Denturist Society of Saskatchewan

Administrative Bylaws

Approved by DSS Council – April 13, 2026

Denturist Society of Saskatchewan
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Title

1 These bylaws may be cited as *The Denturists Administrative Bylaws, 2025*.

Definitions

2 In these bylaws:

(a) "Act" means *The Dental Disciplines Act*;

(b) "council" means the council of the society;

(c) "registrant" means a person registered as a member of the society;

(d) "society" means the Denturist Society of Saskatchewan continued pursuant to subsection 3(3) of the Act.

SOCIETY

Seal

3 The seal of the society is the seal whose imprint is affixed to these bylaws as Appendix A.

Execution of documents

4 The president and the treasurer shall execute documents on behalf of the society and seal them with the society's seal.

Banking

5 The council shall, by resolution, designate the banks or credit unions with which the banking business of the society shall be transacted.

Fiscal year

6 The fiscal year of the society commences on July 1 in one year and ends on June 30 in the following year.

Meetings

7(1) The time and place of the society's annual meeting is as may be determined by resolution at a previous annual meeting or, failing such resolution, as may be determined by the council.

(2) The society shall cause notice of any meeting of the society to be given to all registrants who are entitled to attend by regular mail or email to the address in the records of the society no less than 14 days prior to the date of the meeting.

(3) A notice of any special meeting shall state the business to be considered at the meeting.

(4) The quorum for a meeting of the society is the number of registrants present.

(5) At a meeting of the society every question shall be determined by a majority of the votes cast.

Number and term of office

8(1) For the purposes of clause 8(2)(a) of the Act, the council consists of five persons appointed by the council in accordance with these bylaws, including persons to hold the following offices:

(a) president;

(b) first vice-president;

(c) second vice-president;

(d) secretary; and

(e) treasurer.

(2) Each member of council appointed pursuant to this section holds office for two years and until their successor is appointed.

(3) Members of council elected pursuant to the Society's former administrative bylaws continue to hold office until the expiration of the term of office for which they were elected.

Eligibility for appointment and to hold office

9(1) Subject to subsection (2), the following persons are eligible to be appointed to hold or to continue to hold office on the council:

(a) registrants who are in good standing;

(b) persons with knowledge and skill relevant to the needs of council.

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

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

(b) a person who holds an equivalent governance position with an employer of registrants or a union representing registrants;

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

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

(3) For the purposes of subsection (1), "good standing" means a registrant who owes no money to the Society, has no outstanding complaints, and is in compliance with any discipline orders or agreements or undertakings provided to the Society.

Process for appointment

10 Council shall provide at least 60 days' notice to registrants of a vacancy arising on council and invite applications from interested persons who wish to be considered for appointment.

Meetings

11(1) The quorum for the transaction of business at any meeting of the council is a majority of the members of the council, at least one of whom is a public representative appointed pursuant to section 9 of the Act.

(2) Subject to subsection (3), the powers of the council may be exercised by resolution passed:

(a) at a meeting at which a quorum is present; or

(b) by email approved by a majority of the council members entitled to vote on that resolution at a meeting of the council, and confirmed by resolution at the next meeting of council.

(3) A member of the council may participate in a meeting of the council by means of telephone or other communication facilities that permit all persons participating in the meeting to hear each other, and a member of the council participating in such a meeting by such means is deemed to be present at the meeting.

(4) Meetings of the council shall be held at the place and time determined by the council or, if council has not done so, as the president may determine.

(5) Subject to subsection (6), notice of the time and place of each meeting shall be given to each member of the council not less than 48 hours before the time when the meeting is to be held.

(6) The council may, by resolution, appoint a day or days in any month for regular meetings of the council at a place and hour to be named and, if such a resolution is adopted, no further notice of regular meetings is required.

(7) The president shall chair the meetings of the council or, in the absence of the president, the vice president shall act as chair.

(8) At all meetings of the council every question shall be decided by a majority of the votes cast.

(9) A member of the council who is a party to or who is an officer of or has a material interest in any entity that is a party to a material contract with the society or who will be affected by the subject matter before the council to a greater extent than other members of the society shall:

(a) disclose the nature and extent of their interest or conflict at the time;

(b) leave the meeting while the matter is discussed and voted on by the council.

Remuneration and expenses

12 The members of council are entitled to be paid honoraria and expenses in accordance with the policy adopted by council from time to time.

COMMITTEES

Quality assurance committee

13(1) The quality assurance committee is established consisting of a member of council who is appointed by council as chair, the registrar and at least three other practising registrants appointed by council.

(2) Members of the professional conduct committee and discipline committee are not eligible to serve on the quality assurance committee.

(3) To promote and maintain the competence and proficiency of the registrants of the society, the quality assurance committee shall make recommendations to council with respect to the following matters:

(a) in relation to continuing education:

(i) approving and assigning credits for all forms of continuing education;

(ii) prescribing the minimum number of continuing education credits a registrant must obtain;

(iii) establishing any fees to be paid by registrants for continuing education programs offered by the society;

(iv) establishing protocols for registrants to report continuing education credits to the society;

(b) establishing standards for proper and adequate patient record-keeping;

(c) establishing guidelines for the inspection of the premises of all registrants with respect to:

(i) infection control;

(ii) advertising standards;

(iii) patient record keeping;

(d) establishing protocols to be followed in the event of an emergency such as a pandemic.

FEES

Prescribed

14 The fees that may be charged by the society are those as set out in Appendix B.

Reduction or waiver

15 The council may, by resolution, pro-rate, waive or reduce the amount of any applicable fees where in the opinion of the council circumstances or facts exist that in keeping with principles of fairness and reasonableness, consistently applied, justify doing so.

Procedure at meetings

16 The procedures at meetings of the society and the council are governed by the procedures contained in Appendix C.

Insurance

17 The society may purchase and maintain such insurance for the benefit of the members of the council, committee members, and officers as the council may from time to time determine.

Notices

18 Any notice or other document that is required to served pursuant to the Act or these bylaws may be delivered by any means of prepaid transmitted or recorded communication including facsimile transmission or email and is deemed to have been given when sent.

Repeal

19 All former administrative bylaws of the society are repealed.

Coming into force

20 In accordance with subsection 14(4) of the Act, these bylaws come into force on the day that they are passed by council.

Appendix A

Seal

Appendix B

Fees

Application Fee	$500.00 +GST
Annual Licence Fees:	
Practising	$3,200.00+GST
Intern	$200.00+GST
Late Fee	$500.00+GST
Malpractice Insurance	$185.00+PST
Non-practising Fee	$200.00+GST

Appendix C

Procedures at Meetings

Parliamentary Authority
The current edition of Roberts Rules of Order Newly Revised governs the society in all procedural matters not otherwise covered by *The Dental Disciplines Act*, the society's Bylaws, or these Procedures.

Voting Eligibility
Each registrant of the society is entitled to one vote at a meeting of the society. Only those voting registrants present at a meeting held in person and in possession of the designated "voting" identification card are eligible to vote.

If the meeting is held virtually, in whole or in part, eligible voting registrants are provided with the necessary links and passwords to allow them to participate. Those who log into a meeting virtually are considered to be in attendance and able to vote.

Scrutineers
In the case of a meeting that is held in person, in whole or in part, scrutineers shall be appointed at the commencement of the meeting. If there are individuals present who do not have the right to vote, they should be encouraged to volunteer as scrutineers. Scrutineers are not required for all or part of a meeting that is held virtually.

Presiding Officer
The Chair does not participate in the debate on any issue.

Rules of Debate
The Chair shall exercise the responsibility of the Chair to limit the debate.

Consideration of any item of business, whether introduced by motion or resolution shall be limited to 30 minutes.

Each speaker may speak for a maximum of two minutes.

The Chair shall warn the registrants present at the meeting that the question will be called within the next five minutes.

Debate may be extended by a majority vote of the assembly.

Speakers
In the case of a meeting that is held in person, in whole or in part, speakers shall stand at a microphone set up for that purpose and wait to be recognized by the Chair. The Chair will recognize speakers in the order in which they stand behind the microphones.

In the case of a meeting that is held virtually, in whole or in part, registrants who wish to speak shall indicate their wish in accordance with the process available on the meeting platform and the Chair will call on speakers in the order in which they have indicated their wish to speak.

In any meeting, when recognized, speakers shall state their name and place of residence and shall address the Chair.

Motions

Motions must be made by a registrant and seconded by a registrant. To ensure accuracy, motions must be submitted in writing and signed by the mover and seconder. In the case of a virtual meeting, motions submitted electronically are considered to be motions in writing and the mover and seconder shall provide their names and registration numbers indicating that they wish to be the mover or seconder of the motion.

Each person except the mover of a motion may speak once to each motion. The mover of a motion may speak twice, to move the motion and to close debate.

In making the motion, the mover shall identify the seconder of the motion, then continue to speak to the rationale and/or reasons for proposing this motion.

At the request and on the invitation of the Chair, the mover may correct misconceptions or offer explanation. This will not be considered speaking for the second time or closing debate.

The seconder shall speak immediately following the mover in order to formally second the motion and speak in support of it.

New speakers to a motion take precedence over those who have already spoken.

Amendments

Amendments must be introduced by motion, in accordance with the rules for motions set out above and be voted on before the main motion is put to a vote.

The mover of an amendment may speak only at the time of proposing the amendment.

No more than two amendments may be on the floor at the same time.

Resolutions and Motions

Resolutions and motions shall be decided by the majority of votes cast, ignoring abstentions. Because abstentions are not “votes” they are not counted in the total votes cast. Therefore, the practical effect of an abstention is an indication of support for the prevailing side on the vote. While it is the duty of registrant s who have an opinion on the question to express it by their vote, persons cannot be compelled to vote.

Abstentions shall not be counted or recorded because they are not included in the vote count. However, in a conflict of interest situation, the name of the registrant who abstained shall be recorded at the registrant’s request.

Voting Procedure

In the case of a meeting that is held in person, in whole or in part, the meeting room will be divided into voting sections. One scrutineer shall be assigned to count the votes in each of the voting sections. Registrants shall vote by show of hands, using the voter identification card. In a situation where the Chair cannot clearly determine a majority, the Chair shall call for the scrutineers to count and request the registrant s to vote again.

In the case of a meeting that is held virtually, in whole or in part, voting will be administered through an electronic process that can be validated and that will only permit each virtual attendee to vote once in respect of each motion.