

**BYLAWS PURSUANT TO THE HPA  
COLLEGE OF ALBERTA PSYCHOLOGISTS**

<b>Part 1 - Interpretation</b>		
<b>Interpretation</b>	<b>1.</b>	<p>1.1 In these Bylaws:</p> <ul style="list-style-type: none"> <li>(a) "College" means the College of Alberta Psychologists;</li> <li>(b) "Council" means the Council of the College established pursuant to section 5 of the <i>Health Professions Act</i>;</li> <li>(c) "Council Member" means a member of the Council;</li> <li>(d) "HPA" means the <i>Health Professions Act</i> of the Province of Alberta;</li> <li>(e) "Member" means a person registered as either a Regulated or Non-Regulated Member of the College;</li> <li>(f) "Non-Regulated Member" means a person who is registered as a member under section 33(1)(b) of the HPA;</li> <li>(g) "Psychologist" means a Regulated Member registered as a "Psychologist" on the General Register in accordance with the HPA and the Regulations.</li> <li>(h) "Regulated Member" means a person who is registered as a member under section 33(1)(a) of the HPA;</li> <li>(i) "Regulations" means regulations made under the HPA; and</li> </ul> <p>1.2 A reference in these Bylaws to Council, an Officer, person or Committee includes any delegate of the Council, officer, person or Committee.</p>
<b>Part 2 – Governance</b>		
<b>Council of the College</b>		
<b>Powers of Council</b>	<b>2.</b>	<p>2.1 The governing body of the College is the Council. Council is empowered to:</p> <ul style="list-style-type: none"> <li>(a) Act on behalf of the College to implement the applicable requirements of the HPA;</li> <li>(b) Establish and revise policies which govern the College's activities;</li> </ul>

<p><b>Council Membership</b></p>	<p>(c) Delegate authority and responsibility for implementation of the College's policies to the Registrar or any other staff member; and</p> <p>(d) Appoint any committees, in addition to the committees referenced in this Bylaw, as Council may consider necessary and advisable.</p> <p>2.2 Membership of Council is comprised of:</p> <p>(a) The President;</p> <p>(b) The Past-President;</p> <p>(c) The President-Elect;</p> <p>(d) The Treasurer;</p> <p>(e) Three Members-at-Large;</p> <p>(f) Up to three public members, who shall be appointed by the Lieutenant Governor in Council in accordance with the HPA; and</p> <p>(g) Any ex-officio members appointed by Council, who shall be non-voting members.</p>
<p><b>Meetings of the Council</b></p>	<p>2.3 Positions on Council shall be determined in accordance with Article 5.3.</p> <p>2.4 A quorum consists of 50 percent of the voting members, plus one.</p> <p>2.5 Council shall endeavour to meet a minimum of 4 times per year.</p> <p>2.6 In addition to the minimum number of regularly scheduled meetings, the President may also call a special meeting of the Council as required. A special meeting may also be called at the request of three Council Members.</p> <p>2.7 Members of the College may attend meetings of Council with the permission of the President. Such Members will be excluded from <i>in camera</i> proceedings.</p> <p>2.8 If one or more Council Members is unable to attend a meeting of the Council in person, the Council Member(s) may participate in the meeting by way of teleconference.</p> <p>2.9 Decisions of Council shall be made as follows:</p>

<b>Votes of Council</b>		<p>(a) At a Council meeting, by a vote of the majority of those present and voting at the meeting;</p> <p>(b) During a teleconference, by a vote of a majority of those members participating in the conference and who vote;</p> <p>(c) By a vote held by mail facsimile, or electronic means, by a vote of a majority of those participating in the vote.</p> <p>2.10 An ex-officio member of Council shall not vote unless Council agrees otherwise.</p> <p>2.11 All Council Members, except those referred to in Article 2.10, including the President, present at or participating in a Council Meeting shall each be entitled to one vote.</p>
	<b>Election of Council</b>	
<b>Nominations</b>	<b>3.</b>	<p>3.1 A call for nominations shall be forwarded at the direction of the President to all Psychologists, at the address shown in the Records of the College, at least ninety days prior to the Annual Meeting, together with the following:</p> <p>(a) A blank nomination form; and</p> <p>(b) Notice of the closing date for receipt of nominations, which will be no later than forty-five (45) days prior to the Annual Meeting.</p> <p>3.2 Nomination forms shall be submitted to the President of the College within the time provided for in the call for nominations. Each form shall be signed by two Psychologists<sup>1</sup> in good standing.</p> <p>3.3 After the closing date for nominations has expired, the Nominations Committee, which shall be comprised of the President, President-Elect, and Past-President, shall prepare a list of the eligible candidates that have been nominated.</p> <p>3.4 In the event that an insufficient number of nominations have been received to fill all of the vacant positions on Council, the Nominations Committee shall have the power to add names to the proposed list of candidates, subject to the following:</p> <p>(a) The proposed candidate must agree to have his or her name added to the list;</p>

<p><b>Eligibility for Nomination</b></p>	<p>(b) The proposed candidate must be otherwise eligible for nomination; and</p> <p>(c) The Nominations Committee must add the names of at least two candidates for the remaining vacancies.</p> <p>3.5 All Psychologists who are in good standing are eligible for nomination.</p> <p>3.6 A Member of the College shall be in good standing only if:</p> <p>(a) No fines, fees, costs, or levies are owing by the Member to the College; and</p> <p>(b) In the case of Regulated Members, the Regulated Member has a valid Practice Permit and his or her registration is not under suspension or cancellation pursuant to Part 4 of the HPA.</p>
<p><b>Voting</b></p>	<p>3.7 All Psychologists in good standing shall be eligible to vote.</p> <p>3.8 At close of nominations, the Nominations Committee shall compile a complete list of candidates, which shall be forwarded to the Registrar.</p> <p>3.9 Upon receipt of the list of candidates, the Registrar shall:</p> <p>(a) Prepare a list of eligible voters;</p> <p>(b) Appoint an independent Returning Officer, who shall not be a Member or employee of the College, to ensure the accuracy of the election results; and</p> <p>(c) Provide the following information to each Regulated Member of the College who is eligible to vote, which shall be provided by regular mail at the member's last known address:</p> <p>(i) Biographical data pertaining to each candidate;</p> <p>(ii) A printed ballot form;</p> <p>(iii) Return-addressed envelopes; and</p> <p>(iv) Notification of the date on which completed ballots must be received by the Returning Officer, which shall be no later than ten (10) days prior to the Annual Meeting.</p> <p>3.10 Candidates shall be elected by a plurality of votes. The President shall not vote in the election unless notified by</p>

		<p>the Returning Officer of a tie in voting, in which case the President shall cast the tie-breaking vote.</p> <p>3.11 After the deadline for receipt of ballots has passed, the Returning Officer shall count the votes and shall provide the President with:</p> <ul style="list-style-type: none"> <li>(a) A list of the successful candidates;</li> <li>(b) The number of votes received by each candidate; and</li> <li>(c) An accounting of any balloting discrepancies due to spoilage or other factors.</li> </ul> <p>3.12 The Returning Officer shall retain all ballots received until authorized to destroy the ballots by Council.</p> <p>3.13 The President shall report the names of the successful candidates to the Members present at the Annual Meeting, and shall report, upon the request of the Members, the voting information supplied by the Returning Officer.</p>
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**Term of Office for Council Members**

	<p>4.</p>	<p>4.1 All Council Members (other than replacements for seats vacated prior to term completion) shall serve a three-year term, unless the Council Member is selected from among Council to serve as a member of the Executive Council in accordance with Article 5.3, in which case the Council Member's term may exceed three years.</p> <p>4.2 A Council Member may at any time resign by letter directed to the President. In the event of resignation, or vacancy for any other reason which occurs not more than eighteen months before the expiry of the Council Member's term of office, the Council may:</p> <ul style="list-style-type: none"> <li>(a) Leave the seat vacant; or</li> <li>(b) Call for new nominations and hold a special election to fill the vacated seat.</li> </ul> <p>4.3 If the seat of an elected Council Member becomes vacant more than eighteen months before the expiry of a Council Member's term of office, the Council shall call for new nominations and hold a special election to fill the vacant seat.</p> <p>4.4 The term of a Council Member elected in accordance with Articles 4.2 or 4.3 shall continue until the time the former</p>
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		Council Member's term would have expired.
<b>Executive Committee</b>		
	<b>5.</b>	<p>5.1 The Executive Committee of the Council shall consist of:</p> <ul style="list-style-type: none"> <li>(a) the President,</li> <li>(b) the Past-President,</li> <li>(c) the President-Elect,</li> <li>(d) the Treasurer,</li> <li>(e) one Public Member, and</li> <li>(f) the Registrar as an ex-officio member.</li> </ul> <p>5.2 The authority and responsibilities of each member of the Executive Committee shall be as determined by Council.</p> <p>5.3 The Treasurer shall serve a three-year term on the Executive Committee unless otherwise decided by Council.</p> <p>5.4 The Public member shall be rotated among those appointed to the Council at each annual meeting.</p> <p>5.5 The Registrar shall be a non-voting member of the Executive Committee.</p> <p>5.6 The powers and duties of the Executive Committee are:</p> <ul style="list-style-type: none"> <li>(a) To manage the affairs of the College to the extent the same are delegated to it by Council;</li> <li>(b) To prepare the annual budget of the College; and</li> <li>(c) To identify issues of importance to the College and to bring forward issues for consideration by the Council.</li> </ul> <p>5.7 The President may call meetings of the Executive Committee at any time deemed necessary or advisable.</p>
<b>Registration Advisory Committee</b>		
	<b>6.</b>	<p>6.1 The Registration Advisory Committee is established to advise Council on matters pertaining to registration.</p> <p>6.2 The Registration Advisory Committee will comprise a minimum of four psychologists. The Registrar will be an</p>

		ex-officio member of the Committee.
<b>Practice Advisory Committee</b>		
	<b>7.</b>	<p>7.1 The Practice Advisory Committee is established to advise Council on matters of psychological practice and continuing competence.</p> <p>7.2 The Committee shall comprise a minimum of 5 psychologists. The Registrar shall sit as an ex-officio member of the Committee.</p>
<b>Competence Committee</b>		
	<b>8.</b>	<p>8.1 Council shall appoint no fewer than three psychologists to serve as members of the Competence Committee. The terms of appointment shall be as determined by Council.</p> <p>8.2 No member of the Hearing Tribunal or the Complaint Review Committee may be appointed to serve as a member of the Competence Committee.</p> <p>8.3 Council shall appoint at least one member of the Competence Committee to act as Chair.</p> <p>8.4 A quorum of the Competence Committee is three members of the committee, which must include a Chair.</p> <p>8.5 Subject to the HPA, the Competence Committee may determine its own rules of procedure.</p> <p>8.6 The Competence Committee shall carry out the powers and duties of a competence committee under the HPA, but shall not carry out any powers or duties with respect to considering applications for registration.</p>
<b>Part 3 – Meetings of the College</b>		
<b>Annual Meeting</b>	<b>9.</b>	<p>9.1 The College will hold an Annual Meeting each year at any time Council considers advisable. Council may fix the time and place thereof, and designate the notice to be given to Regulated Members.</p> <p>9.2 The purpose of the Annual Meeting is to provide a report to the Regulated Members regarding the College's activities.</p> <p>9.3 If a Regulated Member wishes to raise an issue at the Annual Meeting, the Regulated Member may bring the matter forward for discussion purposes only.</p>

<b>Part 4 – Membership</b>		
<b>Regulated Members</b>	<b>10.</b>	<p>10.1 The following categories of Regulated Members are hereby established, in accordance with the Regulations:</p> <ul style="list-style-type: none"> <li>(a) Psychologist, who is a Regulated Member registered on the General Register in accordance with the Regulations;</li> <li>(b) Provisional Psychologist; who is a Regulated Member registered on the Provisional Register in accordance with the Regulations; and</li> <li>(c) Courtesy Registrant, who is a Regulated Member registered on the Courtesy Register in accordance with the Regulations.</li> </ul> <p>10.2 Applicants for registration as a Regulated Member shall provide the information required by the College in accordance with the HPA, the Regulations, and any other information deemed necessary by Council.</p> <p>10.3 The Registrar will maintain a Regulated Members' Register which shall include the information required by the HPA and Regulations, and which will clearly indicate the category of membership of the Regulated Member.</p> <p>10.4 No information recorded on a Register for Regulated Members may be changed or added to except in accordance with the direction of the Registrar.</p> <p>10.5 No name shall be removed from a Register for Regulated Members except in accordance with:</p> <ul style="list-style-type: none"> <li>(a) An order of the Complaint Review Committee, Hearing Tribunal, Appeals Committee or a court of competent jurisdiction;</li> <li>(b) A direction of the Registration Committee under the HPA;</li> <li>(c) A direction of the Registrar following failure to comply with a notice under the HPA;</li> <li>(d) A direction of the Registration Committee, when a person fails or refuses to comply with the conditions of renewal for an annual practice permit; or</li> <li>(e) A direction of the Registrar when the Registrar is satisfied that a Regulated Member has died.</li> </ul>
<b>Term of Membership Year</b>		<p>10.6 Regulated Members must submit a complete application for a practice permit each year on or before the date specified by the Council, which shall become effective on</p>

		the date specified by Council.
<b>Non-Regulated Members Register</b>	<b>11.</b>	<p>11.1 The College shall maintain a Register for Non-regulated Members.</p> <p>11.2 The following members shall be entered on the Non-Regulated Members' Register:</p> <ul style="list-style-type: none"> <li>(a) retired members; and</li> <li>(b) Any other individuals appointed by Council.</li> </ul> <p>11.3 A Non-regulated Member may attend and participate in any meeting of the College but is not entitled to any other rights or privileges enjoyed by Regulated Members, except as specified by Council.</p> <p>11.4 The Registrar may enter and remove any information considered appropriate in the Non-regulated Members' Register.</p>
<b>Part 5 – Registration</b>		
<b>Registrar</b>	<b>12.</b>	<p>12.1 Subject to sections 19 and 20 of the HPA, the Registrar shall perform any powers and duties delegated by the Council.</p> <p>12.2 The Registrar may consider and approve complete applications for a practice permit, or may, in his or her sole discretion, refer such applications to the Registration Approvals Sub-Committee.</p> <p>12.3 Where a practice permit is cancelled under the HPA, except under Part 4, a former Regulated Member may apply to the Registrar for the practice permit to be re-issued, and the Registrar may re-issue the practice permit in his or her discretion.</p> <p>12.4 A former Regulated Member</p> <ul style="list-style-type: none"> <li>(a) who has not practiced psychology and whose registration has been suspended or cancelled for 5 years or more, and</li> <li>(b) who wishes to return to the practice of psychology in Alberta,</li> </ul> <p>must re-apply to be reinstated on the general register of psychologists of the College and meet the requirements of the Act and Regulation relating to registration that are in effect at the time the former registrant wishes to return to the practice of psychology.</p>

		<p>12.5 An applicant may request a review of the decision made by the Registrar pursuant to Articles 9.2 or 9.3, which shall be conducted in accordance with the HPA.</p> <p>12.6 The Registrar may delegate in writing all or any of his or her duties and responsibilities to another staff member of the College, with or without conditions.</p>
<b>Registration Committee</b>	<b>13.</b>	<p>13.1 Council shall appoint no fewer than six Psychologists to a Registration Committee membership list to be used for appointing members to the Credentials Evaluation Sub-Committee, Registration Approvals Sub-Committee and the Substantial Equivalence Sub-Committee.</p>
<b>Credentials Evaluation Sub-Committee</b>	<b>14.</b>	<p>14.1 Council shall appoint no fewer than three Psychologists from among the members of the Registration Committee to serve on the Credentials Evaluation Sub-Committee. The terms of appointment shall be as determined by Council.</p> <p>14.2 No member of the Registration Approvals Sub-Committee may be appointed to serve as a member of the Credentials Evaluation Sub-Committee.</p> <p>14.3 The Council shall appoint at least one member of the Credentials Evaluation Sub-Committee to act as Chair.</p> <p>14.4 A quorum of the Credentials Evaluation Sub-Committee is three members of the Committee, which must include a Chair.</p> <p>14.5 The Credentials Evaluation Sub-Committee is a sub-committee of the Registration Committee, and is governed by the provisions in the HPA applicable to the Registration Committee.</p> <p>14.6 Subject to the HPA, the Credentials Evaluation Sub-Committee may determine its own rules of procedure.</p> <p>14.7 The Credentials Evaluation Sub-Committee shall review the academic credentials of applicants to become Regulated Members, and shall determine if his or her qualifications meet the College's requirements.</p> <p>14.8 The Credentials Evaluation Sub-Committee may:</p> <p>(a) Approve an applicant's credentials;</p>

		<p>(b) Refuse to approve an applicant's credentials; or</p> <p>(c) Defer the approval of the credentials pending receipt of further information, or until the applicant has fulfilled additional requirements.</p> <p>(d) Consider applications for registration as a psychologist, including applications from psychologists who do not meet the requirements for registration set out in s.28(2)(a) of the HPA, but will be assessed for substantial equivalency in accordance with s.28(2)(c) of the HPA.</p> <p>14.9 The Credentials Evaluation Sub-Committee will provide written notice and reasons for any decision made by it as required by the HPA.</p> <p>14.10 An applicant may request a review of a decision of the Credentials Evaluation Sub-Committee by Council in accordance with the HPA.</p> <p>14.11 When the Credentials Evaluation Sub-Committee approves the credentials of an applicant, the approval will be valid for a period of 5 years.</p> <p>14.12 The Credentials Evaluation Sub-Committee may in writing delegate its authority under these Bylaws to the Registrar.</p>
<p><b>Registration Approvals Sub-Committee</b></p>	<p><b>15.</b></p>	<p>15.1 Council shall appoint no fewer than three Psychologists from among the members of the Registration Committee to serve on the Registration Approvals Sub-Committee. The terms of appointment shall be as determined by Council.</p> <p>15.2 No member of the Credentials Evaluation Sub-Committee may be appointed to serve as a member of the Registration Approvals Sub-Committee.</p> <p>15.3 The Council shall appoint at least one member of the Registration Approvals Sub-Committee to act as Chair.</p> <p>15.4 A quorum of the Registration Approvals Sub-Committee is three members of the Committee, which must include a Chair.</p> <p>15.5 The Registration Approvals Sub-Committee is a sub-committee of the Registration Committee, and is governed by the provisions in the HPA applicable to the</p>

		<p>Registration Committee.</p> <p>15.6 Subject to the HPA, the Registration Approvals Sub-Committee may determine its own rules of procedure.</p> <p>15.7 The Registration Approvals Sub-Committee shall:</p> <ul style="list-style-type: none"> <li>(a) Consider and approve supervision plans;</li> <li>(b) Consider applications for registration as a Courtesy Registrant;</li> <li>(c) Consider applications for registration as a Provisional Psychologist once an applicant's academic credentials have been approved by the Credentials Evaluation Sub-Committee;</li> <li>(d) Consider applications for registration as a Psychologist; and</li> <li>(e) Consider applications for practice permits upon the request of the Registrar.</li> </ul> <p>15.8 The Registration Approvals Sub-Committee will provide written notice and reasons for any decision made by it as required by the HPA.</p> <p>15.9 An applicant may request Council to review a decision of the Registration Approvals Sub-Committee in accordance with the HPA.</p> <p>15.10 The Registration Approvals Sub-Committee may in writing delegate its authority under these Bylaws to the Registrar.</p>
<p><b>Substantial Equivalence Sub-Committee</b></p>	<p><b>16.</b></p>	<p>16.1 Council shall appoint no fewer than three Psychologists from among the members of the Registration Committee to serve on the Substantial Equivalence Sub-Committee. The terms of appointment shall be as determined by Council.</p> <p>16.2 The Council shall appoint at least one member of the Substantial Equivalence Sub-Committee to act as Chair.</p> <p>16.3 A quorum of the Substantial Equivalence Sub-Committee is three members of the Committee, which must include a Chair.</p> <p>16.4 The Substantial Equivalence Sub-Committee is a sub-</p>

		<p>committee of the Registration Committee, and is governed by the provisions in the HPA applicable to the Registration Committee.</p> <p>16.5 Subject to the HPA, the Substantial Equivalence Sub-Committee may determine its own rules of procedure.</p> <p>16.6 The Substantial Equivalence Sub-Committee shall review applications for registration referred to it by the Registrar, and shall consider whether an applicant who is not eligible for registration pursuant to s. 28(2)(a) or (b) of the HPA is eligible for registration pursuant to s. 28(2)(c) of the HPA.</p> <p>16.7 The Substantial Equivalence Sub-Committee may approve, defer or refuse an application for registration in accordance with s. 30(1)(c ) of the HPA.</p> <p>16.8 The Substantial Equivalence Sub-Committee will provide written notice and reasons for any decision made by it as required by the HPA.</p> <p>16.9 An applicant may request a review of a decision of the Substantial Equivalence Sub-Committee by Council in accordance with the HPA.</p> <p>16.10 The Substantial Equivalence Committee may in writing delegate its authority under these Bylaws to the Registrar.</p>
<p><b>Oral Examinations Committee</b></p>	<p><b>17.</b></p>	<p>17.1 Council shall appoint at least three Psychologists to serve as members of the Oral Examinations Committee. The terms of appointment shall be as determined by Council.</p> <p>17.2 No member of the Registration Approvals Sub-Committee may be appointed to serve as a member of the Oral Examinations Committee. (amended 05/06)</p> <p>17.3 Council shall appoint at least one member of the Oral Examinations Committee to act as Chair.</p> <p>17.4 A quorum of the Oral Examinations Committee is three members of the Committee, which must include a Chair.</p> <p>17.5 Subject to the HPA, the Oral Examinations Committee may determine its own rules of procedure.</p> <p>17.6 The Oral Examinations Committee shall conduct oral examinations for all candidates who are eligible to take the oral examination, and shall assess if candidates</p>

	<p>demonstrate:</p> <ul style="list-style-type: none"> <li>(a) A minimum standard of competence for independent practice; and</li> <li>(b) A minimum standard of knowledge and judgement in matters of jurisprudence and ethics.</li> </ul> <p>17.7 The Oral Examinations Committee shall notify the candidate of the results of the oral examination immediately following the examination.</p> <p>17.8 Where a candidate fails an Oral Examination, the Oral Examinations Committee shall provide written reasons to the candidate within ten (10) days of the examination.</p> <p>17.9 A candidate who fails the oral examination will be allowed to re-take the examination at the next or subsequent sittings of the examination.</p> <p>17.10 A candidate may file an appeal of the decision of the Oral Examinations Committee by sending written notification to the Registrar of the College within thirty (30) calendar days of receipt of notice of the examination results. A candidate may only appeal a decision based on a breach of procedural fairness or natural justice.</p> <p>17.11 Appeals shall be considered by an Appeal Panel comprised of three members of the Oral Examinations Committee who were not members of the Committee which originally conducted the Examination.</p> <p>17.12 Appeals shall be on the record. The candidate appealing the examination results will not be entitled to appear in person, but may present written submissions in support of his or her appeal.</p> <p>17.13 The Appeal Panel may:</p> <ul style="list-style-type: none"> <li>(a) Confirm the original decision; or</li> <li>(b) Order that a new Oral Examination be conducted, at the College's expense, within thirty (30) days of the date on which the Appeal Panel issues its decision.</li> </ul> <p>17.14 The Appeal Panel will issue a written decision within ten (10) days of the date on which the appeal was heard or considered.</p>
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<b>Reinstatement Review Committee</b>	<b>18.</b>	<p>18.1 The Hearings Director shall appoint no fewer than three Psychologists to serve on the Reinstatement Review Committee. The terms of appointment shall be as determined by Council.</p> <p>18.2 A Reinstatement Review Committee may consider applications for reinstatement from persons whose registration and practice permit has been cancelled under Part 4 of the HPA, in accordance with the Regulations.</p> <p>18.3 The Hearings Director shall appoint one member of the Reinstatement Review Committee to act as Chair.</p> <p>18.4 A quorum of the Reinstatement Review Committee is three members of the Committee.</p> <p>18.5 Subject to the HPA and the Regulations, the Reinstatement Review Committee may determine its own rules of procedure.</p>
<b>Part 6 – Professional Conduct Hearing Tribunals</b>		
<b>Hearing Tribunal List</b>  <b>Powers and Duties of Hearing Tribunal</b>  <b>Membership of Hearing Tribunal</b>	<b>19.</b>	<p>19.1 Council shall appoint no fewer than four Psychologists to a Hearing Tribunal membership list to be used for appointing members to Hearing Tribunals. The terms of the appointment shall be as determined by Council.</p> <p>19.2 A Hearing Tribunal may:</p> <ul style="list-style-type: none"> <li>(a) conduct hearings under the HPA; and</li> <li>(b) undertake any other power or duty given to it under the Act, Regulations, or the Bylaws.</li> </ul> <p>19.3 The membership of a Hearing Tribunal consists of the Regulated Members and any public members appointed to the Hearing Tribunal.</p> <p>19.4 The Hearings Director must designate a member of the Hearing Tribunal to act as Chair of the Hearing Tribunal.</p> <p>19.5 Subject to Section 12 of the HPA, a quorum of a Hearing Tribunal is three members of the tribunal.</p> <p>19.6 Subject to the HPA, a Hearing Tribunal may determine its own rules of procedure.</p>

<b>Procedure of Hearing Tribunal</b>		<p>19.7 A decision of the Hearing Tribunal shall be by a vote of a majority of the members present at a Hearing.</p> <p>19.8 Subject to the HPA and any direction by a Hearing Tribunal, the Complaints Director may publish or distribute any information with respect to the professional conduct process and hearings in any manner he or she considers appropriate.</p>
<b>Complaint Review Committee</b>		
<p><b>Complaint Review Committee List</b></p> <p><b>Powers and Duties of Complaint Review Committee</b></p> <p><b>Membership</b></p> <p><b>Procedure of Complaint Review Committee</b></p>	<p>20.</p>	<p>20.1 Council shall appoint no fewer than four Psychologists to a Complaint Review Committee membership list to be used for appointing members to a Complaint Review Committee. The terms of the appointment shall be as determined by Council.</p> <p>20.2 The Complaint Review Committee may:</p> <ul style="list-style-type: none"> <li>(a) review and ratify settlements under s. 60 of the HPA;</li> <li>(b) conduct reviews under s. 68 of the HPA; and</li> <li>(c) undertake any other power or duty given to it under the Act, the Regulations, or the Bylaws.</li> </ul> <p>20.3 The membership of the Complaint Review Committee consists of the Regulated Members and any public members appointed to the Complaint Review Committee.</p> <p>20.4 The Hearings Director must designate a member of the Complaint Review Committee to act as Chair of the Complaint Review Committee.</p> <p>20.5 Subject to section 12 of the HPA, a quorum of a Complaint Review Committee is three members of the committee.</p> <p>20.6 Subject to the HPA, a Complaint Review Committee may determine its own rules respecting the conduct of hearings.</p> <p>20.7 A decision of the Complaint Review Committee shall be by a vote of a majority of the members present at a hearing.</p>
<b>Complaints Director Delegation of Authority</b>	21.	<p>21.1 The Complaints Director may delegate any power or duty to another psychologist with or without condition.</p>

<b>Other Committees</b>		
	<b>22.</b>	<p>22.1 Council may designate other ad hoc committees from time to time, as deemed appropriate by Council.</p> <p>22.2 Membership, terms of reference and the procedures to be followed by ad hoc committees shall be as determined by Council.</p>
<b>Part 7 – Administration</b>		
<b>Fees</b>	<b>23.</b>	<p>23.1 The Council may establish fees, costs, levies or assessments for the following:</p> <ul style="list-style-type: none"> <li>(a) application fees,</li> <li>(b) registration fees,</li> <li>(c) registration review fees,</li> <li>(d) practice permit fees,</li> <li>(e) late payment fees, or</li> <li>(f) fees for reviews or appeals of any decisions under the HPA.</li> </ul> <p>23.2 Council may establish such other fees, costs, levies and assessments as it deems advisable for anything it considers necessary for services provided by the College or by another organization to a Regulated Member or to any other person.</p>
<b>Fiscal Year</b>	<b>24.</b>	24.1 The College's fiscal year will be from April 1 <sup>st</sup> to March 31 <sup>st</sup> of the following year.
<b>Budget</b>	<b>25.</b>	<p>25.1 The College's annual budget shall be prepared by the Executive Committee and will be presented to Council for approval.</p> <p>25.2 The approved budget, as well as the audited financial statements will be made available to the Members.</p>
<b>Expenditure of Funds</b>	<b>26.</b>	26.1 Financial policy pertaining to the College shall be determined by the Council.

<b>Costs and Expenses</b>	<b>27.</b>	27.1 The College shall reimburse travel expenses and such other costs and expenses for all Council Members, members of committees and boards under the Act, Regulations and Bylaws in accordance with policies made by Council.
<b>Part 8 – Adoption or Amendment of Bylaws</b>		
<b>Adoption or Amendment of Bylaws</b>	<b>28.</b>	28.1 Council may by resolution of Council adopt new Bylaws or amend the College’s current Bylaws.
<b>Part 9 – Delegation</b>		
<b>Delegation</b>	<b>29.</b>	29.1 Subject to section 19 and 20 of the HPA:  (a) Council may, by resolution, delegate any of its powers and duties under the HPA and these Bylaws to one or more persons or committees.  (b) A person or committee to whom a power or duty is given under the HPA or these Bylaws may in writing delegate the power or duty to one or more persons or Committees.
<b>Part 10 – Code of Ethics and Standards of Practice</b>		
<b>Code of Ethics and Standards of Practice</b>	<b>30.</b>	30.1 Council may by resolution adopt or amend a Code of Ethics and Standards of Practice after completing any consultation required by the HPA and any other consultation Council deems advisable.