

November 13, 2025

**REGULATORY COLLEGE OF AUDIOLOGISTS
AND SPEECH-LANGUAGE PATHOLOGISTS
OF NEW BRUNSWICK**

BYLAWS

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**REGULATORY COLLEGE OF AUDIOLOGISTS AND
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BYLAWS

INTERPRETATION AND DEFINITIONS

BYLAW NO. 1 – INTERPRETATION

Definitions

1.01 In these bylaws and in any rules made by the Council, unless the context otherwise requires:

“Act” means the *Audiology and Speech-Language Pathology Act*;

“College” means the Regulatory College of Audiologists and Speech-Language Pathologists of New Brunswick;

“Council” means the Council of the College constituted under section 4 of the Act;

“Approved Education Program” means a graduate program in audiology or speech-language pathology that is accredited by the Council for Accreditation of Canadian University Programs in Audiology and Speech-Language Pathology (CACUP-ASLP) or recognized as equivalent by the Registration and Competence Committee at its discretion.

“good standing” means a registrant:

- (a) whose rights as a registrant of the College are not under suspension, either as a consequence of disciplinary proceedings or otherwise;
- (b) who is not subject to ongoing complaints or disciplinary proceedings; and
- (c) who maintains the qualifications and standards required for continued registration;

“patient” or “client” means a recipient of the services of an audiologist or a speech-language pathologist;

“prescribed” means prescribed by bylaws or rules made by the Council;

“registrant” means an audiologist or a speech-language pathologist and any person whose name is entered in the temporary register or any of the rosters established and maintained pursuant to the Act, the bylaws and the rules; and

“rule” means a rule made by the Council pursuant to section 6 of the Act.

Words Importing

1.02 Any words importing the singular number shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neutral genders and vice versa wherever the context so requires.

Meaning

1.03 Any words used in these bylaws or in the rules which are defined in the Act shall have the meaning set out in the Act.

THE COLLEGE

BYLAW NO. 2 – COLLEGE

Head Office

2.01 The head office of the College shall be at such place in New Brunswick as may be determined by the Council from time to time. All notifications, notices, correspondence and any other directions shall be made to the College or the Council at the head office.

Fiscal Year

2.02 The fiscal year of the College shall terminate on the 31st day of December in each year, which date may be changed from time to time by resolution of the Council.

Seal

2.03 The corporate seal of the College shall be in such form as the Council may approve from time to time.

Registrar

2.04 The Registrar is an appointed officer of the College and may attend meetings of the Council as a non-voting member. The Registrar may attend meetings of committees as a non-voting member.

2.05 The Registrar shall:

- (a) issue a certificate of registration to registrants in such form or forms, including electronic form, as the Council may approve by rules, to such persons who have met the requirements of the Act, the bylaws and the rules;
- (b) issue annually a renewal of registration in such form or forms as the Council may approve by resolution, to such persons who have met the requirements of the Act, the bylaws and the rules;

- (c) perform all duties and exercise all powers assigned to the Registrar in the Act, the bylaws and the rules, and perform such other duties and exercise such other powers as may be directed from time to time by the Council;
- (d) deliver to their successor in office all books, papers and other property of the College and the Council; and
- (e) act as a signing officer.

2.06 The Registrar may delegate their authority to the Deputy Registrar and may assign duties and tasks to the Deputy Registrar from time to time, except as limited by the Act.

2.07 The Registrar shall hold office during the pleasure of the Council.

Executive Director

2.08 The Council may appoint an Executive Director to carry out such duties as the Council may direct from time to time for the efficient management of the College and to be responsible for the business affairs of the College not otherwise committed to the Council or the officers. The Registrar shall carry out all the duties of the Executive Director until such time as a person is appointed to a separate Executive Director position by the Council.

BYLAW NO. 3 – COUNCIL OF THE COLLEGE

Council

3.01 The Council shall be composed of:

- (a) the Chairperson;
- (b) the Vice Chairperson;
- (c) at least one (1) councillor appointed by the Minister and nominated by the Council in accordance with the provisions of the Act and the bylaws; and
- (d) subject to the requirement in subsection 4(1) of the Act, there shall not be less than four (4) registrants who are councillors, and there shall be such number of councillors appointed by the Council as is necessary to bring the total number of councillors to a maximum of eight (8).

Terms

3.02 The term of office for the councillors set out in bylaws 3.01(a) to (d) shall be three (3) years, with re-appointments occurring January 1st of each year, provided that if the term of office of a councillor appointed by the Council is due to expire and a successor has not been appointed, the Council may, by resolution, extend the term of the incumbent councillor for a period of up to one (1) year or until a successor is appointed, whichever occurs first. The Council may establish staggered terms.

Executive Committee

- 3.03** Pursuant to subsections 4(5) and 4(6) of the Act, the Executive Committee shall consist of the Chairperson and the Vice Chairperson of the College and may, under the provisions of the Act, exercise any of the powers and privileges of the Council between meetings of the Council in circumstances where a meeting of the Council is not possible. All orders, determinations, resolutions and decisions of the Executive Committee shall be effective from the date made until the next Council meeting where such orders, determinations, resolutions and decisions shall be approved by the Council.

Appointment of Councillors and Officers

- 3.04** The members of the Executive Council of the New Brunswick Association of Speech-Language Pathologists and Audiologists in office when the Act came into force shall continue in office as councillors until their successors are appointed pursuant to the bylaws and the rules.
- 3.05** The method of nominating councillors and officers and the method of appointing councillors and officers shall be as set out in these bylaws, and in the absence of such bylaws, in accordance with the latest edition of *Robert's Rules of Order* except as otherwise set out in the bylaws.
- 3.06** The Chairperson and Vice Chairperson shall be appointed by the Council from among the members of the Council. The appointment of the Chairperson and the Vice Chairperson shall take place immediately following the appointment of any new councillors. If possible, the Chairperson and the Vice Chairperson must have served at least one (1) year on the Council prior to being appointed by the Council to act as the Chairperson or Vice Chairperson.
- 3.07** The Chairperson and the Vice Chairperson must be registrants of the College.
- 3.08** Bylaws 3.05 to 3.27 with respect to the terms of office and appointment of officers do not apply to the offices of the Registrar or Executive Director who are appointed by the Council pursuant to bylaw 2.04 and 2.08 and who hold office at the pleasure of the Council.
- 3.09** No person may be nominated for more than one officer position.
- 3.10** Prior to appointment to the Council, a registrant must complete and sign such confidentiality, conflict of interest and code of conduct form as may be required by the Council from time to time.

Nomination as an Officer or a Councillor

- 3.11** A Nominations Committee consisting of a Chairperson, three (3) registrants in good standing with the College, and one (1) member of the public shall be appointed by the Council.
- 3.12** A quorum of the Nominations Committee shall consist of the Chairperson and two (2) members of the Nominations Committee.

- 3.13** At least sixty (60) days prior to the expiration of a term of an officer or councillor, the Chairperson of the Council shall cause a call for applications for any positions which are expiring. The call for applications shall specify the date for the close of applications.
- 3.14** All applications for a councillor or an officer position shall be in such form as determined by the Council from time to time and shall be received by the Registrar and delivered to the Chairperson of the Nominations Committee.
- 3.15** The Nominations Committee may consider an application from a current officer or councillor for another term on the Council or for appointment to an officer position following the expiration of their current term.
- 3.16** The Nominations Committee shall consider all expressions of interest together with the eligibility criteria for councillor and officer positions as set out in the bylaws and any other such criteria as the Nominations Committee deems necessary from time to time. The Nominations Committee shall determine its own procedure with respect to determining nominations to be submitted to the Council.
- 3.17** The Nominations Committee shall, no later than thirty (30) days before the Council meeting at which the appointments of councillors are to be considered, submit to the Chairperson of the Council the names of the nominees who are recommended for appointment by the Nominations Committee.
- 3.18** The Council shall consider the recommendations by the Nominations Committee and shall appoint persons to fill a councillor or officer position.
- 3.19** If there are no expressions of interest received by the Nominations Committee or no one is nominated to fill a councillor or officer position, the Council may, by resolution, appoint a registrant who is eligible to be appointed to the Council or to fill an officer position.
- 3.20** All registrants of the College shall be notified by e-mail or other electronic means of any appointments to the Council or to an office of the College.

Eligibility

- 3.21** A person is eligible to hold an officer or councillor position with the College who meets the following criteria:
- (a) must be a practising registrant in good standing with the College;
 - (b) must not be a provisional, courtesy or non-practising registrant of the College;
 - (c) must be at least nineteen (19) years of age;
 - (d) must be fit to serve on the Council or must not be suffering from a disability or condition which would prevent them from fulfilling their duties as an officer or councillor;
 - (e) must be an individual and resident of New Brunswick;

- (f) must not have been convicted of a criminal offence or have been found liable in a civil case, subject to the discretion of the Council to waive this requirement;
- (g) must not be bankrupt or have been bankrupt in the past, subject to the discretion of the Council to waive this requirement;
- (h) must not be currently serving in another officer or councillor position at the time of assuming office, unless the term of that position will expire prior to the start of any new position;
- (i) must not be currently serving as a committee member or employee of the College, a professional association or labour union that represents the registrants of the College or the profession of audiology or speech-language pathology;
- (j) must not have any unresolved complaints or discipline proceedings against them; and
- (k) must execute such conflict of interest, confidentiality and code of conduct documents as are adopted by the Council from time to time.

3.22 The eligibility requirements set out in bylaw 3.21 apply to a councillor appointed pursuant to subsection 4(3) of the Act, except for bylaw 3.21(a).

3.23 All councillors must conduct themselves in accordance with the Council Code of Conduct as adopted by the Council from time to time.

Vacancy

3.24 If a vacancy occurs in any office for any reason, the Council shall fill the vacancy, and such person shall hold office for the remainder of their predecessor's term.

3.25 If a vacancy occurs on the Council for any reason such that the minimum number of councillors as required by the Act is no longer met, the Council shall fill the vacancy, and such person shall remain as a member of the Council for the remainder of their predecessors term.

3.26 Upon termination of office, all officers and councillors of the College shall promptly surrender all books, seals, monies, and other properties of the College to their successor or to any officer of the College and no later than thirty (30) days after their term of office has expired.

Termination or Removal of Officers and Councillors

3.27 An officer or councillor may be terminated or removed from their position in any of the following circumstances:

- (a) they no longer meet the eligibility requirements set out in bylaw 3.21;
- (b) they submit a written resignation to the Chairperson or the Registrar;

- (c) they are absent from three (3) meetings of the Council in any twelve (12) month period, which absences are in the opinion of the Council without just cause;
- (d) they resign as a registrant of the College, or such registration is otherwise terminated;
- (e) they become incapacitated or die during their term; or
- (f) they are removed either with or without cause by a resolution adopted by a two-thirds (2/3) majority vote of councillors, provided that:
 - (i) written notice of the intent to consider removal is given to all councillors and the officer or councillor in question at least ten (10) days in advance of the meeting;
 - (ii) the officer or councillor is given the opportunity to respond to the proposed removal, either in writing or by addressing the meeting prior to the vote;
 - (iii) at the same meeting, another qualified person may be appointed by the Council to replace the councillor who has been removed. The person so appointed shall hold office for the remainder of the existing term of the removed councillor; and
 - (iv) the meeting is held in accordance with the procedures set out in these bylaws regarding meetings of the Council.

Council Meetings

- 3.28** Meetings of the Council shall be held at least three (3) times yearly, at any time or place determined by the Chairperson.
- 3.29** Additional meetings of the Council shall be determined by the Chairperson or shall be held on the written request of two (2) members of the Council, at any time or place determined by the Chairperson, and in no case no later than thirty (30) days following receipt of such written request by the Chairperson. Any such meetings of the Council may be held, in whole or in part, by video, telephone or any electronic means approved by the Council.

Notice of Council Meetings

- 3.30** Subject to bylaws 3.31 and 3.32, notice of the time and place of the Council meetings shall be given to each councillor not less than ten (10) days before the date of such meeting and such notice may be mailed, delivered or sent by any electronic means approved by the Council.
- 3.31** Notwithstanding the foregoing, a meeting of the Council may be held at any time or place without formal notice if all councillors are present or have waived notice of the meeting.
- 3.32** Notwithstanding the foregoing, where a meeting of the Council is held, in whole or in part, by video, telephone or any electronic means, notice of the time and place of the meeting shall be on such terms and by such means as the Council deems appropriate. The minutes

of any action, decision, order or determination taken or made by a meeting held by telephone or other communication facilities shall be made part of the minutes of the Council, as the case may be.

Indemnity of Councillors and Officers

3.33 Every councillor, committee member, agent or officer of the College and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the College, from and against:

- (a) all costs, charges and expenses whatsoever which such councillor, committee member, agent or officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against them, for or in respect of any act, deed, matters or things whatsoever made, done or permitted by them, in or about the execution of the duties of their office; and
- (b) all other costs, charges and expenses which they sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default.

BYLAW NO. 4 – DUTIES OF OFFICERS

Chairperson

4.01 The Chairperson shall:

- (a) chair all meetings of the Executive Committee and the Council, or the Chairperson may appoint another person to act as Chairperson;
- (b) supervise the affairs of the College;
- (c) prepare or cause the preparation of the agendas of the Council meetings;
- (d) cause the preparation and taking of minutes at meetings of the Council;
- (e) act as a signing officer;
- (f) exercise general control and supervision over the business and affairs of the College and shall be the official representative of the College;
- (g) have a second casting vote in the event of a tie at any meeting at which they chair; and
- (h) perform such other duties as may be delegated to them under the bylaws, the rules, or by the Council for the efficient management of the College.

Vice Chairperson

4.02 The Vice Chairperson shall:

- (a) assume the duties of the Chairperson in the Chairperson's absence, inability or refusal to act;
- (b) act as a signing officer; and
- (c) perform such other duties as may be delegated to them under the bylaws, the rules, or by the Council for the efficient management of the College.

Voting at Meetings of Council or Committees

4.03 Unless otherwise provided by the Act, the bylaws or the rules, voting on any question at any meeting of the Council or any committee shall be determined by the majority of votes.

4.04 Voting at all meetings of the Council, the committees or the Executive Committee may be by e-mail or any electronic means approved by the Council. The vote of the majority of voting persons, in person, by video, telephone or other electronic means shall be the act of the Council, the committees or the Executive Committee at such a meeting and shall be subject to such rules as the Council may make from time to time with respect to the method of voting at such meetings.

4.05 In the event of a tie vote, the Chairperson shall have a second casting vote.

Procedure

4.06 Subject to the bylaws and the rules, the procedure at meetings of any committees of the College and the Council shall be governed by the latest edition of *Robert's Rules of Order*.

4.07 At any meeting, at the discretion of the Chairperson, the rules of order may be suspended to facilitate discussion.

BYLAW NO. 5 – COMMITTEES

Committees of the College

5.01 The Council shall maintain the following standing committees:

- (a) Complaints Committee;
- (b) Discipline Committee; and
- (c) Executive Committee.

- 5.02** The Chairperson of the Complaints Committee and the Chairperson of the Discipline Committee, and the members thereof, shall be appointed by the Council in accordance with the provisions of the Act and the bylaws with respect to such committee.
- 5.03** The Council shall establish, maintain and appoint such other committees as it from time to time deems necessary or expedient.
- 5.04** Unless otherwise expressly provided, the Council may fill any vacancy on any committee, and any person appointed to fill such a vacancy shall hold office until their successor is appointed.
- 5.05** Except as otherwise expressly provided, the Council may from time to time appoint an additional member or members to any committee.

REGISTRATION

BYLAW NO. 6 – REGISTRATION

Categories of Registration

- 6.01** There shall be the following four (4) categories of registration in the College:
 - (a) practising registrants,
 - (b) non-practising registrants,
 - (c) provisional registrants, and
 - (d) courtesy registrants.

Practising Registrants

- 6.02** Practising registrants shall be those persons whose names are entered in the register, who have complied with the requirements of the Act, the bylaws and the rules, have paid all required fees and filed such completed forms as required by the Council from time to time.
- 6.03** Practising registrants shall be entitled, subject to the bylaws and the rules:
 - (a) to practise audiology or speech-language pathology, as applicable, in New Brunswick;
 - (b) to use the protected titles of their profession;
 - (c) to receive copies of any publications issued by the College;
 - (d) upon appointment, to hold office in the College;

- (e) upon appointment, to serve on committees of the College; and
- (f) to full registration rights.

6.04 All new applicants for registration shall provide all information as set out in the rules and required in such forms, as are approved by the Council from time to time, and shall comply with such requirements as may be prescribed and shall:

- (a) submit proof of completion of a degree in audiology or speech-language pathology from an Approved Education Program;
- (b) submit proof of professional liability insurance in the amount of \$2,000,000;
- (c) submit a completed application for Registration in the form approved by the Council;
- (d) provide a current (within the last 60 days) copy of an enhanced police information check;
- (e) submit proof of successful completion of examinations and such other requirements as may be set out in the rules; and
- (f) pay all required application, registration and admission fees.

6.05 A non-practising registrant may apply to become a practising registrant and must comply with the bylaws and the rules for application for registration as a practising registrant.

6.06 Practising registrations shall be renewed annually in accordance with the bylaws and the rules and applicants for renewal of registration shall file with the Registrar a completed renewal application in such form as the Council may approve from time to time and provide such additional information as the Registrar may reasonably require.

6.07 All applicants for registration or renewal of registration shall provide proof of compliance with the Act, the bylaws and the rules respecting the maintenance of professional liability insurance and the Quality Assurance Program set forth in the rules.

Non-Practising Registrants

6.08 Non-practising registrants shall be those persons who are former registrants or are persons eligible for registration in the College, whose names are entered in the non-practising registrant roster, who have complied with the requirement of the Act, the bylaws and the rules and have paid all required fees.

6.09 Non-practising registrants shall be entitled to receive notice of and receive copies of any publications issued by the College.

6.10 Non-practising registrants are entitled to use the protected titles of their profession followed by "Non-Practising".

- 6.11 Non-practising registration shall be renewed annually in accordance with the bylaws and the rules.

Provisional Registrants

- 6.12 Provisional registrants shall be those persons whose names are entered in the temporary register, who have complied with the requirements of the Act, the bylaws and the rules and have paid all required fees. Provisional registration is a temporary and transitional registration to allow a person to practise audiology or speech-language pathology while completing the requirements to become registered as a practising registrant.
- 6.13 The practice of provisional registrants shall be subject to such requirements, conditions and limitations as are set out in the rules.
- 6.14 With respect to rights in the College, other than the right to practise as set out in the Act, the bylaws and the rules, provisional registrants shall be entitled to receive notice of and receive copies of any publications issued by the College.
- 6.15 Registration in the provisional register shall be issued and renewed at such intervals and subject to such conditions, limitations and restrictions as may be set out in the rules.

Courtesy Registrants

- 6.16 Courtesy registrants shall be those persons whose names are entered in the roster of courtesy registrants, who have complied with the requirements of the Act, the bylaws and the rules, have paid all required fees and filed such completed forms as required by the Council from time to time.
- 6.17 Courtesy registration may be granted in the following categories:
- (a) **Cross-Provincial Practice Registration** – may be granted to applicants who are currently registered to practise audiology or speech-language pathology in Ontario, Alberta, Manitoba, or Saskatchewan, who intend to engage in cross-jurisdictional practice in New Brunswick, who have complied with the bylaws and the rules and who have paid all required fees;
 - (b) **Visiting Clinician Registration** – may be granted to applicants who are currently registered to practise audiology or speech-language pathology in another province, who intend to practise audiology or speech-language pathology in New Brunswick for no more than three (3) months in any twelve (12) month period, who comply with the bylaws and the rules and who have paid all required fees;
 - (c) **General Courtesy Registration** – may be granted to applicants who intend to practise audiology or speech-language pathology in New Brunswick for a specific and limited purpose approved by the Registrar and who comply with the bylaws and the rules; and
 - (d) **Temporary Emergency Registration** – despite other provisions in the bylaws or the rules, in the event of a state of emergency, including, but not limited to, a pandemic or such other extraordinary event as may, in the Council's opinion,

cause there to be an insufficient number of registrants to provide the care necessary to the public, the Council may direct the Registrar to issue temporary licences to applicants subject to such conditions or restrictions as the Council considers necessary in the circumstances.

- 6.18** Courtesy registrants shall be entitled, subject to the bylaws and the rules:
- (a) to practise audiology or speech-language pathology, as applicable, in New Brunswick for the purposes for which their registration is granted;
 - (b) to use the protected titles of their profession; and
 - (c) to receive copies of any publications issued by the College.
- 6.19** Courtesy registrants shall have no rights except as otherwise provided herein and shall not be eligible for nomination to any office of the College.
- 6.20** Registration in the roster of courtesy registrants may be issued or renewed at such intervals and subject to such conditions, limitations and restrictions as may be set out in the rules.

Resignation

- 6.21** A registrant may resign in good standing by a resignation submitted in writing to the Registrar provided that all indebtedness of the registrant to the College has been paid in full.
- 6.22** All certificates of registration and all renewals of registration, in such forms as the Council may approve, shall be and remain the property of the College and shall be returned to the College immediately upon demand by the Registrar.

Readmission

- 6.23** A former registrant who is not indebted to the College may apply for readmission to registration within ninety (90) days of the date their registration expired or they have resigned and may be granted readmission upon compliance with the requirements of the bylaws and the rules and have paid all required fees.
- 6.24** A former registrant who is not indebted to the College may apply for readmission to registration more than ninety (90) days from the date their registration expired or they have resigned and may be granted readmission upon compliance with the requirements for registration in the category for which they have applied, upon compliance with any additional requirements of the rules for readmission and upon payment of all required fees.

BYLAW NO. 7 – FEES

- 7.01** Annual registration fees for registrants shall be in such amounts as may from time to time be determined by a resolution of the Council.
- 7.02** The Council may from time to time determine all other fees, dues and assessments for all other matters including annual fees for other categories of registration and initial admission or registration fees, late filing fees, readmission fees, examination fees and administrative fees of any kind payable by any category of registration by an ordinary resolution of the Council.
- 7.03** All annual fees are due on December 1st in each year, and the Registrar shall send, or cause to be sent, an overdue notice to any registrant failing to pay their fees by that date.
- 7.04** On or before October 1st of each year, the Registrar shall send, or cause to be sent, by mail, electronic communication or otherwise, to each person liable to pay an annual fee, a notice with respect to such fees.
- 7.05** If the registration fees and a completed renewal application in such form as may be determined by the Council from time to time are not received by the Registrar on or before December 1st in any year from a registrant, the Registrar shall not consider any renewal application until such time as the applicant has paid such late filing fees, if applicable, as may be determined by the Council from time to time.
- 7.06** If a registrant has not filed the required renewal application together with the applicable annual fee by December 31st in any year, together with all late filing fees due, the name of the registrant shall be removed from the register or the roster and the Registrar shall forthwith send a notice to the registrant and the registrant's employer, if known, notifying them that the registrant is no longer entitled to practise audiology or speech-language pathology or to hold themselves out as such.
- 7.07** Subject to a resignation in bylaw 6.21, registration in the College shall expire on December 31st in each year unless renewed prior to that date and each person whose registration has expired shall enjoy none of the rights and privileges of a registrant.
- 7.08** Until the conditions of bylaws 7.05 and any other requirements for readmission set out in the rules have been met, the registrant cannot be considered for renewal.

BYLAW NO. 8 – CONDUCT OF REGISTRANTS

- 8.01** The Code of Ethics approved by the Council from time to time are incorporated herein as bylaws by reference and hereafter referred to as the College's Code of Ethics.
- 8.02** In the case of conflict between the College's Code of Ethics and the other provisions of the bylaws, the other provisions of the bylaws shall have precedence.
- 8.03** No registrant shall act or practise or permit anything to be done on their behalf contrary to the College's Code of Ethics.

8.04 When any registrant,

- (a) fails to do anything required by the College's Code of Ethics;
- (b) does anything or permit anything to be done which is not permitted by the College's Code of Ethics; or
- (c) breaches any provision of the College's Code of Ethics; or any combination thereof;

the Registrar shall upon becoming aware of such conduct immediately complete, sign and deliver a complaint with respect to the registrant to the Complaints Committee.

COMPLAINTS AND DISCIPLINE

BYLAW NO. 9 – COMPLAINTS COMMITTEE

Composition of Complaints Committee

9.01 The Complaints Committee shall be composed of:

- (a) at least three (3) practising registrants in good standing with the College appointed by the Council, of which one must be an audiologist, and one must be a speech-language pathologist;
- (b) at least one (1) person who is not a registrant of the College appointed by the Council to represent the public;

and none of whom shall be councillors of the College or members of the Discipline Committee.

9.02 The practising registrant members of the Complaints Committee shall have at least two (2) years experience as an audiologist or a speech-language pathologist.

Term of Complaints Committee

9.03 The Council shall appoint the members of the Complaints Committee, including the Chairperson and Vice Chairperson, for renewable terms of three (3) years.

9.04 The Council shall appoint the Chairperson of the Committee and a Vice Chairperson to serve in the place of the Chairperson in the event of the Chairperson's absence or inability to act at any time. Both the Chairperson and Vice Chairperson shall be practising registrants in good standing with the College.

9.05 If a member of the Complaints Committee who has participated in the consideration of an ongoing complaint becomes unavailable for any reason to complete the process or participate in the decision before a decision or referral has been made, the remaining

member or members of the panel may complete consideration of the complaint and issue a decision.

- 9.06** If the term of a member of the Complaints Committee who has participated in the consideration of an ongoing complaint expires before a decision or referral has been made, the member's term will be deemed to continue but only for the purpose of participating in the decision or referral and for no other purpose.

Vacancy on Complaints Committee

- 9.07** In the event of a vacancy for any reason, or an inability of a committee member to participate at any time, the Council shall fill such vacancy forthwith for an ad hoc term or for a new three (3) year term, as the case may be.

Quorum of the Complaints Committee

- 9.08** A panel of two (2) members of the Complaints Committee shall constitute a quorum and shall act for, carry out and exercise all of the duties and powers of the Complaints Committee.

Complaint Processing

- 9.09** Upon receiving a complaint as defined in subsection 23(1) of the Act, the Chairperson of the Complaints Committee shall:
- (a) appoint panel of three (3) members of the Complaints Committee to consider the complaint composed of the Chairperson or the Vice Chairperson, one public member and one other member of the Complaints Committee who is a practising registrant;
 - (b) cause the Registrar to:
 - (i) notify the registrant in writing that a complaint has been received by the Complaints Committee and that the Complaints Committee will consider the Complaint;
 - (ii) forward a copy of the complaint and any reports, documents and evidence received respecting the complaint to the registrant;
 - (iii) request the registrant state their preferred language;
 - (iv) request and obtain such reports, documents and evidence in writing as the Chairperson considers necessary for the purpose of the Complaints Committee and prepare and deliver to the Complaints Committee such reports, documents and evidence in writing; and
 - (v) upon completion of such preliminary matters deemed necessary by the Chairperson or Registrar, set a date for the first meeting of the Complaints Committee and notify the registrant of the said date which notice shall be accompanied by copies of all reports, documents and evidence delivered

to the Complaints Committee under (iv) above and shall be given at least fourteen (14) days prior to the meeting.

Referral to Discipline Committee

- 9.10** After the Complaints Committee has made a determination under subsection 24.7(1) of the Act, the Complaints Committee shall forward to the Registrar, the registrant against whom the complaint has been made and the complainant a report of its determination, signed by the Chairperson of the Committee.
- 9.11** If the Complaints Committee has referred a complaint to the Discipline Committee, it shall submit or cause to be submitted to the Discipline Committee all reports, documents and evidence submitted to the Complaints Committee together with the report of the determination by the Complaints Committee.

BYLAW NO. 10 – DISCIPLINE COMMITTEE

Composition of Discipline Committee

10.01 The Discipline Committee shall be composed of:

- (a) a minimum of four (4) practising registrants in good standing with the College appointed by the Council of which at least two (2) must be audiologists and at least two (2) must be speech-language pathologists,
- (b) at least one (1) person who is not a registrant of the College appointed by the Council to represent the public,

and none of whom shall be councillors of the College or members of the Complaints Committee.

10.02 The practising registrant members of the Discipline Committee shall have at least three (3) years experience as an audiologist or a speech-language pathologist.

Term of Discipline Committee

10.03 The Council shall appoint the members of the Discipline Committee, including the Chairperson and the Vice Chairperson, for terms of three (3) years provided that two (2) members of the first Discipline Committee shall be appointed for initial terms of two (2) years and the Council may establish staggered terms.

10.04 The Vice Chairperson shall serve in place of the Chairperson in the event of their absence or inability to act at any time.

10.05 If a member of the Discipline Committee who has participated in the consideration of an ongoing complaint becomes unavailable for any reason to complete the process or participate in the decision before a decision or referral has been made, the remaining

member or members of the panel may complete consideration of the complaint and issue a decision.

- 10.06** If the term of a member of the Discipline Committee who has participated in the consideration of an ongoing complaint expires before a decision or referral has been made, the member's term will be deemed to continue but only for the purpose of participating in the decision or referral and for no other purpose.

Vacancy on Discipline Committee

- 10.07** In the event of a vacancy for any reason, or an inability of a committee member to participate at any time, the Council shall fill such vacancy forthwith for an ad hoc term or for a new three (3) year term, as the case may be.

Quorum of the Discipline Committee

- 10.08** Each three (3) member panel of the Discipline Committee shall constitute a quorum and shall act for, carry out and exercise all duties and powers of the Discipline Committee.

Complaint Processing

- 10.09** Upon receiving a complaint in writing referred by the Complaints Committee signed by the complainant, the Chairperson of the Discipline Committee shall:

- (a) appoint a panel of three (3) members of the Discipline Committee to consider and investigate the complaint. Each panel shall consist of the Chairperson or the Vice Chairperson, one (1) public member and one (1) other member of the Discipline Committee who is a registrant;
- (b) cause the Registrar to:
 - (i) notify the registrant in writing that a complaint has been received by the Discipline Committee and that an investigation is being conducted;
 - (ii) request and obtain such information, documents, evidence and things as the Chairperson considers necessary for the purposes of the Discipline Committee and prepare and deliver to the Discipline Committee such information, documents, evidence and things; and
 - (iii) upon completion of such preliminary matters deemed necessary by the Chairperson or Registrar, set a date for the first hearing of the Discipline Committee and notify the registrant of the said date in accordance with the provisions of paragraph 25(6)(a) of the Act.

- 10.10** When the Discipline Committee has made a determination, decision or order pursuant to subsection 25(8) of the Act, the Committee shall forward to the Registrar, the registrant against whom the complaint was made and the complainant a report of its determination, decision or order, signed by the members of the Discipline Committee concurring therein.

- 10.11** In the event that the Discipline Committee issues a reprimand, the reprimand shall remain in the file of the registrant for a minimum period of two (2) years following the issuance of the reprimand, or for a period that has been determined by the Discipline Committee.
- 10.12** It is the duty of the registrant against whom a complaint is made to appear at all hearings but, in the event of non-attendance, the Discipline Committee, upon proof of mailing or service of notice of such hearing, may proceed in the same way as though the registrant were in attendance.

Public Notification

- 10.13** When the Discipline Committee has made a determination, decision or order pursuant to subsection 25(8) of the Act or a decision respecting an application under bylaw 10.14 hereof, the Discipline Committee shall notify any persons, including the public generally, as it deems expedient or necessary, of its determination, decision or order in such manner and form as it deems expedient.

Reinstatement

- 10.14** The Discipline Committee or a panel thereof shall consider all applications for reinstatement of registration or right to practise after revocation or suspension by the Discipline Committee and all applications for removal or alteration of conditions, restrictions or limitations imposed on a registrant's registration or right to practise (hereinafter collectively referred to as "sanctions") and shall make such investigations and conduct such hearings it deems necessary for the consideration of such applications.
- 10.15** A panel of the Discipline Committee appointed to consider an application under bylaw 10.14 shall be appointed in the manner set out in bylaw 10.09(a) with such modifications as are necessary.
- 10.16** No application under bylaw 10.14 may be made to the Discipline Committee within twelve (12) months from the date on which sanctions were imposed or within twelve (12) months from the date of the determination of any previous application under bylaw 10.14.
- 10.17** The Discipline Committee shall determine its own rules of procedure with respect to applications made under bylaw 10.14.
- 10.18** The Discipline Committee shall not consider any application made under bylaw 10.14 unless:
- (a) the application is in writing and is signed by the applicant;
 - (b) the application sets out the grounds of the application, the remedy or order sought, and the remedial measures taken by the applicant;
 - (c) the applicant has paid all fees determined by the Council by resolution from time to time; and
 - (d) the applicant has complied with any requirements set out in the rules with respect to such applications.

- 10.19** The Discipline Committee may dismiss the application made under bylaw 10.14 or may make such decision, order or determination as it deems appropriate.
- 10.20** When the Discipline Committee has made a decision, order or determination with respect to an application under bylaw 10.14, the Discipline Committee shall forward to the Council and the applicant a copy of its decision, order or determination signed by the members of the Discipline Committee concurring therein.

BYLAW NO. 11 – APPROVED EDUCATION PROGRAMS

- 11.01** The Council may approve and accredit schools, courses of study or educational programs in audiology and speech-language pathology which meet the standards for such schools, courses of study or educational programs as established by the Council from time to time.

GENERAL

BYLAW NO. 12 – GENERAL

Editorial Changes

12.01 Whenever amendments are made to the bylaws or the rules, consequential editorial changes may be made to the bylaws or the rules by the Council, as required.

Execution of Documents and Accounting

12.02 Cheques, e-transfers and other financial instruments may be signed by such officers, councillors and employees of the College as may be determined by resolution of the Council from time to time.

Payment of Expenses of Officers, Councillors and Committee Members

12.03 The reasonable out-of-pocket expenses of officers, councillors and registrants of the College acting on committees of the College, incurred while carrying out business on behalf of the College, shall be paid by the College subject to such rules as may be prescribed by the Council from time to time.

12.04 The Council may by resolution approve the payment of a per diem allowance to the councillors and the members of the Complaints and Discipline Committees who are not registrants of the College.

LIST OF REVISIONS TO THE BYLAWS

Initial Date of Bylaws: November 13, 2025

Date of Revision	Numbers of Revised Bylaw Sections