the meeting; or
 - (b) by the President within ten days of a request for a special meeting by three or more members of the Board.
 4. A notice of a special meeting shall specify the business to be considered thereat. No other matters shall be brought before such a meeting.
 5. The immediate past President of the Association shall be invited to attend all meetings of the Board of Directors as an Ex-officio Member without voting power.
 6. The General Membership may attend Board meetings but are unable to speak at the meeting. They shall have no voting privileges during these meetings.
 7. General Membership must bring forward agenda items to the Board prior to the meeting.
 8. The Board is able to request any Member to leave if the Board is discussing confidential issues.
1. The quorum for any Board meeting shall be a majority of the voting Members of the Board.

Section 7. President

The President shall:

- (a) preside at all meetings of the Association, and of the Board;
- (b) perform all acts and deeds pertaining to this position;
- (c) exercise general control and supervision over the affairs of the Board and the Association; and
- (d) be an ex-officio, non-voting Member of all committees with the exception of the Professional Conduct Committee, the Discipline Committee, and the Nominations Committee.

Section 8. President-Elect

The President-Elect shall:

- (a) in the absence of the President, perform the duties of the President;
- (b) succeed to the office of the President;
- (c) act as chair or co-chairperson of committees as designated by the Board with the exception of the Professional Conduct Committee, the Discipline Committee, and the Nominations Committee; and
- (d) perform such other duties as may be assigned by the Board and the President.

Section 9. Members-At-Large

The Members-At-Large shall:

- (a) act as chairpersons of designated committees;
- (b) in the absence of the President and President-Elect, a Member-At-Large shall be appointed by the Board to perform the duties of the President; and
- (c) perform such other duties as may be assigned by the Board.

Section 10. Public Appointees

The Public Appointees shall:

- (a) represent the views of the public on matters before the Board;
- (b) report to the Board on public concerns;
- (c) act, if appointed by the Board, as a member or as chairperson of designated committees of the Association; and
- (d) perform such other duties as may be assigned by the Board.

Section 11. Registrar

The Registrar shall:

- (a) be appointed by and responsible to the Board;
- (b) carry out the policies established by the Board pertaining to the management and administration of the Association;
- (c) perform the duties outlined in the Act and Bylaws; and
- (d) perform such other duties as may be assigned by the Board.

Section 12. Signing Authority

1. Signing officers of the Association shall be appointed annually by the Board and shall be the President, Registrar, and an MAL as appointed by the president.
2. No less than two signing officers of the Association shall sign cheques, contracts, security instruments, and other legal documents affecting the Association.

Bylaw II – Election of Officers

Section 1. Nominations

1. All nominations must be received in writing by the chair of the Nominations Committee. Nominations from the floor at the annual meeting may be accepted.
2. All nominations must be accompanied by a signed consent from the nominee, or where the nomination has arisen from the floor, verbal consent from the nominee.

Section 2. Election

1. Election of officers shall take place at the annual meeting.
2. An election for the President-Elect shall take place every second year.

Section 3. Voting

1. All practicing Members of the Association shall have a vote.
2. The election of officers of the Board shall be by ballot. The election may take place by mail-in ballot prior to the annual meeting provided a full slate of nominees exists, or by ballot at the annual meeting by Members present in person, or by proxy. The method of election and method of receiving ballots (including, without limitation, receiving ballots by mail, facsimile or electronic mail) shall be determined by the Board in sufficient time prior to the annual meeting, and notice thereof shall be given to members with the mail-in ballot or with the Notice of the annual meeting where there is no mail-in ballot. The election of the Board shall be decided by plurality of the votes cast by members in good standing.

Should the mail-in ballot result in a tie, a vote shall be held from the floor of the annual meeting and each Member in good standing present either in person or by proxy at the annual meeting shall be entitled to one vote. If a nominee for the mail-in ballot withdraws creating an unexpected vacancy, nominations for the vacancy shall be received from the floor at the annual meeting and each Member in good standing present either in person or by proxy at the annual meeting shall be entitled to one vote for each vacant position. Whenever there is but one candidate for an office, the candidate shall be elected by acclamation, and a ballot will not be required.

All other questions voted on at a meeting of the Association shall be decided by a plurality of the votes of the Members present or by proxy, each Member in good standing being entitled to one vote.

Section 4. Vacancies

1. If a vacancy occurs in the President position, the President-Elect shall assume the role and duties of the President.
2. If a vacancy occurs in the President position in a term where there is no President-Elect, a Member-At-Large currently on the Board shall be appointed by the Board to assume the role and duties of the President.

3. If a vacancy occurs in a Member-At Large position or President-Elect , the Board shall appoint a Member of the Association to assume the role and duties for the remainder of the term or until a Member is elected to fill the vacancy in accordance with the Act and the Bylaws.

Bylaw III – Meetings of the Association

Section 1. Annual Meeting

1. An Annual Meeting of the Association shall be held in each calendar year at a time and place that may be determined by the Association at a previous meeting or, failing such determination, at a time and place as determined by the Board.
2. Notice of the Annual Meeting shall be imailed to Members of the Association at the address appearing in the register at least fourteen (14) days prior to the meeting.

Section 2. Special Meetings

1. The Board may call a special meeting of the Association as required at a time and place decided upon by the Board.
2. The Board shall call a special meeting of the Association on the written request of at least 10 percent of voting Members.
3. Notice of a special meeting shall be mailed to Members of the Association at the address appearing in the register of the Association at least 14 days prior to the date of the special meeting and shall state the business to be considered at such meeting.
4. If a special meeting is not called within twenty-one (21) days of the request, the petitioners or a majority of them may call the meeting.

Section 3. Mail ballots

1. The Board may authorize a mail ballot for any purpose deemed necessary, except approval of or changes to bylaws.
2. The Board shall establish the rules and procedures for the conduct of the mail ballot.

Section 4. Quorum

1. Quorum for any annual or special meeting of the Association shall be 10 percent of the voting Members of the Association present in person or by proxy. If a quorum is present when the meeting is called to order, then a quorum shall be deemed to be constituted throughout the continuance of the meeting.
2. If quorum is not present at the time and place fixed for the meeting, in the notice of the meeting the presiding officer may dismiss the group, after determining a suitable time for the future meeting.

Section 5. Voting

1. A voting Member shall be defined as a Member that holds a Full Practice Licence of the Association.
2. Each voting Member shall be entitled to one vote with respect to the business of the Association.
3. Subject to Section 13 of the Act, all questions voted on at a meeting or through a mail ballot of the Association, shall be decided by a majority of the votes of the voting Members casting ballots in person or by proxy.
4. A voting Member not in attendance at an annual or special meeting may appoint another voting Member as proxy. The proxy vote shall be conducted in accordance with established rules and procedures.
5. A proxy form will be mailed out to voting Members with the Annual General Meeting notice.

Section 6. Meeting Rules and Procedures

1. In all matters not regulated by these Bylaws, the most current edition of Bourinot's Rules of Order by Geoffrey Stanford shall be followed.
2. The rules and procedures may be amended or suspended at any annual and special meeting by a majority vote of the voting Members present at the annual or special meeting.

Bylaw IV – Fiscal Policy

Section 1. Fiscal Policy

1. The fiscal year of the Association shall be April 1 to March 31.
2. The Members shall appoint an Auditor at the Annual Meeting; the Auditor's report shall be available at the next Annual Meeting and be part of the Annual Report.
3. The Board shall manage and dispose of all monies and funds for the regulation of dietetics in the Province of Saskatchewan in accordance with the provisions of the Act and these Bylaws.
4. The Board shall keep bank accounts in one of the chartered banks or credit unions of Canada and shall deposit in such bank accounts all monies received for and on account of the Association. A charge will be levied to all NSF cheques.
5. The Board may invest any surplus or reserve funds in Bonds of the Dominion of Canada or of the Province of Saskatchewan or with guaranteed investments with a chartered bank or credit union of Canada, but not otherwise.

Section 2. Remuneration and Reimbursement

1. Members of the Board are entitled to such remuneration for services rendered to the Association as Board Members and to reimbursement for expenses as determined by the Board.
2. The Board may establish remuneration payable to Committee Members who are Association Members representing the Association in an official capacity.
3. Committee Members and Association Representatives shall be reimbursed for reasonable expenses incurred in the course of their duties.
4. Committee Members that are Public Appointees will be reimbursed by the Minister.

Bylaw V - Committee Structure

Subject to and unless otherwise provided in the Act and bylaws:

Section 1. Structure

1. The Board shall establish for all Committees a term of reference, which shall include but not be limited to:
 - (a) membership and terms of appointment
 - (b) chair;
 - (c) quorum requirement;
 - (d) budget allocation; and
 - (e) mandate
2. Each Committee shall:
 - (a) perform its duties subject to the direction of the Board;
 - (b) meet as frequently as required to fulfill its terms of reference;
 - (c) maintain minutes of all meetings; and
 - (d) report to the Board on the business of each meeting of the Committee.
3. Members of a Committee may be Members of the Association, Public Appointees, and/or Public Representatives.
4. The Board shall make all Committee appointments.
5. Unless the chairperson is elected or named in the Bylaws, the Board shall appoint the chairperson.
6. Unless otherwise specified in the Act or Bylaws, all Standing Committee appointments shall be for a term of two years and may be renewed or extended at the discretion of the Board.
7. All Members of Committees shall have voting power, unless otherwise specified.
8. Quorum for a Committee shall be the majority of its Members.
9. All Committees shall appoint a recording Secretary.
10. The President or designate shall be an Ex-Officio Member of all Committees with the exception of the Professional Conduct Committee, the Discipline Committee, and the Nominations Committee.

Section 2. Removal

1. The Board may by a majority vote to remove a Committee Member if the Committee Member:
 - (a) consistently fails or refuses to perform duties as assigned according to the Act, Bylaws, the Committee's terms of reference or established policies and procedures;
 - (b) is not acting in the best interest of the Association;
 - (c) allows his/her Membership in the Association to lapse; or
 - (d) is subject to disciplinary action by the Discipline Committee.
2. In the case of a Public Appointee, as per section 8 of the Act, the Board shall obtain the approval of the Minister prior to the removal of the Public Appointee from a Committee.

Bylaw VI – Standing Committees

Section 1. Standing Committees

The Standing Committees of the Association shall be:

- (a) the Legislation Committee;
- (b) the Professional Standards Committee;
- (c) the Finance Committee; and
- (d) the Nominations Committee
- (e) the Registration Committee

Section 2. Legislation Committee

1. The membership of the Legislation Committee shall be a minimum of three persons.
2. The duties of the Committee shall be:
 - (a) to monitor federal, provincial and municipal legislation affecting dietitians and the dietetic profession, and to make recommendations to the Board or Association for action where required;
 - (b) to review the Act and Bylaws of the Association and to make recommendations to the Board regarding necessary changes;
 - (c) upon the direction of the Board, to draft changes to the Act and Bylaws; and
 - (d) to review policies and procedures to ensure consistency with the Act and Bylaws.

Section 3. Professional Standards Committee

1. The membership of the Professional Standards Committee shall be a minimum of three persons.
2. The duties of this Committee shall be to make recommendations to Board with respect to:
 - (a) dietetic practice issues;
 - (b) Standards of Practice and Code of Ethics;
 - (c) Continuing Competence
 - (d) guidelines of dietetic practice

Section 4. Finance Committee

1. The membership of the Finance Committee shall be a minimum of three persons.
2. The duties of the Committee shall be to make recommendations to the Board with respect to:
 - (a) the investment of Association monies;
 - (b) the proposed annual budget for the upcoming fiscal year;
 - (c) long term financial plans and strategies;
 - (d) the maintenance and amount of a contingency fund for the Association; and
 - (e) any other matters of financial management.

Section 5. Nominations Committee

1. The Nominations Committee shall consist of no less than three members in good standing of the Association, and shall be appointed by the President at least three months prior to the date of the Annual Meeting.
2. The duties of the Committee shall be to request of all Members, nominations for all officers of the Board.

Section 6. Registration Committee

1. The membership of the Registration Committee shall be a minimum of three persons.
2. The Registration Committee shall make recommendations to the Registrar with respect to accepting applicants for Full Practice Memberships, Restricted Memberships, or Temporary Memberships.
3. The duties of Registration Committee shall be to make recommendations to the Board with respect to:
 - (a) policies and procedures related to registration; and
 - (b) any other matters related to registration.

Bylaw VII – Special Committees

The Board may appoint Special Committees at any time to carry out the objectives of the Association and may dissolve the Committees by a resolution of the Board.

Bylaw VIII – Ad Hoc Committees

The Board may appoint Ad Hoc Committees for a specific purpose on precise terms of reference which state that the Committee shall cease to function upon completion of the specific task.

Bylaw IX – Statutory Committees

Section 1. Statutory Committees

The Statutory Committees of the Association are:

- (a) the Professional Conduct Committee; and
- (b) the Discipline Committee.

Section 2. Professional Conduct Committee

1. The Professional Conduct Committee is established as per section 24, 25, and 26 of the Act and shall conduct its affairs as set out in the Act.
2. In the event of a conflict of interest, the involved Member of the Professional Conduct Committee will step down, and the Board will appoint a replacement to deal with the specific complaint.
3. The Committee shall notify, in writing, the Member who is the subject of an allegation that a complaint has been received and ask for a written response within 30 days.
4. Following receipt of the written response from the Member or if the Member fails to respond within 30 days, the Committee may proceed with an investigation pursuant to section 25 of the Act.
5. The Committee shall notify, in writing, the person who made the complaint that the allegation will be reviewed.
6. The Committee may take appropriate action including:
 - (a) resolution of the matter with the consent of the complainant and the member who is the subject of the investigation;
 - (b) refer the matter to the Discipline Committee for handling;
 - (c) request any person to answer any questions and to produce any records, notes, books, papers, or any other documents or items in the person's possession or under their control that are or may be relevant to the report or conduct to be investigated; and
 - (d) with the consent of the person producing them, copy and keep copies of any of the documents or items that are produced under clause (c).

Section 3. Discipline Committee

1. The Discipline Committee is established as per section 27 of the Act and will conduct its affairs as set out in the Act.
2. In the event of a conflict of interest, the involved Member of the Discipline Committee will not be involved in the hearing, and the Board will appoint a replacement to deal with the specific hearing.

3. Without limiting the generality of section 22 of the Act, the Discipline Committee may find a Member guilty of professional incompetence who:
 - (a) endangered the safety of a client;
 - (b) wrongfully abandoned a client;
 - (c) failed to comply with any applicable law respecting the collection, use, handling or disclosure of personal information (including, without limitation, personal health information);
 - (d) failed to maintain or falsified any client record;
 - (e) failed to inform an employer of the dietitian's inability to accept specific responsibility in areas where special training was required or where the dietitian did not feel competent to function without supervision;
 - (f) failed to report serious incompetence of a Member or colleague; or
 - (g) failed without reasonable cause to respond to inquiries from the Association regarding professional incompetence.

4. Without limiting the generality of section 23 of the Act, the Committee may find a Member guilty of professional misconduct who:
 - (a) guarantees a cure either verbally or in writing or by advertising or otherwise;
 - (b) advertises, promotes, and/or does other marketing activities that are inaccurate and are misleading to the public and without limiting the foregoing directly or indirectly:
 - (i) misrepresent facts;
 - (ii) compare either directly, indirectly or by innuendo, the Member's services or ability with that of any other practitioner or clinic, or promises or offers more effective service or better results than those available elsewhere;
 - (iii) deprecate another Member or clinic with respect to service, ability or fees;
 - (iv) create an unjustified expectation about the results the Member can achieve;
 - (v) be made under any false or misleading guise, or takes advantage, either physically, emotionally, or financially of any patient, or uses coercion, duress, or harassment;
 - (vi) be incompatible with the best interests of the public or Members, or tends to harm the standing of the dietetic profession generally;
 - (vii) contain any testimonial or discloses the names of clients; or
 - (viii) contain any reference to a specific brand of drug, device, or equipment.
 - (c) abused a client physically, sexually, verbally or psychologically;
 - (d) engaged in the practice of dietetics, when the ability to perform any act in such practice is impaired by alcohol or drugs;
 - (e) influenced a client to change the client's last will and testament;
 - (f) misappropriated property belonging to a client, employer or fellow employee;
 - (g) failed to report misconduct of a Member of colleague;
 - (h) failed without reasonable cause to respond to inquiries from the Association regarding alleged professional misconduct; or
 - (i) conspired to participate in any act of misconduct or counseled a participant in any act of misconduct.

5. Without limiting the generality of sections 3 or 4 above, the Discipline Committee may find a member guilty of professional incompetence or professional misconduct if a member breaches the SDA Code of Ethics for Registered Dietitians, May 2005 or the Professional Standards for Dietitians in Canada 2000.

6. Where the Committee determines that the person is not guilty of professional incompetence and/or professional misconduct, written notice that the complaint has been dismissed shall be provided to:
 - (a) the person who was the subject of the report;
 - (b) the person who made the complaint;
 - (c) the Board; and

- (d) any other persons deemed necessary by the Committee.
- 7. Findings of guilt shall be matters of public interest and reported in Association publications. Findings of guilt that affect licensure shall be reported to the Member's current employer.
- 8. For the purpose of 4(c), sexual abuse may include but is not limited to:
 - (a) sexual intercourse or any other form of sexual activity between a client and a Member;
 - (b) touching of a sexual nature between a client and a Member including, but not limited to:
 - (i) touching or massaging breasts or pelvic area, or any sexualized body part; and
 - (ii) kissing of a sexual nature.
 - (c) behavior or remarks of a sexual nature between a client and Member including, but not limited to:
 - (i) verbal or written comments, inappropriate procedures, gestures or expressions that are seductive or sexually demeaning to the client;
 - (ii) deliberately watching a client dress or undress where it is unrelated to the provision of the Member's services;
 - (iii) questioning the client regarding the client's sexual performance, history, or orientation where it is unrelated to the provision of the Member's services; or
 - (iv) discussion of a client's sexual performance, history or orientation where it is unrelated to the provision of the Member's services.

Bylaw X – Conflict of Interest

1. A Conflict of interest may involve any of the following:
 - (a) elected Members of the Board;
 - (b) Members appointed to serve as delegates, or Committee Members; and
 - (c) employees of the Association.
2. Members serving in an official capacity as Board Members, Committee Members or representatives of the Association shall declare a conflict of interest in matters under discussion, business of the Association or in decisions taken in which they have a conflict of interest.
3. It shall be the responsibility of the presiding officer to ensure that Members identifying a conflict of interest shall leave the meeting during considerations of the pertinent issue and the Secretary of the meeting shall record the departure of the Member.
4. Members who represent the Association shall not assume a position if a conflict of interest is identified.
5. A conflict of interest may be defined as, but is not limited to the following:
 - (a) where the Member is involved in negotiating wages and/or employment contracts, or completing performance appraisals for Association staff who may be related to that Member;
 - (b) where the Member is involved in determining/reviewing credentials and registration/licensing eligibility for an applicant or another member who may be related to that Member;
 - (c) where the Member is involved in the investigation and/or discipline process affecting another Member who may be related to that Member; and
 - (d) where the Member, Member's family, employees of the association, partner, or associate might personally or financially benefit from decisions or information gained from involvement on the Board or Committees.

Bylaw XI – Registration

Section 1. Information Collected

1. Applicants in all membership categories are required to provide the following information which includes, but is not limited to:
 - (a) demographic, educational and training information as set

- out by the Registration Committee; and
 - (b) practice information as set out by the Registration Committee.
- 2. The Association may release such information in a summarized or statistical form so that it is not possible to relate the information to any particular identifiable person without the consent of the licensed member or applicant whose information it is.

Section 2. Initial Registration

1. A person applying for initial registration as a Dietitian will be accepted for membership in the Association, subject to meeting the following requirements:
 - (a) completion of one of the following University programs in nutrition and/or dietetics approved by the Board:
 - i) Baccalaureate;
 - ii) Master's; or
 - iii) Doctoral degree
 - (b) completion of one of the following programs approved by the Board:
 - i) Dietetic Internship (may or may not be integrated into a Baccalaureate Degree),
 - ii) Practicum Training Program, or
 - iii) Graduate Competency Documentation Route for individuals with a Master's or Doctoral Degree
 - (c) completion of the requirements for academic and practical training within 3 years prior to the date of application;
 - (d) completion of the Canadian Dietetic Registration Examination or registration examination approved by the Board;
 - (e) completion of the prescribed forms and paid the prescribed fees; and
 - (f) if the applicant has not written the Canadian Dietetic Registration Examination or registration examination approved by the Board the applicant may apply for a Restricted Licence.
2. A person who is registered with another Canadian Dietetic Regulatory Body will be accepted for registration in the Association without further assessment if he/she:
 - (a) is a Member in good standing and has no current restrictions on their practice or disciplinary actions pending and who is not a temporary or non-regulated Member;
 - (b) has met the language fluency requirement as set by the Board; and
 - (c) has completed the prescribed forms and the prescribed fees have been paid.
3. A person who is a graduate from a university in another country or who does not fall under sub-section 1 or 2 of this Bylaw will be accepted for registration in the Association if the Board is satisfied that:
 - (a) the academic standards and curriculum of instruction fixed by the University for the teaching of dietetics is at least equivalent to those of a Canadian University;
 - (b) the practical training program completed is equivalent to a Canadian Accredited Dietetic Internship or Canadian Practicum Training Program;
 - (c) academic and/or practical training requirements have been met within 3 years prior to the date of application;
 - (d) the Canadian Dietetic Registration Examination or registration examination approved by the Board has been successfully completed;
 - (e) there are no current restrictions on their practice and there are no disciplinary actions pending against that person; and
 - (f) the prescribed forms have been completed and the prescribed fees have been paid;
 - (g) if the applicant has not written the Canadian Dietetic Registration Examination or registration examination approved by the board the person applying may apply for a Restricted Licence.

4. The Registrar may require applicants in subsection 1 and 3 to complete one or more of the following:
 - (a) prior learning assessment;
 - (b) language fluency assessment;
 - (c) learning modules;
 - (d) practicum;
 - (e) practical experience assessments;
 - (f) competence assessments;
 - (g) examinations; and/or
 - (h) any other assessment or program requested by the Registrar.
5. For the purpose of determining that qualifications are met in subsection 1 and 3, the Registrar may employ testing services, national dietetic standards organization assessment experts, or other persons to assist with assessing applicants when deemed necessary.
6. All applicants for registration must provide evidence of having good character by submitting any of the following, on the request of the Registrar:
 - (a) a statement by the applicant as to whether the applicant is currently being investigated or has previously been disciplined by another regulatory body;
 - (b) a statement as to whether the applicant has ever been convicted of a criminal offence; and/or
 - (c) any other evidence deemed necessary.

Section 3- Refusal of Registration

1. When the Registrar refuses an application for registration, the applicant shall be so informed by registered mail within thirty days of the refusal. Such an applicant shall be advised of the right to request reconsideration in accordance with subsection (2) below.
2. Any applicant whose registration has been refused by the Registrar may have the application reconsidered by making a request, stating the reasons, in writing, not more than 30 days after receipt of notification of the refusal. The Board shall, thereupon reconsider such application and either order the applicant's registration or refuse the application. The decision of the Board shall be transmitted to the applicant by registered mail within seven days from the date of the decision and such decision shall be final.

Bylaw XII – Membership

Section 1. Categories of Membership

1. Membership in the Association shall consist of the following categories:
 - (a) Full Practicing Member;
 - (b) Restricted Member; and
 - (c) Temporary Member

Section 2. Full Practicing Member

1. A Full Practicing Member in the Association shall be:
 - (a) limited to a Dietitian to whom a Full Practicing Licence is issued by the Association in accordance with the Act; and
 - (b) granted upon completion of the prescribed application form and payment of the fees set by the Board.
2. A Full Practicing Membership entitles a person to the following privileges:
 - (a) to be licensed to practice dietetics in Saskatchewan;
 - (b) to vote and hold office in the Association;
 - (c) to have a voice and a vote at the annual and special meetings of the Association;
 - (d) to be appointed to Committees of the Association;
 - (e) to receive a copy of the Association's documents appropriate for distribution;
 - (f) to receive the publications of the Association; and

- (g) to use the title Dietitian, Professional Dietitian, Registered Dietitian and/or initials P.Dt. and/or R.D.
3. A Full Practicing Member carries obligations including but not limited to the following:
 - (a) to adhere to the Code of Ethics adopted by the Association;
 - (b) to use established Professional Standards adopted by the Association as a guide for the practice of dietetics;
 - (c) to comply with the Continuing Competence Program set out by the Association; and
 - (d) to notify the Registrar of any change in name, address and/or employment status.

Section 3. Restricted Member

1. A Restricted Membership will be granted to applicants waiting to write the Canadian Dietetic Registration Examination or registration examination approved by the Board. The Restricted Licence shall:
 - (a) be limited to an applicant who has satisfied the registration requirements set out in Section 19(2) of the Act, and the applicant has applied to take the next scheduled Canadian Dietetic Registration Examination or registration examination approved by the Board, or the applicant has taken the examination and is awaiting results;
 - (b) be granted upon completion of the prescribed application form and payment of the fees set by the Association.
2. A Restricted Membership entitles a person to the following privileges:
 - (a) to practice dietetics up to 12 weeks after the Member has written the Canadian Dietetic Registration Examination or registration examination approved by the Board or until the results are received by the exam agency;
 - (b) entitled to the use of the titles Professional Dietitian (Candidate), Registered Dietitian (Candidate) and the initials P.Dt.(Candidate) and R.D (Candidate);
 - (c) to have a voice, but no vote, at the annual and special meetings of the Association;
 - (d) to receive a copy of the Association's documents appropriate for distribution; and
 - (e) to receive the publications of the Association.
3. A Restricted Member carries obligations including, but not limited to, the following:
 - (a) to adhere to the Code of Ethics approved by the Association;
 - (b) to use established Professional Standards adopted by the Association as a guide for the practice of dietetics;
 - (c) to comply with the Continuing Competence Program set out by the Association;
 - (d) to notify the Registrar of any change in name, address and/or employment status; and
 - (e) any other obligations approved by the Board and/or the Association.
4. A Member who holds a licence equivalent to a Restricted Licence with another Canadian Dietetic Regulatory Body who is in good standing with that body may be eligible to receive a Restricted Licence with the expectation that he/she will write the next scheduled Canadian Dietetic Registration Examination or registration examination approved by the Board.
5. A Member who holds a Restricted Membership may be granted a Full Practicing Licence when the Member successfully completes the Canadian Dietetic Registration Examination or registration examination approved by the Board and any other requirements necessary to obtain a Full Practicing Licence.
6. A Restricted Licence will be revoked if the Member fails the Canadian Dietetic Registration Examination or registration examination approved by the Board.

Section 4. Temporary Membership

1. A Temporary Membership shall be limited to Dietitians in good standing with a Canadian Dietetic Regulatory Body who requires registration on a temporary basis for a specified purpose approved by the Registrar.
2. A Temporary Licence shall be granted upon approval of the prescribed application form and payment of the fees set out by the Association.
3. A Temporary Membership entitles a person to the following privileges:

- (a) to practice dietetics subject to restrictions imposed and for the period specified on the Temporary Licence approved by the Registrar;
 - (b) to have a voice, but no vote, at the annual and special meetings of the Association;
 - (c) is entitled to use the title Professional Dietitian; Registered Dietitian and the initials P.Dt. and R.D.
 - (d) to receive a copy of the Association's documents appropriate for distribution;
 - (e) to receive the publications of the Association; and
 - (f) any other obligations approved by the Board/Association
4. A Temporary Membership carries obligations including, but not limited to, the following:
 - (a) to adhere to the *Code of Ethics* approved by the Association;
 - (b) to use established Professional Standards adopted by the Association as a guide for the practice of dietetics;
 - (c) to comply with the Continuing Competence Program set out by the Association; or
 - (d) SDA will request confirmation from the member's home Regulatory Body that the member is in compliance with the continuing competence program;
 - (e) to adhere to the restrictions approved by the Board; and
 - (f) to notify the Registrar of any change in name, address and/or employment status.
 5. A Temporary Licence will be revoked if the person fails to abide by the restrictions set out for them.

Section 5. Change of Status

Restricted Members may become Full Practicing Members of the Association upon payment of the required fee, compliance with the Act and the current Bylaws and the policies governing registration.

Bylaw XIII - Licence to Practice

Section 1. Proof of Practice

1. Every Dietitian shall, before practicing dietetics in Saskatchewan, apply for and obtain a licence.
2. An applicant who is registered shall submit annually a learning plan for the upcoming year and a completed learning plan from the past year according to Bylaw XV.
3. A licensed Member who applies for renewal of their licence must provide information related to whether they have been convicted of a criminal offense since registration and other information related to whether the Member continues to be in good standing.
4. Subject to registration and the payment of the appropriate fees, completion of the application form and otherwise complying with these bylaws, every person who is registered with the Association shall be entitled to receive a licence to practice dietetics in the Province of Saskatchewan, signed by the Registrar.

Section 2. Full Practicing Licence

1. A Full Practicing Licence shall cover the period from the date of issue to March 31st subsequent, may be granted to individuals who have registered pursuant to Bylaw XI, Section 2 and that:
 - a) have successfully completed the Canadian Dietetic Registration Examination or registration examination approved by the Board; or
 - b) are licensed to practice and are in good standing with another Canadian Dietetic Regulatory Body (provided the Regulatory Body is a signatory to the Mutual Recognition Agreement).
2. Subject to terms and conditions, regarding disciplinary measures, set out by the Board, the Registrar may issue a Full Practicing Licence.
3. A person will be registered and obtain a Full Practicing Licence prior to practicing.

Section 3. Restricted Licence

1. A Restricted Licence may be granted to individuals who have registered and are waiting to write the Canadian Dietetic Registration Examination, or registration examination approved by the Board or awaiting the results of the examination.
2. A person will be registered and obtain a Restricted Licence prior to practicing.

3. The Restricted Licence will expire 12 weeks after the date the individual wrote the registration examination or when the results are received from the exam agency.
4. If the person is unable to successfully complete the registration examination for reasons satisfactory to the Registrar, a person may apply for an extension to a date that is 12 weeks after the next Canadian Dietetic Registration Examination or registration examination approved by the Board is scheduled.

Section 4. Temporary Licence

1. A person will be registered and obtain a Temporary Licence prior to practicing.
2. A Temporary Licence may be issued to a person wishing to practice dietetics in Saskatchewan for a period not to exceed 3 months. It may be renewed at the discretion of the Registrar.
3. During the duration of the Temporary Licence the member must remain registered with the Canadian Dietetic Regulatory Body that they were registered with at the time of application.
4. The Registrar may issue a Temporary Licence.
5. The Temporary Licence so issued shall state the limitations imposed on practice by the Registrar.

Section 5. Renewal of Licence

1. Subject to the payment of the appropriate fees and completion of the annual renewal form, every licence issued to a Dietitian or Dietitian (Candidate) will expire on March 31 of each year. All applicants for renewal must have met the requirements as outlined in Bylaw XV, Section 1.
2. All applicants must provide evidence of having good character by submitting any of the following, on the request of the Registrar:
 - (a) a statement by the applicant as to whether the applicant is currently being investigated or disciplinary action is being taken by another regulatory body;
 - (b) a statement as to whether the applicant has ever been convicted of a criminal offence; or
 - (c) any other evidence deemed necessary.
3. Where no application has been received by the Registrar for the renewal of a licence to practice at the end of designated business hours of the last working day on or before March 31st, the Registrar shall forward a second renewal notice by registered mail. The second notice shall include a copy of the Bylaws related to the renewal of a licence to practice and notice of the late fee required to be submitted with the renewal application.
4. The annual licensing year shall begin on April 1 and shall end on March 31 of the following year.

Section 6. Loss of Licence

1. A Dietitian who fails to renew a licence to practice by April 30th of the current year shall lose their licence and their name shall be removed from the register.
2. Any Member who loses a licence to practice, and believes there is good reason why the licence should not be lost, may appeal in writing to the Registrar by May 31st of the current year.
3. Any Member with a Restricted Licence who fails the Canadian Dietetic Registration Examination or registration examination approved by the Board will have their Restricted Licence revoked and not be eligible for a Full Practicing Licence until they pass the examination. They must pass the examination within four years or three attempts of being deemed eligible to write. Proof of upgrading after the second failure may be required to be eligible to write the examination.
4. The Disciplinary Committee will make recommendations to the Board for loss of licence of a Member due to disciplinary action.
5. A dietitian who pays the licensing fee and does not submit the other requirements for renewal of a licence as outlined in Bylaw XII, Section 5 will have their name forwarded to the Professional Conduct Committee. The Professional Conduct Committee may issue a temporary suspension until these registration renewal requirements are met.

Section 7. Re-entry

1. After three years of not being registered with a Canadian Dietetic Regulatory Body and/or practicing as a dietitian and/or has not completed the Continuing Competency Program, the

applicant shall be required to complete academic upgrading, practical training and/or complete the Canadian Dietetic Registration Examination or registration examination approved by the Board prior to obtaining a license.

Bylaw XIV – Fees

Section 1. Registration Fee

A non-refundable registration fee set out by the Board and approved by the Members shall accompany each new application.

Section 2. Annual Licensing Fee

1. The annual licensing fee shall be determined by the Board and approved by the Members.
2. When the license is issued on or after October 1, the fee shall be half the annual licensing fee.
3. Where a Member changes status to a Practicing License as per Bylaw XI, section 5, the Member shall pay the difference in the fees between the two categories where applicable.

Section 3 Other Fees

1. SDA's registration fee is \$105
2. SDA's yearly licensing fee is \$300
3. Late fees will be 50% of licensing fee.

Bylaw XV - Continuing Competence Program

Section 1. Submission of the Learning Plan and Learning Plan Outcomes

1. As part of the continuing competence program, for each reporting year, members are required to:
 - a) complete the Self Assessment Tool and Learning Plan as approved by the Board;
 - b) submit a copy of their Learning Plan for the reporting year by March 31st; and
 - c) submit a copy of their Learning Plan Outcomes from the previous reporting year by March 31st along with any changes to that Learning Plan.
2. Continuing competence program activities must be in accordance with the dietetic practice and professional guidelines as outlined by the document: "Dietitians of Canada Professional Standards for Dietitians in Canada" Revised 2000.
3. Members are required to retain a Professional Development Portfolio which includes documentation to verify completion of the Self-Assessment Tool, Learning Plans, Learning Plan Outcomes, Learning Plan Change Forms as well as all supporting documentation of learning activities for a period of five years (starting in 2006).
4. Members may apply to the Professional Standards Committee for an extension for the submission of their Learning Plan, which will be addressed on a case by case basis. The letter requiring an extension must be received by the Registrar by February 28th to be considered.
5. Members will be notified that their Learning Plan and Learning Plan Outcomes have been received and will be reviewed by the Professional Standards Committee.
6. Any member who does not comply with the requirements outlined in 1:
 - a) shall receive, by registered mail, a notice of late fee along with a report stating that the requirements set out by the Professional Standards Committee were not met; and
 - b) will be required to provide a written response with the late fee by April 30th.

Section 2. Learning Plan and Learning Plan Outcomes Review

1. The Professional Standards Committee shall:
 - a) review Members' Learning Plans and Learning Plan Outcomes annually; and
 - b) forward a report of this review to the Registrar annually by June 1st.
2. If a member's submission does not meet requirements, the member will receive a written report by registered mail, outlining any deficiencies to his or her Learning Plan. The member will have 30 days in which to respond to the Professional Standards Committee. If the member does not respond within 30 days, his or her name will be forwarded to the Professional Conduct Committee.

3. A random, paper-based Audit will be conducted annually on 5% of the membership. The Audit will include a review of the member's annual Learning Plan, Learning Plan Outcomes, Self-Assessment Tool and Professional Development Portfolio as evidence of the member's commitment to the principles of the Continuing Competence Program.

Bylaw XVI – Standards

Section 1. SDA Code of Ethics

Every Member shall comply with the “SDA Code of Ethics May 2005.”

Section 2. Professional Standards

Every Member shall comply with the Professional Standards for Dietitians in Canada (2000).

SASKATCHEWAN DIETITIANS ASSOCIATION

CODE OF ETHICS FOR REGISTERED DIETITIANS

May 5, 2005

The Saskatchewan Dietitians Association supports and promotes the highest standards of professional practice. The Registered Dietitian accepts the obligation to protect clients, the public, and the profession by upholding this Code of Ethics.

This Code of Ethics for Registered Dietitians is a statement of the ethical commitments of dietitians to those they serve. It has been developed by dietitians for dietitians. It outlines the numerous roles played by dietitians and the ethical standards by which dietitians are to conduct their practice. It gives guidance for decision-making, serves as a means of self-evaluation, and provides a basis for feedback and peer review. This code outlines what Registered Dietitians must know about their ethical responsibilities, informs other health care professionals and the public about the ethical commitments of dietitians, and fulfills the responsibilities of a self-regulating profession.

Glossary

“Client” means an individual, family and/or substitute decision-maker, group, agency, employer, employee, organization, or community who is a potential or actual recipient of the dietitian's expertise. The client is unique and diverse in needs, culture, motivations, resources, religion, and perception of wellness. If there is a conflict between responsibility to a client or an employer, the dietitian's responsibility is to the client.

“Registered Dietitian/Dietitian” means a person who is registered as a dietitian under The Dietitians Act (2002). This also includes those persons registered as restricted or temporary members under the Act. The term “Dietitian” has been used throughout this document.

“Standards of Practice” means Professional Standards for Dietitians in Canada (Dietitians of Canada 2000).

Dietitians' Values Defined

Ethical Conduct

Dietitians establish and maintain a unique relationship with each client that is based on an ethical covenant. The word "covenant" means that dietitians have moral obligations in return for the trust given them by society.

Client Centered Provision of Care

Dietitians value the ability to provide client centered care that allows them to honor the individual needs, values, and dignity of the client.

Confidentiality and Transparency

Dietitians safeguard information learned in the context of a professional relationship and ensure it is shared outside the health care team only with the person's informed consent, or as may be legally required, or where the failure to disclose would cause significant harm.

Collaboration

Dietitians work cooperatively and collaboratively as part of a professional team in the best interests of the client.

Choice

Dietitians respect the client's right to informed consent and voluntary choice in treatment decisions.

Professional Conduct

Dietitians ensure high quality provision of care through self-evaluation of personal competence. They are accountable for their practice, and act according to the ethical principles and standards of the profession.

Accountability to the Profession

Dietitians participate in professional activities to advance the development of new knowledge, to mentor, support and advocate for students and colleagues, and to assist in the improvement and regulation of the profession.

Role and Responsibility Statements

1.0 Dietitian as Direct Care Provider

- 1.1 Dietitians shall place the individual client's best interests as their primary professional obligation.
- 1.2 Dietitians shall obtain consent for any service, and shall:

- 1.2.1 Provide the client with a complete and objective explanation of the nature and scope of the problem, which in the dietitian's opinion, emerges from all the facts that have been brought to her or his attention;
- 1.2.2 Inform the client of the scope of the recommended services, and of any reasonable alternative services
- 1.2.3 Provide accurate information about the expected benefits and the risks of the recommended services and of the alternatives.
- 1.3 The dietitian should take all reasonable steps to ensure that consent is not given under conditions of coercion or undue pressure.
- 1.4 When a person lacks decisional capacity, dietitians must obtain consent for nutritional care from a substitute decision maker, subject to the laws in their jurisdiction.
- 1.5 Dietitians should endeavour to ensure that the substitute decision maker honours the individual's previously expressed wishes concerning treatment or, when these are unknown, acts in the individual's best interests.
- 1.6 Dietitians must remain sensitive to their position of relative power in professional relationships with individuals. They must not take physical, emotional or financial advantage of those individuals entrusted to their care. Dietitians must avoid other forms of abuse.
- 1.7 The dietitian must respect the right of individuals to refuse treatment or withdraw consent for care at any time, or to request a second opinion. The dietitian should be sensitive to nonverbal indications of a desire to discontinue and seek confirmation from the individual or substitute decision maker.
- 1.8 When discussing treatment options the dietitian should interpret controversial information without personal bias, recognizing that legitimate differences of professional opinion exist.
- 1.9 The dietitian should take all reasonable steps to ensure that the individual understands the information provided, and that the individual's questions have been answered. This is especially important when ethno-cultural or literacy issues apply.
- 1.10 The dietitian shall inform the individual of all fees for service and available methods of payment prior to providing the service.
- 1.11 Where a client's interests so require, the dietitian shall consult a colleague, a member of another professional association, or any other qualified person, or shall refer the client to one of those persons.
- 1.12 The dietitian provides professional services in response to the needs of the client regardless of ancestry, nationality, ethnic background, religion, age, gender, social and marital status, sexual orientation, political beliefs, or physical or mental disability.
- 1.13 The dietitian shall respect and protect the individual's right to physical modesty and psychological privacy.
- 1.14 The dietitian should continue to provide services until they are no longer needed; the patient requests discontinuation, another qualified dietitian has assumed responsibility for the patient; or the patient has been given adequate notice.

- 1.15 Dietitians who are on strike must take appropriate steps to protect the safety of clients once the union has approved the provision of an essential service.
- 1.16 The dietitian shall respect the confidentiality of information obtained in the practice of her or his profession.
- 1.17 The dietitian may divulge confidential information only when the individual consents to disclosure, when disclosure is required or permitted by law, or when disclosure is necessary to protect an incompetent client from harm. The extent of the disclosure should be limited in order to provide as much protection as possible to the individual's privacy.
- 1.18 The dietitian shall respect the client's right to consult her or his nutrition record and to obtain a copy thereof.

2.0 Dietitian as a Health Care Professional

- 2.1 The dietitian practices dietetics based on scientific principles and current information in the field of dietetics.
- 2.2 The dietitian assumes responsibility and accountability for personal competence in practice. She or he has an obligation to acquire new skills and knowledge in the areas of practice on a continuing basis to ensure safe, competent, and ethical dietetic practice.
- 2.3 The dietitian practices within her or his own level of competence. She or he seeks additional information or knowledge, or makes referrals as appropriate when the situation is beyond her or his level of competence.
- 2.4. Where the dietitian is called upon to collaborate with a colleague, she or he shall maintain her or his professional independence. If the task assigned is contrary to the standards of practice for dietetics, she or he should decline to act.
- 2.5 The dietitian shall avoid misleading statements, omissions, or false entries in any records relating to her or his practice.
- 2.6 The dietitian shall permit her or his name to be used for the purpose of verifying that dietetic services have been rendered only if she or he provided or supervised the provision of those services.
- 2.7 The dietitian shall withdraw from professional practice whenever circumstances exist that might impair her or his judgment and prevent the dietitian from practicing safely and without harm to her or his clients.
- 2.8 The dietitian accepts the obligation to protect clients, the public, and the profession by upholding this Code of Ethics and the profession's standards of practice. A dietitian shall report alleged violations of the Code of Ethics or the standards of practice to the appropriate provincial regulatory body for further investigation and resolution.
- 2.9 The dietitian upholds her or his responsibility to society by bringing forward concerns about unsafe practice or unethical conduct by other health care professionals to their appropriate regulatory body.
- 2.10 When called upon to do so, the dietitian provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards or scholarships. The dietitian makes all reasonable effort to avoid bias in any kind of professional evaluation of others.

- 2.11 The dietitian assists the profession in improving its standards and values by identifying issues that are relevant to the provision of safe, effective and ethical nutritional care.
- 2.12 The dietitian shall assist in maintaining the integrity of the profession and shall refrain from any act derogatory to the dignity of the profession.

3.0 Dietitian as Employee

- 3.1 When seeking employment the dietitian accurately represents her or his qualifications and experience.
- 3.2 The dietitian should accept only those responsibilities which she or he is competent to perform. If asked to assume responsibilities beyond her or his present level of competence, the dietitian shall be willing to obtain further training prior to assuming these responsibilities.
- 3.3 The dietitian should only enter into agreements or contracts which allow her or him to act in accordance with this Code of Ethics and the profession's standards of practice.
- 3.4 The dietitian shall give priority to the needs of the individual receiving nutritional care. The dietitian should also consider the philosophy and policies of the employer and explore solutions to meet the needs of both the clients and the employer.
- 3.5 The dietitian should encourage and collaborate with her or his employer to develop and update policies and standards in order to improve the quality of service provided.

4.0 Dietitian as Teacher

- 4.1 When called upon to do so, the dietitian shares her or his dietetic knowledge with colleagues and, to the best of her or his abilities, provides mentorship and guidance for the professional development of students of dietetics.
- 4.2 The dietitian shall assume overall responsibility for the professional activities of students, interns, and trainee, and assigns tasks appropriate to their current level of competence. She or he should ensure that the client understands the status of a student, trainee or intern.
- 4.3 The dietitian should assist in the development of those who enter the discipline of dietetics by helping them to acquire a full understanding of the ethics, responsibilities and needed competencies of their chosen area(s).

5.0 Dietitian as Member of Health Care Team

- 5.1 When providing services as part of a health care team, the dietitian shall show respect for its members, recognize their expertise, share information and plan collaboratively to provide quality service to the client.
- 5.2 The dietitian should ensure that her/his action plan is consistent with the overall plan of the team, or should advocate on the client's behalf.

6.0 Dietitian as Researcher

- 6.1 The dietitian should participate in ethical and high quality research to expand the development of dietetic knowledge and practice.

- 6.2 Dietitians who conduct or assist in the conduct of research must observe established dietetic research ethics guidelines that are consistent with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans and animals.

7.0 Dietitian as Business Person

- 7.1 The dietitian shall charge fair and reasonable fees, proportionate to the services rendered.
- 7.2 The dietitian shall not engage in or allow the use of, by any means whatsoever, advertising that is false, incomplete, or liable to mislead the public.
- 7.3 The dietitian should avoid real or perceived conflict of interest in which her or his professional judgment could be compromised. When circumstances make it impossible to avoid a conflict of interest it shall be disclosed to the client.
- 7.4 The dietitian shall not sell or promote any product, or act as an agent for the sale or promotion of any product, in such a manner as to mislead or create a false impression.

The Saskatchewan Dietitians Association acknowledges the College of Dietitians of Manitoba for the development of this code.