



Chiropractors'  
Association of  
Saskatchewan

## **THE CHIROPRACTIC ADMINISTRATIVE BYLAWS**

### **Passed Pursuant to Subsection 15(1) of *The Chiropractic Act, 1994***

Amended September 13, 1995

Amended June 22, 2007 6(12)

Amended Aug 25, 2009 3(1) and 4(2)

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## TITLE AND INTERPRETATION

- 1(1) These bylaws may be cited as the Chiropractic Administrative Bylaws.
- 1(2) Any term defined by *The Chiropractic Act, 1994* or by the Chiropractic Regulatory Bylaws shall have the same meaning when used in these regulations and, unless the context otherwise requires:
- a. "Act" means *The Chiropractic Act, 1994*;
  - b. "accredited chiropractic college" means a college or university that is recognized by the C.C.E.C.;
  - c. "association" means the Chiropractors' Association of Saskatchewan;
  - d. "C.C.A." means the Canadian Chiropractic Association;
  - e. "C.C.E.B." means the Canadian Chiropractic Examining Board;
  - f. "Federation" means the Federation of Canadian Chiropractic;
  - g. "director" or "directors" means a member or members of the board;
  - h. "Discipline Committee" means the committee constituted pursuant to subsection 32(1) of the Act;
  - i. "Investigation Committee" means the committee constituted pursuant to subsection 28(1) of the Act;
  - j. "professional corporation" means a professional corporation as defined by *The Professional Corporations Act, S.S. 2001, c.P-27.1*;
  - k. "board" means the board of the association.

## MEETINGS OF ASSOCIATION

2(1) An annual meeting of the association shall be held in each calendar year at a time and place as may be determined by resolution at a previous annual meeting or failing such resolution then as may be determined by the board.

2(2) Notice of any meeting of the association shall be given to all members no less than 14 days prior to the date of the meeting.

2(3) A notice of any special meeting shall state the business to be considered at such meeting. Where at least twenty-five percent of members of the Association who are entitled to vote have made a written request to the board to call a special meeting of the association, the board shall cause a notice of such meeting to be given no later than 30 days after receiving a request for a special meeting, and the meeting shall be held no later than 14 days after the giving of such notice.

2(4) A quorum for an annual or special meeting shall be not less than twenty-five percent of the members entitled to attend and vote at such meeting. In the event that a quorum is not present within one hour of the time appointed for the commencement of the meeting, the meeting shall be cancelled.

2(5) Where an annual or special meeting has been cancelled due to a lack of quorum pursuant to subsection 2(4) the members present may form themselves into a "committee of the whole", receive and discuss reports and any other matter intended for consideration at the meeting, but no vote or votes may be taken that would be binding on the association or any of its members.

2(6) A committee of the whole, constituted as described in subsection 2(5), may vote to request that the executive director submit any question of import to a mailed vote of all members entitled to vote.

2(7) Where an election or elections was or were required but cannot be conducted at an annual or special meeting due to a lack of quorum, or it is a virtual meeting, the executive director shall cause the election or elections to be conducted by way of mailed or electronic ballots.

2(8) Subject to subsection 2(9) at a meeting of the association every question shall be determined by a majority of the votes cast on the question. In the case of an equality of votes, either upon a show of hands or upon a ballot, the chairperson of the meeting shall not be entitled to a second or casting vote.

2(9) Elections to each board position, whether conducted at an annual meeting or by electronic or mailed ballots, shall be conducted by a single round of voting and the person receiving the greatest number of votes shall be elected. In the case of a tie, the voting shall be repeated until a candidate has received more votes than any other candidate on a single round.

2(10) Any question at a meeting of the association shall be decided by a show of hands unless a ballot is demanded as hereinafter provided. Upon a show of hands every person who is present and entitled to vote shall have one vote. Whenever a vote by a show of hands has been taken upon a question, unless a ballot thereon is required or demanded, a declaration by the chairperson of the meeting that the vote upon a question has been carried and an entry to that effect in the minutes of the meeting shall be prime facie evidence of the fact without proof of the number or proportion of the vote recorded in favour of or against any resolution or other proceeding in respect of the said question, and the result of the votes so taken shall be the decision of the association upon the said question.

2(11) On any question proposed for consideration at a meeting of the association, whether or not a show of hands has been taken thereon, any five (5) members entitled to vote at the meeting may require or demand a ballot. A ballot so required or demanded shall be taken in such manner as the chairperson directs. A requirement or demand for a ballot may be withdrawn at any time prior to the taking of the ballot. If a ballot is taken each person entitled to vote at the meeting upon a question shall be entitled to one vote and the results of the ballot so taken shall be the decision of the meeting upon the said question.

2 (12) If a meeting of the association is adjourned for less than 30 days, it shall not be necessary to give notice of the adjourned meeting, other than by announcement at the earlier meeting that it is adjourned. If a meeting of the association is adjourned by one or more adjournments for an aggregate of 30 days or more, notice of the adjourned meeting shall be given in the same way as for an original meeting.

2 (13) For those matters requiring a Notice of Motion, this notice must be provided by or on behalf of the mover or movers to the association office no less than 28 days prior to the next annual or special meeting of the association.

2 (14) Robert's Rules of Order shall govern procedure where the Act or the bylaws are silent.

2 (15) The Board may establish rules for the conduct of elections by electronic means, including by internet voting for members entitled to vote. These rules must provide for reasonable access to voting and to the confidentiality and security of such voting processes.

### **BOARD: NUMBER, ELECTIONS AND TERMS OF OFFICE**

3 (1) The Board shall consist of:

- a) five members elected in accordance with these Bylaws;
- b) two public members appointed by the Lieutenant-Governor in Council;
- c) the immediate past-president, as an ex-officio member with voting rights, whose length of term shall be one year, renewable on an annual basis at the discretion of the Board.

3(2)(i) Nominations to the Board must be received by the Nomination Committee a minimum of 60 calendar days in advance of the annual general meeting. In order to be valid, a nomination must include the following:

- a) A completed nomination form signed by two members in good standing of the Chiropractors' Association of Saskatchewan;
- b) A brief, written biography of the candidate, reason(s), in writing, for candidacy and the candidate's qualifications, in writing, to serve as a member of the Board; and
- c) Confirmation by the nominated person that they are eligible for nomination as per 3(2)(ii) and 3(2)(iii) and that they accept the nomination.

3(2)(ii) In order to be eligible to be nominated for or elected as a member of the Board, or to hold office as an elected Board member, a member must:

- a) be a member on the register, holding a practicing membership, with the exception of student and limited members;
- b) have been engaged for a minimum of five years in the active practice of chiropractic in Saskatchewan at the time of his/her nomination;
- c) be in good standing with the Association;
- d) be a resident of Saskatchewan;
- e) have successfully passed their most recent Quality Assurance review; and
- f) be nominated in accordance with the provisions of these Bylaws.

3(2)(iii) A member is not eligible to be nominated for or elected as a member of the Board, or hold office as an elected Board member, if:

- a) the member is serving in a leadership role with any other provincial or national chiropractic organization;
- b) the member provides false information at any time during the nomination, campaign or election process;
- c) the member has been formally charged with criminal offences under the Criminal Code of Canada that have not yet been determined by legal proceedings or has been convicted of a criminal offence within the previous 5 years; or
- d) the member has been found guilty of professional misconduct or professional incompetence pursuant to Section 26 and 27 of the Act and is currently subject to discipline proceedings, or has been subject to discipline proceedings for the five-year period immediately prior to his or her nomination.

3(2)(iv) Nominations for the Board will not be permitted at the annual general meeting or at a special meeting of the Chiropractors' Association of Saskatchewan.

3(3)(i) Elections for Board vacancies shall occur at the annual meeting by secret ballot, or in the case of an annual meeting held virtually or cancelled due to a lack of quorum, the elections shall be conducted by way of mailed or electronic ballots pursuant to subsection 2(7) and 2(15).

3(3)(ii) Those candidates who receive the highest number of votes shall be declared elected to a Board Director position. In the event that the number of nominations is equal to the number of Director positions open for election, there is no need for a formal vote by ballot and the election(s) shall be declared by acclamation.

3(3)(iii) In the case where there are no candidates nominated for a vacancy, the Board may appoint a person to that vacant position and an election shall be held at the next annual meeting to fill the remainder of the unexpired term.

3(4) Each member of the Board elected as per these Bylaws shall hold office for three years or until their successors are elected.

3(5) In the case where a vacancy has occurred in the elected membership of the Board, the Board may appoint a person to fill that vacancy. The term of the person appointed by the Board shall expire at the next annual meeting of the association and such vacancy shall then be filled by election at such annual meeting for the remaining unexpired term of the elected member that caused the vacancy.

3(6) a. Subject to subsection 2(7), the President and Vice-President shall be appointed by resolution of the Board of Directors at the first Board of Directors' meeting immediately following the annual meeting, and shall hold office until their successor is appointed. No member is eligible to be appointed as President or Vice-President unless he or she has served at least one year on the Board.

b. If the retiring President is not completing a Board term, he/she shall serve notice of his/her retirement at least 90 days prior to the annual meeting and the remainder of his/her term will be up for election at the annual meeting.

### **OFFICERS**

4(1) The officers of the association shall be:

- a) President, who must be a member of the board;
- b) Vice-President, who must be a member of the board; and
- c) Registrar.

4(2) The board shall appoint a person to hold the office of Registrar for a period of time specified by the board. The Registrar shall be entitled to attend and participate at meetings of the board, but not vote.

4(3) In the case of a vacancy of the offices of President and Vice-President, the board shall appoint a member of the board as a replacement to hold office until the next annual meeting of the association.

4(4) The duties of the President and Vice-President shall be those designated by the board and until those duties have been designated, shall be those usually pertaining to such offices.

### **SALARIED OFFICERS**

5(1) The board may engage and appoint an executive secretary/treasurer and an executive director to perform such duties and assume such responsibilities as may be determined by the board.

5(2) The board shall also appoint a registrar who shall also be a salaried officer and the terms of employment and remuneration of the Registrar shall be as determined from time to time by the board.

## MEETINGS OF THE BOARD

- 6(1) The quorum for the transaction of business at any meeting of the board shall be four: three elected members and one appointed member or four elected members.
- 6(2) Subject to section 6(3) the powers of the board may be exercised by resolution passed at a meeting at which a quorum is present or by resolution in writing and signed by all of the board members entitled to vote on that resolution at a meeting of the board. Where there is a vacancy in the board, the remaining members may exercise all of the powers of the board so long as a quorum remains in effect.
- 6(3) If all the members of the board or committee of the board consent, a member of the board may participate in a meeting of the board or a committee of the board by means of telephone or other communication technology that permits all persons participating in the meeting to hear each other, and a member of the board participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the board and committees of the board held while the member remains on the board. Additionally, if all the members of the board or committee of the board consent, a vote using electronic communication technologies, including email, may be used on matters deemed suitable for electronic communication.
- 6(4) Meetings of the board may be held at any place in or outside Canada.
- 6(5) Meetings of the board shall be held from time to time at such place as the President, Vice-President or three elected members of the board may determine.
- 6(6) Notice of the time and place of each meeting shall be given in the manner provided in Section 9 (1) to each member of the board not less than 48 hours before the time when the meeting is to be held. A notice of a meeting of the board need not specify the purpose of or the business to be transacted at the meeting. A member of the board may in any manner waive notice of or otherwise consent to a meeting of the board.
- 6(7) Notice of an adjourned meeting of the board is not required if the time and place of the adjourned meeting is announced at the original meeting.
- 6(8) The board may appoint a day or days in any month for regular meetings of the board at a place and hour to be named. A copy of any resolution of the board fixing the place and time of such regular meetings shall be sent to each member of the board forthwith after being passed but no other notice shall be required for any such regular meeting.
- 6(9) The President or, in his absence, the Vice-President shall be chairperson of a meeting of the board and if no such officer is present, the members of the board present shall choose any of their number to be chairperson.

- 6(10) At all meetings of the board every question shall be decided by a majority of the votes cast on a question. In case of an equality of votes, the chairperson of the meeting shall not be entitled to a second or casting vote.
- 6(11) A member of the board who is a party to, or who is an officer of or has a material interest in any person or entity who or which is a party to a material contract with the association or who or which will be affected by the subject matter before the board to a greater extent than other members of the association shall disclose the nature and extent of his interest or conflict at the time and such member of the board shall not vote on any such resolution or approve the same.
- 6(12) The members of the board shall be paid such remuneration for their services as the board may from time to time determine and until so determined the remuneration shall be:
- a) \$400.00 per full day;
  - b) \$200.00 per partial day;
  - c) The President shall be paid an honorarium, at the end of each year of office, in the amount of \$6,000.00. He/she shall in addition be paid an honorarium of \$600.00 per diem while absent from his/her practice as a requirement of attending to the duties of the Presidency. This per diem may be pro-rated to apply to a portion of a day when circumstances warrant.
  - d) Reimbursement of any necessary travel and other reasonable expenses.
- 6(13) Each director of the board shall do his/her best to attend all scheduled meetings of the board. If an elected director misses three or more regularly scheduled consecutive meetings of the Board, he/she may be removed by a  $\frac{3}{4}$  vote of the voting Board members.

### **COMMITTEES**

- 7(1) The board may establish any committees provided for by the Act or that it considers necessary, and delegate to such committee any of the powers of the Board except those which, as outlined in The Chiropractic Act, 1994, a committee has no authority to exercise.
- 7(2) Committees established by the Board include:
- Statutory Committees:
- a) Quality Assurance
  - b) Investigation
  - c) Discipline
- Non-Statutory Committees:
- d) Executive
  - e) Finance
  - f) Bylaws & Resolutions
  - g) Continuing Education
  - h) Public Relations
  - i) Modes of Care

- j) Chiropractic Compensation Review
- k) Provincial Exam
- l) Nominations
- m) Sport Interest Group
- n) Past President Advisory

7(3) For each committee, the Board shall:

- a) Establish and approve the Terms of Reference;
- b) Appoint the chairperson of the committee on a three (3) year term basis, and evaluate the chairperson, except as noted in 7(11);
- c) Accept recommendations of appointment to the committee from members, and appoint members to each committee for a three (3) year term and reappoint members to each committee, as the Board in its sole discretion determines;
- d) Review the Chairperson's report of performance of each Committee member upon completion of the Committee member's term; and
- e) accept regular reports and an annual report of the activities of each committee.

7(4) All Committee members must be a member in good standing. The Board may remove a member for sufficient cause. If a committee member becomes the subject of an investigation, the Board may temporarily or permanently remove the member from the Committee.

7 (5) If all the members of the committee consent, a member may participate in a committee meeting by means of telephone or other communication technology that permits all persons participating in the meeting to hear each other, and a member participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the committee held while the member remains on the committee. Additionally, if all the members of the committee consent, a vote using electronic communication technologies, including email, may be used on matters deemed suitable for electronic communication. The meetings of such committee may be held at any place in or outside Canada.

7(6) Unless otherwise determined by the board, each committee shall have the power to fix its quorum at not less than a majority of its members, and to establish its procedures.

7(7) One public member of the Board, who is not serving on the Discipline Committee pursuant to the Act, may be appointed to serve on the Investigation Committee. In the event that a public member is not able to participate as a member of the Investigation Committee, the Committee may still function in accordance with its Purpose.

7(8) No committee member shall at the same time be appointed to the Investigation Committee, Discipline Committee, and Quality Assurance Committee.

7(9) The Quality Assurance Committee is established consisting of a minimum of five members. Only members who have been engaged in practice for at least five years are eligible for appointment.

7(10) The Quality Assurance Committee shall establish, develop, administer and carry out an ongoing program of peer assessment of all aspects of chiropractic practice, including, without limiting the

generality of the foregoing, all aspects of clinical practice, practice management, record keeping, facilities and facility maintenance and compliance with applicable legislation and regulations.

- 7(11) With respect to the Investigation Committee, the Chair position will be assigned to members of the Committee on a rotating basis per complaint. Members will qualify for the Chair position after serving on the Committee for one year, having participated in one complete complaint process, and having obtained investigation training. Performance evaluations will be completed by all Committee members.

### **PROTECTION OF MEMBERS OF THE BOARD, OFFICERS AND OTHERS**

- 8(1) No member of the board or officer shall be liable for the acts, receipts, neglects or defaults of any other member of the board or officer or employee or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the association through the efficiency or deficiency of title to any property acquired for or on behalf of the association; or for the insufficiency or deficiency of any security in or upon which any of such monies of the association shall be invested; or for any loss or damage arising from the bankruptcy, insolvency or tortuous acts of any person with whom any of the monies, securities or effects of the association may be deposited; or for any loss occasioned by any error of judgment or oversight on his or her part, or for any other loss, damage or misfortune whatsoever which may happen in the execution of the duties of his or her office or in relation thereto, unless the same is occasioned by his or her own willful neglect or default provided nothing herein shall relieve any member of the board or officer from the duty to act in accordance with the Act and the Regulatory Bylaws passed pursuant to subsection 15(2) thereof or from liability for any breach thereof.
- 8(2) The association shall indemnify a member of the board or officer, or a former member of the board or officer who acts or acted at the association's request as a director or officer of a body corporate of which the association is or was a shareholder or creditor (or a person who undertakes or has undertaken any liability on behalf of the association or any such body corporate) and his heirs and legal representatives, against all costs, charges and expenses including an amount paid to settle an action or satisfy judgment, reasonably incurred by him or her with respect to any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a member of the board or officer of the association, if:
- a) he or she acted honestly and in good faith with a view to the best interests of the association; and
  - b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.
- 8(3) The association may purchase and maintain such insurance for the benefit of the members of the board, committee members, and officers as the board may from time to time determine.

## **NOTICES**

- 9(1) Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served) pursuant to the Act and any bylaws made pursuant thereto may be delivered in one of the following ways:
- a) personally serving the notice on the person to whom it is to be given;
  - b) delivering the notice to his or her recorded address;
  - c) mailing the notice to him or her at their recorded address by prepaid or ordinary mail;
  - d) or sending the notice to him or her at his or her recorded address by any means of prepaid transmitted or recorded communication including facsimile or electronic transmission.
- 9(2) A notice so delivered shall be deemed to have been given when:
- a) it is delivered personally or to the recorded address as aforesaid;
  - b) deposited in a post office or applicable letter box; and
  - c) for notices sent by any means of transmission or recorded communication, when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch.

The Registrar may change or cause to be changed the recorded address of any member of the association or any member of the board, officer, auditor or member of a committee of the board in accordance with any information believed by the Registrar to be reliable.

- 9(3) In computing the date when notice must be given under any provision requiring a specified number of days notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.
- 9(4) The accidental omission to give any notice to any member, member of the board, officer, auditor or member of a committee of the board or the non-receipt of any notice by any such person or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

## **REGISTER OF MEMBERS**

- 10 The registrar shall cause to be kept a record to be known as the "Saskatchewan Chiropractic Register" in which shall be entered the name, address and category of memberships of every member of the association and all of the changes occurring in membership and addresses.

## **BUSINESS OF THE ASSOCIATION**

- 11(1) Until changed by a resolution of the board, the registered office of the association shall be 228 University Park Drive, Regina, Saskatchewan, S4V 1A3.
- 11(2) The financial year of the association shall be January 1 to December 31.

- 11(3) The seal of the association shall contain "The Chiropractors' Association of Saskatchewan". The registrar shall be charged with the custody of the seal.
- 11(4) The members of the board shall have the power from time to time by resolution to appoint any officer or officers, person or persons on behalf of the association either to sign contracts, documents or other instruments in writing generally, or sign specific contracts, documents or other instruments in writing. The seal of the association may, when required, be affixed to contracts, documents or other instruments in writing signed as aforesaid, by an officer or officers, person or persons, appointed by resolution of the board.
- 11(5) The banking business of the association, including without limitation, the borrowing of money and giving of security therefore, shall be transacted by such banks, trust companies or other bodies corporate or organizations as may from time to time be designated by or under the authority of the board. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegations of power as the board may from time to time prescribe or otherwise.

## **FEES**

### **Provincial Legislation and Ethics Examination**

- 12 A non-refundable examination fee as set out in Appendix A, payable to the Association, shall accompany any application to sit the Provincial Legislation and Ethics Examination.

### **Registration and Reinstatement Fees**

- 13(1) A non-refundable registration fee as set out in Appendix A, payable to the association, shall accompany any application for registration with the association.
- 13(2) A non-refundable reinstatement application fee as set out in Appendix A, payable to the association, shall accompany any application for registration with the association. The reinstatement application fee is solely for the reinstatement application. Where the application is allowed, the successful applicant must then pay the applicable registration and license fee in order to be eligible to practice.

### **Annual License Fees**

- 14(1) The annual license fee for the different categories of membership shall be as set out in Appendix A and shall be paid by November 30 for the ensuing year.
- 14(2) The registrar shall cause notice of the required fees to be given to each member before November 7 of each year.
- 14(3) Any member who has not paid the annual license fee or returned the Annual Declaration Form (Form 4) on or before November 30 shall pay a late fee of \$500.00, in addition to the annual fee, by December 31 of the same year.

### **Professional Corporation Registration and Permit Fees**

- 15(1) A non-refundable annual permit fee as set out in Appendix A, payable to the association, shall accompany every application for registration of a professional corporation.
- 15(2) A non-refundable renewal fee, as set out in Appendix A, payable to the association, shall accompany any application for renewal of an annual permit of a professional corporation.

### **Waiver or Reduction of Fees**

- 15(3) The board may by resolution pro-rate, waive or reduce the amount of any applicable fees set out in Appendix A where in the opinion of the board circumstances or facts exist which in fairness and reasonableness, consistently applied, justify a pro-rating, waiver or reduction and the amounts set out in such resolution of the board shall stand in place of the applicable fee set out in Appendix A.

### **MEMBERSHIPS IN NATIONAL ORGANIZATIONS**

- 16(1) The association is a Provincial Chiropractic Association of the C.C.A. and each member of the association that is a Regular Member of the C.C.A. shall be represented by a provincial Delegate Member elected in accordance with the bylaws of the C.C.A.
- 16(2) The association is a member of the Federation in the Saskatchewan Regulator Class. The association Board shall appoint one voting Director to the Federation Board in accordance with the bylaws of the Federation.
- 16(3) The association is a member of the C.C.E.B. as the Saskatchewan regulatory and licensing board. The association Board shall appoint a Delegate to exercise membership rights in accordance with the bylaws of the C.C.E.B.

### **FORMS**

- 17(1) The prescribed form for application for registration in all classes of membership except Locum Tenens Membership shall be Form 1.
- 17(2) The prescribed form for application for registration in the category of Locum Tenens Membership shall be Form 2.
- 17(3) The prescribed form for Application of Reinstatement of Membership shall be Form 3.
- 17(4) The prescribed form for Member's Annual Practice Declaration shall be Form 4.

### **COMING INTO FORCE**

- 18 This Bylaw shall come into force on \_\_\_\_\_, at which time any previous Administrative Bylaw is repealed.

**APPLICATION FOR REGISTRATION FOR A NEW PRACTICING MEMBER**

**PART 1 – CONTACT INFORMATION**

Name (First/Middle/Last)	
Clinic	
Address	
Phone	Fax
Clinic Website	
Your Clinic Hours	

**PART 2 – LICENSING INFORMATION**

If you answer “no” to any of the first three questions, please provide details on a separate page.

- Yes  No 1. That I am a Canadian citizen or permanent resident of Canada; That I will [ ], or will not [ ], reside in Saskatchewan;
- Yes  No 2. That I attended and satisfactorily completed the requirements of the Accredited Chiropractic College or University named: \_\_\_\_\_ and received the diploma/degree of \_\_\_\_\_ on \_\_\_\_\_ 19/20\_\_\_\_. I enrolled on (date) \_\_\_\_\_. The total College months attended were \_\_\_\_\_.
- Yes  No 3. That I hold, as required by Regulatory Bylaw 4 (6), a valid Certificate in Cardiopulmonary Resuscitation (CPR) which expires on \_\_\_\_\_.

Yes No 4. That I hold valid subsisting professional liability protection as a member of the CCPA or equal valid subsisting protection from another carrier whose name is \_\_\_\_\_ (attach a copy of professional liability protection if not CCPA). If you answer “no” please provide reason for not carrying professional liability protection (e.g. new graduate).

Yes No 5. That, I have practiced in the following jurisdictions in these years as listed: \_\_\_\_\_ year \_\_\_\_\_ and that I currently hold Registrations or Licenses in: \_\_\_\_\_.

**If you answer “yes” to any of the following questions please provide details on a separate page.**

Yes No 6. That a charge is pending against me in respect of alleged conduct for which I could be struck from the Register or suspended from the practice of chiropractic;

Yes No 7. That I have been arrested or charged with an offence under The Criminal Code of Canada, The Narcotic Control Act, The Food and Drug Act, The Securities Act of any Province of Canada, or any legislation similar to any of the foregoing in any other jurisdiction, or have been a defendant in a civil action relating to fraud;

Yes No 8. That I have had my license to practice chiropractic or my registration suspended or revoked and have received fines or reassessments in any jurisdictions or in any other profession;

Yes No 9. That I have been denied or revoked any license or permit, the procurement of which required proof of good character;

Yes No 10. That I have been suspended or expelled from any post-secondary academic institution.

**PART 3 - DECLARATION**

THAT I, \_\_\_\_\_, the Applicant in the above application for Registration DO SOLEMNLY DECLARE that:

1. The statements contained in my Application are complete and true in every respect.
2. I will comply with the Rules, Regulations, Code of Ethics, Professional Practice Guidelines and Practice Procedures of the Chiropractors' Association of Saskatchewan.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

X \_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**PART 4 - NOTARIZATION**

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the Province of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Commissioner for Oaths or Notary Public)

**NOTE:** 1. The applicant is advised that the Chiropractors' Association of Saskatchewan reserves the right to make such further and additional enquiries as may be considered necessary and to contact any references named herein for further details.

2. A charge may be made for any cost incurred to assist in completing this Form.

**PART 5 – ADDITIONAL BIOGRAPHICAL INFORMATION REQUIRED**

Name (First/Middle/Last):	
Home Phone:	Home Fax:
Home Address:	
Email Address:	
Consent to use email address for official CAS communications <input type="checkbox"/> Yes <input type="checkbox"/> No	
Gender	Date of Birth:
<u>Pre-Chiropractic Education:</u> University/College: Years Attended: Degree/Diploma:	
<u>Pre-Chiropractic Education:</u> University/College: Years Attended: Degree/Diploma:	

# APPLICATION FOR LOCUM REGISTRATION

FORM 2  
PLEASE PRINT

## PART 1 – CONTACT INFORMATION

Name	License #
Address	
Phone	Fax
E-mail (for official CAS communications)	

Yes  No That I am a member in good standing of the Chiropractors' Association of Saskatchewan. **IF THIS IS THE CASE, PLEASE SIGN AND FORWARD THIS FORM [NO NOTARIZATION REQUIRED]**

IF NOT A CAS MEMBER PLEASE ANSWER THE FOLLOWING:

## PART 2 – LICENSING INFORMATION

- Yes  No 1. That I attended and satisfactorily completed the requirements of the Accredited Chiropractic College or University named: \_\_\_\_\_ and received the diploma/degree of \_\_\_\_\_ on \_\_\_\_\_ 19/20 \_\_\_\_\_. If "no" please provide details on a separate page.
2. That I will [ ], or will not [ ], reside in Saskatchewan;
3. That I have practiced in the following jurisdictions in these years listed: \_\_\_\_\_ and that I now hold Registrations or Licenses in: \_\_\_\_\_ year: \_\_\_\_\_.

**If you answer "yes" to any of the following questions please provide details on a separate page.**

- Yes  No 4. That I have been arrested or charged on any offence under The Criminal Code of Canada, The Narcotic Control Act, The Food and Drug Act, The Securities Act of any Province of Canada, or any legislation similar to any of the foregoing in any other jurisdiction, or have been a defendant in a civil action relating to fraud;

Yes  No 5. That I have had my license to practice chiropractic or my registration suspended or revoked or have I received any fines or reassessments in any jurisdictions or in any other profession;

Yes  No 6. That I have been denied or revoked any license or permit, the procurement of which required proof of good character;

Yes  No 7. That a charge is pending against me in respect of alleged conduct for which I could be struck from the Register or suspended from the practice of chiropractic;

**PART 3: DECLARATION**

THAT I, \_\_\_\_\_, the Applicant in the above application for Registration DO SOLEMNLY DECLARE that the statements contained in my Application are complete and true in every respect. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

X \_\_\_\_\_  
(Signature of Applicant) (Date)

**PART 4: NOTARIZATION**

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the Province of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
(Commissioner for Oaths or Notary Public)

**NOTE:** The applicant is advised that the Chiropractors' Association of Saskatchewan reserves the right to make such further and additional enquiries as may be considered necessary and to contact any references named herein for further details.

**ALL MEMBERS ACTING AS A LOCUM, INCLUDING LIFE MEMBERS, MUST COMPLETE THIS FORM FOR EACH LOCUM PERIOD.**

Date: \_\_\_\_\_

List Dates/Location of Locum(s): \_\_\_\_\_

Signature: X \_\_\_\_\_

# FORM 3 - MEMBER'S APPLICATION FOR REINSTATEMENT

## PART 1 – CONTACT INFORMATION

Name	Former License #:
Address	
Phone	Fax

## PART 2 – LICENSING INFORMATION

1. That I have not been engaged in the practice of chiropractic within the Province of Saskatchewan since \_\_\_\_\_ and I hereby apply that my registration as a \_\_\_\_\_ Member be reinstated, and in support of my application make these declarations:
- (a) last practitioner status: \_\_\_\_\_
- (b) reason for suspension: \_\_\_\_\_
- (c) length of suspension: \_\_\_\_\_
- (d) that I hold \_\_\_\_\_ continuing education hours applicable to the current two year period

## PART 3 - DECLARATION:

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

## PART 4 – NOTARIZATION

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the Province of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ .

\_\_\_\_\_  
(Commissioner for Oaths or Notary Public)

**NOTE:** The applicant is advised that the Chiropractors' Association of Saskatchewan reserves the right to make such further and additional enquiries as may be considered necessary.

## FORM 4 - ANNUAL PRACTICE DECLARATION

### **PART 1 – CONTACT INFORMATION**

Name	License #
Clinic	
Address	
Phone	Fax
E-mail Address (for electronic CAS Communications)	
Clinic Website	
Your Clinic Hours	

Complete this section if you practice at an additional location(s). **(Please attach information for each location.)**

Satellite clinic	
Address	
Phone	Fax
Your Clinic Hours	

### **PART 2 – LICENSING INFORMATION**

1. Do you have adequate professional liability protection or equivalent professional liability protection with?

CCPA     Other (name) \_\_\_\_\_ **(If Other, provide proof)**

2. Do you currently hold an active license to practice chiropractic in any other jurisdiction?

Yes. Where \_\_\_\_\_ **(If Yes, provide letter of good standing)**

No

**PART 2 – LICENSING INFORMATION CONTINUED**

Yes No 3. I maintain Patient Records as required by the Regulatory Bylaw, Appendix II, financial books and records showing all professional actions performed by me.

Yes No 4. That I have been the subject of disciplinary hearings by the Association, or any other body, in a matter concerning my professional actions. (If Yes, please attach specific dates & details)

Yes No 5. That in the past twelve months I have been convicted of a criminal offence or have any criminal charges pending. (If Yes, please attach specific dates & details)

Yes No 6. That to the best of my knowledge I have during the year preceding the date of this declaration or during such part or parts thereof in which I have been practicing as a chiropractor complied with the Chiropractic Act, 1994, its Administrative and Regulatory Bylaws and the Policies of the CAS. (If No, please provide details)

Yes No 7. I have applied to the following Regional Health District, \_\_\_\_\_ for these privileges: a) Treating\_\_\_\_; b) X-ray\_\_\_\_; and privileges have been granted by the Regional Health District for: a) Treating\_\_\_\_; b) X-ray\_\_\_\_.

Yes No 8. I have completed \_\_\_\_\_ continuing education hours this two-year cycle.

Yes No 9. I am in compliance with Regulatory Bylaw 4 (6) concerning a valid Certificate in Cardiopulmonary Resuscitation Basic Life Support, Level C (BLS-C).

Yes No 10. A floor plan of my office is on file at the CAS, including the size (square footage). As requested, it is on a 8-1/2 x 11 inch sheet of graph paper, with the following clearly marked (If no, please provide floor plan):

- treatment rooms with sinks
- x-ray room if present
- other rooms (indicate use)
- reception area and chart filing area
- washrooms (wheelchair accessible)
- lead covered walls if x-ray present

**PART 3 – DECLARATION**

I solemnly declare that the information provided on this application form is true and correct to the best of my knowledge and that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

***Please submit the original Form 4, cheque and any additional information to:***

***Chiropractors' Association of Saskatchewan (CAS)  
228 University Park Drive, Regina, SK S4V 1A3***

**CAS 2022 ANNUAL LICENSE FEES**

[Payable on or before November 30, 2021]

**Penalty for late payment or late filing of Form 4: \$500.00**

	CAS	PR LEVY	FEDERATION	RESEARCH	TOTAL
<b>A. Practicing</b>					
1.1 Regular	2586	425	35	100	3146
1.2 Locum	551	425	35	100	1111
1.3 Student	525				525
1.4 Limited	<b>Regular membership fees are prorated</b>				
1.5 Life	0	425	35	100	560
<b>B. Non-Practising</b>					
2.1 Retired	322				322
2.2 Life	0				0
2.3 Honourary	0				0

1.2 *Locum – approved by Board, send appropriate form and letter to CAS Board. Maximum days permitted to work in a calendar year (66 days). Provide proof of CCPA professional liability protection or equivalent for days worked.*

1.3 *Student – approved by Board.*

1.4 *Limited – new members who have not written and passed the Provincial Legislation and Ethics Exam.*

1.5 *Granted by Board.*

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**Note:** All initial applications for Registration and the Provincial Legislation and Ethics Exam require a non-refundable fee of **\$300.00**, in addition to any annual fees required.

Reinstatement Fee (non-refundable): \$500.00

The PR Levy is used to support public relations and marketing/promotion of the profession to the public.