The College of Audiologists and Speech-Language Pathologists

By-Laws

Regulated Health Professions Acts, Section 222

Approved by MSHA Board of Directors

May 16, 2013

Confirmed at Special Meeting of Registrants November 6, 2025

Confirmed at 2024 Annual General Meeting

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CASLPM
THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS OF MANITOBA

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Preamble

The By-Laws of the College of Audiologists and Speech-Language Pathologists of Manitoba are made under Section 222 of the Regulated Health Professions Act.

I. **By-Laws** – The By-Laws govern the internal affairs of the College including the governance, administration, and management of the College; the rights, privileges of college members, as well as other matters.

II. **The Code of Ethics** – The Code of Ethics establishes the ethical standards of the College and sets out guidelines for the maintenance of proper standards of professional conduct by registrants.

III. **Council Authority** – The Council may make By-Laws governing its procedure in conducting the business of the Council. In all matters not specifically set out in the Act or in the Regulations or By-Laws, the Council may make directives and order and take all actions within its competence, upon motion duly moved, seconded, and approved by a majority of the Council members with all motions recorded in the Minutes of the College.

IV. **Interpretation** – When interpreting these By-Laws, words and expressions have the same meaning as in the Regulated Health Professions Act (the Act).

V. **Headings** – The division of these By-Laws into sections and paragraphs and the insertion of headings and index are for convenience and reference only and shall not affect the interpretation hereof.

VI. **Validity of Action** – The actions of any officer, notwithstanding that it may afterwards be discovered that there was some cause for disqualification or some defect in the election or appointment of any officer, shall be valid as if all had been regularly elected or appointed and were qualified to act.

Definitions

In these By-Laws and in any rules made by the Council, unless the context otherwise requires:

"ACT" or **"RHPA"** means the Regulated Health Professions Act.

"Audiologists" means a person registered on the College register authorized to use the title audiologist;

"appointed committee member" means a member of the College who is not a member of the Council of the College and who is appointed to a statutory committee and includes a member appointed to fill a vacancy;

"by teleconference" means by any electronic manner that allows all persons participating to communicate with each other simultaneously and instantaneously;

"committee" means a committee of the College and includes statutory, standing, and ad hoc committees;

"committee member" means a member of a committee of the College;

"councillor" or "council member" means a member of the Council of the College and includes public and appointed registrant council members;

"College" means the College of Audiologists and Speech-Language Pathologists of Manitoba;

"Minister" means the member of the Legislative Assembly charged by the Lieutenant Governor in Council with the administration of the Act;

"professional advocacy association" means an organized group of individuals who promote and advocate for the interests of the professions but does not include a school whose sole purpose is to educate;

"register" means the register of Speech-Language Pathologists and Audiologists maintained by the College;

"registered" means entered in the register;

"registered Audiologist" means a person registered as an Audiologist by the College;

"registered Speech-Language Pathologist" means a person registered as a Speech-Language Pathologist by the College;

"registrant" means an individual currently registered with the College as an audiologist or speech-language pathologist, whichever the case may be, and entered on the appropriate College Register. A registrant may be referred to as a "member" in the RHPA, General Regulations, or other documents deemed applicable to the College;

"registrar" means the registrar of the College;

"registration" means registration as a Speech-language Pathologist or an Audiologist by the College;

"Speech-Language Pathologist" means a person registered on the College register authorized to use the title speech-language pathologist.

1. By-Laws

1.1. By-Laws of the College may be enacted, amended, or revoked by a vote of at least two-thirds of the councillors present at a Council meeting.

1.2. Notice of a motion to enact, amend, or revoke a By-Law shall be given to Council at least (7) seven days prior to the meeting referred to in section1.1.

1.3. Every By-Law, including any amendment or revocation of a By-Law, shall be maintained as a compilation of the College's By-Laws by the Registrar.

1.4. A By-Law, other than a By-Law previously confirmed or verified at a special or general meeting of the College by a majority of the registrants of the College entitled to vote who are present and voting at the meeting, or a By-Law setting fees, is effective only until the next special or general meeting of the College, and ceases to have effect immediately after the meeting, unless it is confirmed or verified by a majority of the registrants of the College entitled to vote who are present and voting at the meeting.

1.5. Once a By-Law is confirmed or verified at a general meeting by the registrants, it remains in effect until amended or revoked by Council.

BUSINESS OF THE COLLEGE

2. Head Office

2.1. The head office of the College shall be located in Manitoba in the City of Winnipeg.

3. Seal

3.1. The College shall have a seal, which is inscribed "College of Audiologists and Speech-Language Pathologists of Manitoba." The seal is to be kept at the head office of the College. Any document to which the seal is affixed is to be signed by the Chair or the Registrar or another person duly authorized to do so by the Council.

4. Business Arrangements

4.1. An application for an initial permit or renewal of a permit for a Health Profession Corporation shall be made in accordance with the governance policy Health Profession Corporation.

4.2. An application for an initial permit or renewal of a permit for a Health Profession Corporation shall be subject to applicable fees, as set out in By-Law Schedule 2: Fees.

4.3. A corporation appearing on the College Health Profession Corporation Record shall give notice to the Registrar of any changes to the corporation's voting shareholders, other shareholders, or directors and officers of the corporation.

5. Business of the College

5.1. Registrar

5.1.1. The Registrar shall be appointed by the Council.

5.1.2. The terms of employment of the Registrar shall be set out in a written employment contract approved by the Executive and Nominations Committee and shall be consistent with the College personnel policy in effect at the time such contract is approved.

5.1.3. No candidate for the position of Registrar shall be offered a contract of employment until that candidate has been approved by the Council.

5.1.4. The Executive and Nominations Committee shall not exercise the authority of the Council under section 5.4.1.

5.1.5. The Registrar shall perform those duties and responsibilities set out in the Act, the Regulations and the By-Laws of the College.

5.1.6. The Registrar has overall responsibility for conducting the affairs of the College and demonstrating leadership and guidance of its activities including:

a. Providing leadership and direction
b. Promoting the goals and objectives of the College
c. Providing leadership and day-to-day direction respecting programs and services
d. Preparing written and oral communication to Council
e. Ensuring legislative requirements, program commitments, and College policies are respected
f. Ensuring effective allocation of resources
g. Overseeing program and administrative budgets
h. Supervising and providing functional direction to staff respecting administrative requirements of programs.
i. Keeping the register up to date and accurate in accordance with the RHPA and the By-Laws.

5.2. Acting Registrar

5.2.1. If a vacancy occurs in the office of the Registrar, the Executive and Nominations Committee or the Council shall appoint an Acting Registrar.

5.2.2. During extended absences, the Registrar shall appoint, in writing, a person approved by the Executive and Nominations Committee as the Acting Registrar.

5.2.3. Where the Executive and Nominations Committee appoints or approves an Acting Registrar, that appointment shall be valid only until the next meeting of Council unless ratified by Council.

5.2.4. A person appointed as Acting Registrar under section 5.2.1. or 5.2.2. shall have all the authority, duties, and responsibilities of the Registrar, including those contained in the RHPA, the Act, the Regulations and By-Laws of the College.

5.3. Execution of Documents or Instruments

5.3.1. Unless otherwise provided in the Act, Regulations or By-Laws of the College, documents or instruments requiring the signature of the College shall be signed by the Council Chair or the Vice-Chair together with the Registrar. All documents or instruments so signed shall be binding upon the College without further authorization or formality.

5.3.2. Notwithstanding the above paragraph, Council is authorized, at any time and from time to time by resolution, to direct the manner in which, and to appoint any officer, person or persons by whom, any particular signed documents or instruments on behalf of the College may or shall be signed. Council members shall not sign or seal a document affecting the College unless authorized by the Council.

5.3.3. The seal of the College shall, when required, be affixed to documents, and signed on behalf of the College.

5.3.4. Certificates of Registration and Certificates of Practice shall be signed by the Council Chair and the Registrar.

5.4. Notice

5.4.1. Any notice or other document to be given by the College to any registrant of the College or member of the Council or any committee, or the auditor of the College, shall be delivered, mailed or sent by electronic transmission addressed to such registrant of the College or member of the Council or any committee or auditor at their address as the same appears in the register or other books of the College or if no address is given therein, then to the last address of such registrant of the College or member of the Council or any committee or auditor known to the Registrar.

5.5. College Communications

5.5.1. All media contact shall be channeled and coordinated through the Registrar. Any Council or Committee member or any member of a working group being asked by media representatives to provide interviews, respond to inquiries or to comment on issues concerning the regulation of the profession or the operation of the College shall not provide any such communication and shall instead refer them to the Registrar.

5.5.2. The Registrar, the Council Chair or, in the absence of the Chair, the Vice-Chair,

a. are the authorized spokespersons of the College; and
b. may communicate with the media to provide interviews, respond to inquires, or comment on issues concerning the regulation of the profession or the operation of the College. A member of Council or a Committee member shall not perform such communications unless authorized by the Registrar, the Council Chair or, in the absence of the Chair, the Vice-Chair.

5.5.3. All messages to the media and to the public must be consistent with the approved policies and positions of the College. Any member of Council or its Committees shall resign all positions with the Council and its Committees prior to expressing public disagreement with a decision, policy, or position of the College or its Committees and even then, shall only do so by stating that an issue dealt with at a public meeting was vigorously debated or that it was not decided unanimously.

5.6. Banking and Finance

5.6.1. Deposit accounts of the College shall be maintained at a bank chartered under the Bank Act, a trust company insured under the Canada Deposit Insurance Corporation, or the Province of Manitoba Savings Bank, and shall be operated in such manner and by such persons as the Council may from time to time direct.

5.6.2. All payments issued on behalf of the College in excess of $50,000.00 must be approved by the Executive and Nominations Committee and signed by both the Council Chair and Registrar. Splitting orders to avoid this limit is not permitted.

5.6.3. All payments issued on behalf of the College in excess of $10,000.00 and less than $50,000.00 must be signed by either the Council Chair or Vice-Chair and Registrar.

5.6.4. All payments issued on behalf of the College not in excess of $10,000.00 shall be signed by the Registrar, and one other member of staff who has been authorized by Council or Council Chair or Vice-Chair with the exception of the person to whom the cheque is made payable.

5.6.5. The Registrar may not make any single purchase:

a. Wherein normally prudent protection has not been given against conflict of interests;
b. Of over $10,000.00 without having obtained comparative prices and information on quality and durability.

5.6.6. The Registrar may endorse any negotiable instrument for deposit to the account of the College at the bank.

5.6.7. The Registrar may, from time to time and with the approval of Council:

a. Borrow money upon the credit of the College;
b. Limit or increase the amount or amounts to be borrowed;
c. Issue, sell or pledge, for such sums and such prices as may be deemed expedient, securities of the College;
d. Charge, mortgage, hypothecate, or pledge all or any of the real or personal property of the College currently owned or subsequently acquired, and to secure generally any other obligation or liability of the College.

5.6.8. From time to time, Council may authorize any member of council or officer or employee of the College or any other person, to make arrangements with reference to the monies borrowed or to be borrowed and as to the terms and conditions of the loans and the securities to be given, with power to vary or modify such arrangements, terms and conditions and to give additional securities for monies borrowed or remaining due by the College as the Council may authorize and generally to manage, transact and settle the borrowing of money by the College.

5.6.9. Without limiting the generality of the foregoing, the Registrar or such other officer or officers or person or persons as may, from time to time, be authorized by resolution of Council, may invest or reinvest funds of the College not immediately required in:

a. Bonds, debentures or other evidences of indebtedness guaranteed by the Government of Canada, or the Government of another province of Canada which, at the time of such investment, was rated by the Dominion Bond Rating Service as one of the three best-rated provinces of Canada;
b. Deposited receipts, deposited notes, certificates of deposit, acceptance and other similar instruments issued or endorsed by a bank chartered under the Bank Act or a trust company insured under the Canada Deposit Insurance Corporation.

5.6.10. All shares and securities owned by the College shall be lodged, in the name of the College, with a chartered bank or a trust company, or in a safety deposit box, or in such manner as may be determined by a resolution of the Council. The shares and securities may be removed only by any of the Council Chair, Vice-Chair, and Registrar.

5.7. Financial Year and Review

5.7.1. The financial year of the College shall end on December 31st in each year.

5.7.2. The Council shall appoint an accountant or a firm of accountants to provide a financial review of the books and prepare a financial statement for each fiscal year.

5.8. Property and Asset Protection

5.8.1. The real and personal property of the College shall be insured against loss or damage. The Registrar shall ensure that the College's assets are protected, adequately maintained, and not unnecessarily risked in accordance with the Governance Policies. Accordingly, they must insure against theft and casualty losses to at least eighty (80) percent of replacement value and against liability losses to Council members, staff, or the organization itself in an amount which is equivalent to the average for comparable organizations.

5.9. Indemnification

5.9.1. Every member of the Council or any committee and every officer or employee of the College, who in respect of the execution or intended execution of their duties as a member of the Council or any committee or as an officer or employee of the College, or who has undertaken or is about to undertake any liability on behalf of the College, and their respective heirs, executors and administrators, and estates and effects shall, from time to time, be indemnified and save harmless out of the funds of the College from and against all costs, charges and expenses whatsoever that such member of the Council or any committee, officer or employee reasonably incurs in any action or proceeding that is brought, commenced or prosecuted against them in connection with the execution or intended execution of the duties of their office or employment or in respect of any such liabilities, save and except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

5.10. Grants

5.10.1. The Council may set aside in the budget each year such funds as are deemed appropriate for the advancement of scientific knowledge or the education of persons wishing to practice the professions, to maintain or improve the standards of practice of the professions or to provide public information about, and encourage interest in, the past and present role of the professions in society.

5.11. College Memberships

5.11.1. The College may be a member of a provincial and/or national organization of regulatory bodies or other organizations with similar legislated mandates, functions, or interests.

COUNCIL

6. Council

6.1. Composition of Council

6.1.1. There shall be nine members of the Council:

a. Three speech-language pathologists
b. Two audiologists
c. One representative from either of the two professions
d. Three public representatives

6.1.2. The registrant appointed members of Council shall be selected in accordance with section 7.

6.1.3. Public representatives shall be appointed to Council by the Minister.

6.2. Term of Office – Registrant Appointed Members of Council

6.2.1. The term of office, unless otherwise provided in this By-Law, shall commence 30 days after the appointment or acclamation date.

6.2.2. Each Council appointed member of Council shall serve a three-year term with a maximum of two (2) consecutive terms and may serve additional maximum two (2) three-year (3) terms on Council after an absence of three or more years.

6.3. Term of Office – Public Representatives

6.3.1. Each public representative shall serve a term of office prescribed by the Minister.

COMPETENCY-BASED SELECTION

7. Selection & Appointment

7.1. Council Composition andTerms

7.1.1. Council will be composed of:

a. Six (6) regulated members.

i. Three (3) speech-language pathologists
ii. Two (2) audiologists
iii. One (1) member from either profession
iv. At least two (2) of the regulated members should work outside of the City of Winnipeg.

b. Three (3) public representatives (1/3 of regulated members)

i. At least two (2) appointed by the Minister of Health
ii. May reside anywhere in Manitoba

7.1.2. Council will establish a fair and transparent competency-based selection process to assess candidates based on skills, experience, diversity, and regional representation to ensure the Council reflects a broad range of perspectives and governance capabilities.

7.1.3. Council members were elected in the first election on the same date in 2014. The terms of the Council members were staggered to ensure continuity moving forward.

7.1.4. Council members shall serve three-year (3) terms. Appointments shall occur as vacancies dictate, and in any event, after each Council member's three-year (3) term has concluded.

7.1.5. Council members who are appointed partway through a term to fill a vacancy will serve for the remainder of that three-year (3) term. When the term ends, they may apply to serve in the next full term for that position.

7.2. Eligibility

7.2.1. A registrant is eligible for appointment to Council if:

a. The Registrant is a registrant of the College, with the exception of a restricted purpose registrant;
b. on the deadline for receipt of application, the Registrant is a registrant in good standing and their registration is not subject to a term, condition, or limitation other than one applicable to all registrants of the category;
c. on the deadline for receipt of application, the Registrant is not in default of the payment of any fee prescribed by the Regulations or required by the By-Laws;
d. on the deadline for receipt of application, the Registrant is not the subject of any disciplinary or incapacity proceeding;
e. the Registrant's certificate of registration has not been revoked or suspended in the six (6) years preceding the date of appointment for any reason other than non-payment of fees;
f. the Registrant has not been the subject of any professional misconduct, incompetence or incapacity finding in the three years preceding the date of appointment;
g. the Registrant has not been removed from Council under section 7.5. in the three years preceding the date of appointment;
h. the Registrant has resigned, before being appointed, any position such as director, owner, board member, officer or employee that the Registrant holds with a professional advocacy association relating to the professions of audiology or speech-language pathology.

7.2.2. An employee of the College shall not be eligible to serve on Council unless they provides an irrevocable written notice of termination of employment which must be received by the Registrar and be effective on or before the deadline for receipt of nominations.

7.2.3. A candidate may withdraw their application by giving notice in writing to the Registrar.

7.2.4. A dispute as to whether a registrant is eligible for appointment will be determined by the Registrar and/or Executive & Nominations Committee.

7.3. Application, Selection, and Disagreement Process

7.3.1. The Registrar and/or Executive and Nominations Committee shall oversee a competency-based selection process and appointments to Council.

7.3.2. At least ninety (90) days before the date of selection, the Registrar shall notify in writing each registrant who is then eligible to make application to serve on Council, the application procedure, and the deadline for returning applications to the College.

7.3.3. The application shall be in writing, on the prescribed form, with accompanying resume and must be received by the Registrar at least forty (40) days before the date of selection and shall include the names and contact information of two (2) eligible references.

7.3.4. The Registrar shall provide each applicant with a copy of the College's conflict of interest guidelines and form.

7.3.5. The Executive and Nominations Committee will evaluate applicants using a predetermined set of competency-based selection criteria based on skills, experience, diversity, and regional representation.

7.3.6. The Executive and Nominations Committee will present a shortlist of eligible candidates, if necessary, and scoring rubric to Council for selection of appointees to Council.

7.3.7. The Registrar and/or Executive and Nominations Committee will notify all applicants of the result at least three (3) days before the annual AGM.

7.3.8. If, after the deadline, the number of eligible candidate applications is equal to the number of council members to be appointed, the eligible candidates may be appointed by acclamation upon review and consensus by Council.

7.3.9. If, after the deadline, the number of eligible candidate applications is less than the number of council members to be appointed, the eligible candidates may be appointed by acclamation upon review and consensus by Council and the Registrar and/or Executive & Nominations Committee shall establish a new application schedule.

7.3.10. If after two calls for applications there are still insufficient eligible candidates for appointment, the seat shall be considered vacant and the vacancy shall be dealt with by Council at the next regular meeting.

7.3.11. An applicant who disagrees with the result of the selection process may request a reason for the appointment submitted to the Registrar by giving a written notice of such request to the Registrar no more than fifteen (15) days after the date of appointment.

7.3.12. The Registrar and/or Executive and Nominations Committee will supply reasons within fifteen (15) days of receipt of the request.

7.4. Filling of Vacancies

7.4.1. If the seat of a registrant appointed Council member becomes vacant not more than twelve (12) months before the expiry of the member's term of office, the Council may:

a. Leave the seat vacant;
b. Appoint as a Council member, the candidate, if any, who applied and was not appointed to Council at the last appointment date; or
c. Direct the Registrar and/or Executive & Nominations Committee to solicit applications in accordance with this By-Law.

7.4.2. If the seat of a Council member becomes vacant more than twelve (12) months before the expiry of the member's term of office, the Council shall direct the Registrar and/or Executive & Nominations Committee to solicit applications in accordance with this Regulation.

7.4.3. The term of a member appointed under section 7.4.1. or section 7.4.2., shall continue until the time the former Council member's term would have expired.

7.5. Disqualification

7.5.1. A member of Council shall be disqualified from sitting on Council if they:

a. are found by a panel of the Inquiry Committee to be incompetent or to have committed an act of professional misconduct;
b. are found to be an incapacitated registrant;
c. Have served the maximum term on Council prescribed in Section 6.2.
d. fails, without reasonable cause, to attend two consecutive meetings of the Council;
e. fails, without reasonable cause, to attend two consecutive meetings of a committee of which they are a member;
f. holds a Certificate of Registration or Certificate of Practice that becomes subject to a term, condition, or limitation, other than a term, condition, or limitation that is prescribed by regulation.
g. does not practice or reside in Manitoba;
h. resigns from Council;
i. ceases to hold a Certificate of Registration;
j. is in default of payment of any fee prescribed by College By-Law for a period of more than thirty (30) days;
k. retains or obtains a responsible position such as director, owner, board member or officer or retains employment or becomes an employee of any professional advocacy association relating to the professions;
l. becomes a member of a council of any other college regulated under the RHPA;

m. is found guilty of a criminal offence which, in the opinion of Council, is of such a nature that warrants disqualification; or
n. fails, in the opinion of two thirds of the member of Council present and voting, to discharge properly or honestly any office to which they have been elected or appointed, or abide by the Councillor Code of Conduct or Councillor Oath of Office.

7.5.2. A member of the Council who has been disqualified from sitting on the Council ceases to be a member of the Council and ceases to be a member of any committees to which they were appointed.

7.5.3. Despite the other provisions of this By-Law that permit the removal of a committee member or member of a working group in specific circumstances, Council may at any time also remove a member of a committee or a working group to facilitate the effective and fair operation of the College.

8. Fiduciary Obligations of Council Members and Committee Members

8.1. Fiduciary Obligation

8.1.1. Members of the Council and Committees have a fiduciary relationship with the College. Council members and Committee members have an obligation to act in the College's best interests, which includes keeping College information confidential and avoiding conflicts of interests.

8.2. Agreements

8.2.1. Upon appointment, and annually thereafter if requested every Council member is required to complete and deliver to the Registrar:

a. Oath of Office
b. Oath of Confidentiality
c. Conflict of Interest Agreement
d. Affiliations Disclosure Form

8.2.2. Council members must comply with the Code of Conduct for Council Members.

8.2.3. Upon appointment, and annually thereafter if requested, every Committee member is required to complete and deliver to the Registrar:

a. Oath of Confidentiality
b. Conflict of Interest Agreement
c. Affiliations Disclosure Form

8.3. Confidentiality

8.3.1. Members of the Council and Committees are required to maintain confidentiality of information that comes before them in the course of discharging their duties unless disclosure is authorized by Council or is otherwise permitted under the RHPA.

8.4. Duty to Avoid Conflict of Interest

8.4.1. All Council members and Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matter where they have a direct or indirect personal, professional, or financial interest.

8.4.2. All Council members and Committee members have a conflict of interest where a reasonable person could conclude that there is the appearance that:

a. The personal, professional, or financial interests of a Council member or Committee member or a related person could influence the Council member's or Committee member's judgement in performing their duties.
b. A Council member or Committee member holds a responsible position such as director, owner, board member, committee member, officer, or employee of any professional advocacy association relating to the professions of audiology and/or speech language pathology.
c. The Council member or Committee member is not directly involved with the matter and attempts to influence another Council member or Committee member or a member of the staff of the College who is involved in the matter.
d. There is an actual, potential, or perceived use of College information by a Council member or Committee member for personal gain.
e. There is an appearance of bias.
f. The Council member's or Committee member's position with another organization affects their decision-making abilities.

8.4.3. If a Council member or Committee member considers themself to have a conflict of interest or should the Council or Committee declare that there is conflict of interest, the Council or Committee member will:

a. Absent themself from the portion of the meeting relating to the matter;
b. Refrain from influencing, in any way, the voting and refrain from doing anything that might be perceived as attempting to influence the decision of other Council members or
c. Committee members on the matter; and
d. Decline to vote or take part in the discussion on any question relating to the matter.

8.4.4. Council and Committees will follow any supplemental policy and procedure contained in the Conflict or Interest Policy that will be established and updated from time to time.

8.5. Financial Conflicts of Interest

8.5.1. Any Council member or Committee member who has declared as interest in any proposed contract or transaction with the College and who has not voted thereon shall not be accountable to the College, its registrants, or its creditors for any profit resulting from such contract or transaction. The contract or transaction will not be voidable by reason only of the Council member or Committee member holding that office or the fiduciary relationship established thereby.

8.6. Staff Positions

8.6.1. A member of Council or a Committee may not hold any other position, contract, or appointment with the College while serving as a member of Council or its Committees. There is a three-month waiting period before the individual may apply for a staff or consultant position with the College. This includes, but is not limited to, positions as peer assessor, investigator, inspector, or staff.

9. Officers

9.1. Officers

9.1.1. The officers of the College shall be the Council Chair, the Vice-Chair, and Member, who shall form the Executive and Nominations Committee and the Registrar as well as such other officers as the Council shall determine from time to time.

9.2. Election and removal of Council Chair, Vice-Chair, and Member ("Officer")

9.2.1. At the first Council meeting after the Council appointment process concludes each year, the Council shall elect, by secret ballot from among councilors eligible for election, a Chair and a Vice-Chair and a Member in accordance with this By-Law. *(See section 13.5 for composition of Executive and Nominations Committee).*

9.2.2. The terms of office of the Council Chair and Vice-Chair and Member shall each be for one (1) year. Officers shall hold office until their successors are elected. If an election is delayed, the officers shall continue in office until their successors are elected.

9.2.3. By agreement of the elected Council, the elected Officer(s) may serve an additional term of one (1) year if the Officer's remaining term on Council is at least one (1) year. In any event, no person shall be elected to the same position for more than three (3) consecutive years.

9.2.4. An officer who has served three (3) consecutive years may be elected to the same role after one (1) year of absence in that role if their term on Council allows it.

9.2.5. An officer may be removed from office by a vote of two-thirds (2/3) of the members present at a Council meeting and such removal shall take effect immediately upon the passing of such resolution or the time specified in such resolution.

9.2.6. If the Council Chair is removed or the office becomes vacant, the Vice-Chair shall become Chair for the unexpired term of office. If the Vice-Chair is removed or the office becomes vacant, the Council shall elect a Vice-Chair from among Council members to hold office for the unexpired term of office.

9.2.7. Any officer of the Council may resign at any time by submitting written notice of such intent to the Council or Committee, which resignation shall be effective on the date specified in the resignation if such date is specified or if no such date is specified, on the date a successor is elected or appointed as applicable.

9.3. General Requirements

9.3.1. The Registrar shall oversee and administer the election process for Chair, Vice-Chair and Member positions.

9.3.2. Unless the Council agrees in advance to some other process, the election of the Chair, Vice-Chair and Member positions must be held during a Council meeting where the majority of members are attending and a quorum has been achieved.

9.4. Separate, Sequential Elections

9.4.1. There shall be three separate elections for positions Council Chair, Vice-Chair and Member with the election for the Chair completing before the process to elect the Vice-Chair begins and with the election for the Vice-Chair completing before the process to elect the Member begins. In this way, someone who is not successful in being elected as the Chair may run in the election for the Vice-Chair or Member position.

9.5. Nomination of Executive & Nominations Committee Committee

9.5.1. Any member of the Council may stand for election to any position and may nominate themselves or be nominated by at least one other Council member in a manner or form as may be approved by the Council.

9.5.2. Nominations must be received by the Registrar (orally or in writing) by a date and time to be set by the Council (the “nomination deadline”).

9.5.3. Before closing nominations for any position, the Registrar must advise the Council of the names of the member who have been nominated and ask the Council members in attendance if there are any additional nominations.

9.6. Election by Acclamation

9.6.1. If, after the nomination deadline, only one Council member has been nominated to a position, that member is deemed to be elected by acclamation to that position.

9.6.2. The Registrar will advise the Council if a position has been filled by acclamation.

9.7. Contested Election

9.7.1. If, by the nomination deadline, two or more Council members have been nominated for a position there will be an election by secret ballot to resolve the contested position.

9.7.2. If they so choose, a candidate may explain to the rest of the Council before the election takes place why they should be elected to the contested position.

9.7.3. Every member of the Council is entitled to vote in an election, whether or not that member is also seeking to be elected to a position.

9.7.4. The Registrar will distribute one ballot to each member attending the Council meeting.

9.7.5. As referred to in section 10.1.4., a Council member who is attending via teleconference or any other electronic means may participate in the meeting, including all aspects of election, and may vote.

9.7.6. The Registrar will tally the results to determine which Council member had been elected to the contested position.

9.7.7. When more than two members of Council are nominated for the same position, the nominee who receives the lowest number of votes on each ballot shall be dropped from the subsequent ballot. This procedure shall be followed until one nominee receives a majority of the votes cast.

9.8. Ties

9.8.1. If there are more than three candidates for a position with a tie for the top two (2) candidates, there will be a second secret ballot between the two tied candidates.

9.8.2. If there are two candidates for a position and the result is a tie vote, the Registrar will facilitate a discussion to gain consensus on the winner of the election. Failing to gain consensus, the Registrar will flip a coin to determine the winner of that election.

9.9. Result

9.9.1. Registrar will advise the Council of the results of an election and then ask Council to pass a resolution to approve the destruction of the ballots.

9.9.2. The results of the election must be set out in the minutes of that Council meeting.

9.10. Duties of The Council Chair and Vice-Chair

9.10.1. The Chair shall:

a. If present, preside as chair at all meetings of the Council unless the Chair designates an alternative chair for all or any portion of the meeting;
b. Be the chair of the Executive and Nominations Committee;
c. Perform all duties and responsibilities pertaining to their office and such other duties and responsibilities as may be decided by Council; including mentorship of an incoming Chair if required;
d. Serve as Past Chair in an ex-officio capacity only for mentorship purposes of a new Chair if required; and
e. Unless otherwise provided by By-Law or determined by Council, be an ex officio member of all standing and ad hoc committees of the College with the right to vote.

9.10.2. If the Council Chair is removed or the office becomes vacant, the Vice-Chair shall become Chair for the unexpired term of office. If the Vice-Chair is removed or the office becomes vacant, the Council shall elect a Vice-Chair from among Council members to hold office for the unexpired term of office.

9.10.3. Council will consider electing a Vice-Chair who is able to assume the role of Chair in the year immediately following the Chair's end of elected term as Chair.

10. Meetings of Council

10.1. Quorum, Attendance, Absences, Agenda

10.1.1. The quorum for the transaction of business at any meeting of the members of Council shall be a majority of members of Council.

10.1.2. To the extent practical, the Council shall hold at least three meetings in a calendar year.

10.1.3. Meetings of Council shall be held in the offices of the College, or in such other location as determined by the Council, and may be held virtually.

10.1.4. When a member of Council is not able to be present in person at a meeting, the member may participate by means of such telephone, electronic or other communication facilities as permit all participating persons to communicate simultaneously and instantaneously with the others, and a member participating in such meeting by such means is deemed, for the purposes of this By-Law, to be present at that meeting.

10.1.5. Meeting of the Council shall be called by the Council Chair. The Chair, or in their absence or failure to act, the Vice-Chair(s), shall, on the direction in writing of two-thirds (2/3) of the members of the Council, call a special

meeting of the Council. Notice of all such meetings shall be delivered or sent by electronic transmission to each Council member not less than five (5) days, or shall be mailed to each member of Council not less than ten (10) days, before the meeting is to take place. A statutory declaration of the Chair that notice has been given pursuant to this By-Law shall be sufficient and conclusive evidence of the giving of such notice. An inadvertent failure to give proper notice shall not affect the validity of a meeting of the Council.

10.1.6. In the event that the Chair or Vice-Chair(s) are unable, or fail to call a meeting of Council, two-thirds (2/3) of the members of Council may call a meeting upon their written request delivered to the Registrar. Notice of the Special meeting shall be given as set out in section10.1.5.

10.1.7. The Council Chair shall act as Chair of the Council meetings. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and Vice-Chair, the Registrar shall call the meeting to order and the members of Council present at the meeting shall appoint a Chair from among themselves.

10.1.8. Voting at a Council meeting, unless otherwise specified in the RHPA, Regulations or By-Laws shall be by secret ballot or a show of hands. In the event that a roll call is requested, the Chair shall require the Registrar to request each member in turn to record their vote and the total number or proportion of the votes for, against, or otherwise will be recorded in the minutes. All recorded votes are called as “All in favour”; “Opposed”; “Abstaining.” Members who vote to abstain will be recorded as formal abstentions. A silent abstention, i.e.: a member who does not vote, will be counted with the majority.

10.1.9. Except where otherwise specified in the Act, Regulation or By-Laws, every issue to be decided at a Council meeting shall be decided by a simple majority of votes of those voting at the meeting.

10.1.10. Other than to self-nominate, the Chair, when acting as Chair of Council, shall not propose motions or nominate candidates.

10.1.11. A motion to reconsider a resolution may be offered by any councillor and, like any motion, requires a seconder. Any motion to reconsider a previous resolution requires the support of two-thirds (2/3) of those members voting at the meeting.

10.1.12. Minutes of all meetings of Council shall be kept at such a place as is designated by the Registrar of the College.

10.1.13. A declaration by the Chair of Council that a resolution has been carried and the recording in the minutes of the meeting shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the vote recorded in the favour, against, or otherwise in respect of such resolution.

10.1.14. At the regular meetings of members of Council, the business shall include but not be limited to:

a. Approving the agenda;
b. Approving the minutes of the previous meeting;
c. Report from the Registrar;
d. Regulatory decisions;
e. Regulatory monitoring;
f. Governance decisions;
g. Governance monitoring;
h. Matters for which written notice was given by a member of Council to the Executive and Nominations Committee at least ten (10) days before its meeting and at least thirty (30) days in advance of the Council meeting, along with supporting materials that are no more than five (5) pages in length, that the Executive and Nominations Committee determines to be appropriate for Council's consideration, may be placed on the agenda. If the Executive and Nominations Committee fails to put the matter on the agenda, the Executive and Nominations Committee shall report to Council giving reasons for its decision. The member may request that Council review the decision. The majority of Council members in attendance may vote to place the matter on the agenda.
i. Such other matters, not included on the agenda, as the majority of Council members in attendance and voting determine to be an urgent nature may be placed on the agenda. However, a motion to reconsider a matter previously considered by Council shall require a two-thirds (2/3) majority of Council members.
j. Adjournment.

10.2. General Rules

10.2.1. Matters for Regulatory or Governance Decisions shall be prepared in accordance with Governance Policy on Policy Development. The Registrar shall ensure that adequate research has been done and that the policy proposal is in the format that identifies the decision or action required, the need for the policy initiative, expected outcomes, impact on the registrants, the public, and other stakeholders, ability of the registrants to comply and the College to enforce and estimated implementation timetable and costs.

10.2.2. The Council may allow discussion of a topic without a motion needing to be made first.

10.2.3. The Council may decide matters by consensus and may indicate preferences by a straw vote or other informal method but, motions will usually be made if:

a. decision will commit the College to an action or a public position, or
b. the Chair or the Council is of the opinion that the nature of the matter or of the discussion warrants a motion.

10.2.4. If a formal motion is moved and seconded, the person who has proposed it is entitled to speak first and last in the debate preceding vote. The Chair or

Registrar must state the motion to the Council before the debate commences.

~~10.2.5.~~10.2.1. Members should address their remarks through the Chair.

~~10.2.6.~~10.2.2. No individual may speak a second time on a question until every member who wishes to speak has done so.

~~10.2.7.~~10.2.3. The Chair cannot call a vote until all those who wish to speak have had an opportunity to do so at least once.

~~10.2.8.~~10.2.4. When the motion contains distinct propositions, any Council member may require the vote upon each proposition to be taken separately.

~~10.2.9.~~10.2.5. No Council member shall vote upon any motion in which they have a direct monetary or other conflict of interest, and the Chair shall disallow the vote of any Council member on any motion in which the Chair believes the Council member has a direct monetary or other conflict of interest.

10.3. Amendments and Other Subordinate Motions

10.3.1. A substantive motion in writing that has been moved, seconded, and read by the Chair may be amended by a motion to amend. The Chair shall rule a motion to amend out of order if it is irrelevant to the main motion or defeats the basic effect of the main motion.

10.3.2. When a motion has been moved, seconded, and given to the Chair, no other motion may be made except a motion to amend the motion, to refer the motion to a committee, to postpone the motion, either indefinitely or to a specific meeting, to call the question, to adjourn the debate or to adjourn the meeting.

10.3.3. When a motion to refer a motion to a committee has been made, it shall be decided before any amendment is decided and, if it is passed, no further debate or discussion is permitted.

10.3.4. A motion to amend the main motion shall be disposed of before the main motion is decided and, where there is more than one motion to amend, they shall be decided in the reverse order to which they were made.

10.4. Preserving Order

10.4.1. The Chair shall call upon Council members to speak as nearly as feasible in the order in which they indicate a wish to speak.

10.4.2. The Chair shall preserve order and decorum, and shall rule on any question of order or procedure. However, a Council member who believes the Chair's ruling is wrong may appeal the ruling to the Council.

10.4.3. During a meeting, electronic devices shall only be used to conduct Council business. For example, personal cell phones shall be turned off, no texting shall occur, and emails and internet searches shall be confined to those necessary for the business of the meeting.

10.4.4. Unless an electronic devices meeting is open to the public, Council members shall protect the confidentiality of the meeting including not disclosing access details to others, no using a speakerphone if others are able to hear and participating in any confidentiality declarations requested by the Chair.

10.4.5. Whenever the Chair is of the opinion that a motion offered to the Council is contrary to these rules or the By-Laws, they shall immediately inform the Council of their opinion, rule the motion out of order and explain why.

10.4.6. If a Council member believes that another Council member has behaved improperly or that the Council has broken the By-Laws or these rules, the Council member may state a point of order. The Chair shall promptly rule on the point of order which is subject to an appeal to the Council.

10.4.7. The Chair may limit the number of times a Council member may speak, limit the length of speeches, and impose other restrictions reasonably necessary to finish the agenda of a meeting.

10.4.8. The Chair, with the approval of the Council, may direct the removal of any person, including a Council member, from the meeting if the person is disrupting the meeting or is otherwise acting so improperly as to make removal necessary for conducting an orderly meeting.

10.4.9. The Chair may appoint a parliamentarian to advise them and may direct the parliamentarian to provide advice to the Council about the By-Laws and rules of the Council or provide the Council with other parliamentary advice.

10.4.10. Council may appoint an independent person who is not a member of the Council to chair the Council meeting.

10.5. Matters Not Covered by These Rules

10.5.1. When a circumstance arises in a formal session that is not provided for by these rules or by other rules of the Council, the Chair shall make a ruling, which is subject to an appeal to the Council without debate. The Chair and the Council shall be guided by the Principles set out in Robert's Rules of Order.

10.5.2. These Rules of Order apply with necessary modification to meetings of committees of the Council. For example, committee meetings are closed to the public and observers are not permitted. An exception will be given to allow for the training and continuity of new Council and Committee members and/or Council or Committee Chair for one meeting per the member's term where warranted, or when a subject matter expert is invited to provide counsel and advice to the Council or Committee.

11. Adopting A Code of Ethics

11.1. Procedure to Adopt a Code of Ethics

11.1.1. Council shall adopt a code of ethics, as set out in the following procedures:

a. Council shall, at an open meeting, approve in principle, a code of ethics.
b. Council shall provide a copy of the proposed code of ethics, for review and comment, as required in the RHPA (SECTION 83.3).
c. Council shall receive comments for a period of thirty (30) days.
d. Council shall consider the comments received.
e. After considering the comments received, Council shall adopt a code of ethics at an open meeting of Council.

COMMITTEES

12. Committees

12.1. Statutory Committees Under the Act

12.1.1. Pursuant to the Act and Regulations, the College shall have the following Statutory Committees, the duties of which are set out in the Act, the Regulations and these By-Laws:

a. Complaints Investigation Committee; and
b. Inquiry Committee.

12.2. Standing Committees

12.2.1. In addition to the Statutory Committees, the College may establish Standing Committees, including:

a. Executive and Nominations Committee;
b. Continuing Competency Committee (“CCC”);
c. The Practice Advisory Committee (“PAC”); and
d. The Application Review Committee (“ARC”).

12.2.2. The exercise of any non-statutory power by any Committee, unless specifically provided for by the By-Laws of the College, is always subject to the approval of Council.

12.3. Appointment of Special Committees

12.3.1. The Council may, from time to time, appoint such special committees, task forces, and working groups as it deems appropriate or necessary for the attainment of the objectives of the College and the efficient conduct of its affairs. Every special committee, task force or working group shall have specified terms of reference and a date upon which it shall dissolve.

12.4. Reporting of Committees

12.4.1. All committees shall report to the Council at each Council meeting.

12.5. Appointments of Statutory and Standing Committees

12.5.1. At its first meeting following Council appointments, the Council shall elect the members of the Executive and Nominations Committee, as outlined in section 7.

12.5.2. The Chair of the Council, or delegate, shall be an ex-officio member of all Statutory and Standing Committees with the exception of the Complaints Investigation and Inquiry Committees.

12.5.3. The Executive and Nominations Committee or Council shall make appointments to committees as soon as possible after the first Council meeting following appointments or, in the event of a vacancy, at the time such vacancy occurs.

12.5.4. The Executive and Nominations Committee or Council shall appoint members from Council as required to a number of committees, including any standing or statutory committee, working group, or panel.

12.5.5. The Executive and Nominations Committee or Council shall make any appointments necessary to its committees to enable it to carry out its obligations and responsibilities.

12.5.6. Every appointment to a committee, both Council members and non-council members of the College, shall be determined in the best interest of the College's mandate.

12.5.7. The term of office for a Council member on a committee is one (1) year. Every appointment of a Council member to a committee expires each year at the first regular Council meeting following appointment to Council. The expiring term member or chair may be requested to provide training for new members and/or Chair of the Committee at that meeting to ensure continuity and appropriate handoff of responsibilities.

12.5.8. When a Council member's appointment to a committee expires, the Council member is eligible for re-appointment. No member of Council may be a member of the same Committee for more than six (6) consecutive terms.

12.5.9. The Council shall disqualify a member appointed to a Committee from sitting on the Committee if the member:

a. Ceases to be a regulated registrant of the College;
b. Is in default of any obligation to the College under the regulations or the By-Laws;
c. Becomes the subject of a current or pending proceeding for incompetence, professional misconduct, or incapacity;
d. Is found guilty of professional misconduct or incompetence or to be an incapacitated registrant;

e. Remains or becomes a director, officer, committee member, employee, or holder of any position of decision-making influence of any organization of audiologists and/or speech-language pathologists that has as its primary mandate the promotion of the professions of audiology and/or speech-language pathology;
f. Continues to hold or assumes a position with any organization or group whose mandate or interest conflict with the mandate of the College;
g. Fails, without cause, to attend two (2) consecutive meetings of the committee or of a subcommittee of which they are a member;
h. Fails, without cause, to attend a hearing or review of a panel for which they have been selected;
i. Fails, in the opinion of the Council, to discharge properly or honestly any office to which they have been appointed.
j. Neither practices nor resides in Manitoba; or
k. Dies.

12.5.10. A member who is disqualified under section 12.5.9. from sitting on a committee ceases to be a member of the Committee, and the Executive and Nominations Committee or Council shall appoint a successor as soon after the disqualification as feasible.

12.5.11. The term of office of a person who is appointed as a successor under section 12.5.8. expires when the term of office of the person being replaced would have expired.

12.5.12. Any vacancies occurring in the membership of a committee shall be filled by registrants appointed by the Executive and Nominations Committee as soon as possible.

12.5.13. Executive and Nominations Committee may, at any time, remove a chair of any committee for due cause and appoint a new chair.

12.6. Appointment of Non-Council Members to Committees of The College

12.6.1. This section applies with respect to the registrants appointed to a committee of the College who are not members of the Council.

12.6.2. The term of office of a non-Council Committee member is two (2) years. No non-Council member may be a member of the same committee for more than three (3) consecutive terms.

12.6.3. A registrant is eligible for appointment to a committee if, on the date of appointment:

a. The Registrant is a regulated registrant, excluding restricted purpose registrants, of the College;
b. The Registrant is practicing or a resident in Manitoba;
c. The registrant is not in default of any obligation to the College under the regulations or the By-Laws;
d. The Registrant is not the subject of a current or pending proceeding for incompetence, professional misconduct, or incapacity;

e. The Registrant has not been found guilty of professional misconduct, incompetence, or found to be incapacitated:
f. The Registrant's Certificate of Registration or Certificate of Practice has not been revoked or suspended in the six (6) years preceding the date of the appointment as a result of a professional misconduct, in competence or incapacity hearing;
g. The Registrant's Certificate of Registration or Certificate of Practice is not subject to a term, condition, or limitation other than one prescribed by regulation;
h. The Registrant does not have a conflict of interest in respect of the Committee to which they are to be appointed.

12.6.4. The Council shall disqualify a non-Council member appointed to a committee from sitting on the Committee if the Registrant:

a. Ceases to be a regulated registrant of the College;
b. Is in default of any obligation to the College under the regulations or the By-Laws;
c. Becomes the subject of a current or pending proceeding for incompetence, professional misconduct, or incapacity;
d. Is found guilty of professional misconduct or incompetence or to be an incapacitated registrant;
e. Remains or becomes a director, officer, committee member, employee, or holder of any position of decision-making influence of any organization of audiologists and/or speech-language pathologists that has as its primary mandate the promotion of the professions of audiology and/or speech-language pathology;
f. Continues to hold or assumes a position with any organization or group whose mandate or interests conflict with the mandate of the College;
g. Fails, without cause, to attend two (2) consecutive meetings of the Committee or of a subcommittee of which they are a member;
h. Fails, without cause, to attend a hearing or review of a panel for which they have been selected;
i. Fails, in the opinion of the Council, to discharge properly or honestly any office to which they have been appointed.
j. Neither practices nor resides in Manitoba; or
k. Dies.

12.6.5. A registrant who is disqualified under section 12.6.4. from sitting on a Committee ceases to be a member of the Committee, and the Executive and Nominations Committee or Council shall appoint a successor as soon after the disqualification as feasible.

12.6.6. The term of office of a person who is appointed as a successor under section 12.6.5. expires when the term of office of the person being replaced would have expired.

12.6.7. Any vacancies occurring in the membership of a committee shall be filled by appointments made by the Executive and Nominations Committee or Council as soon as possible.

12.6.8. The Executive and Nominations Committee or Council shall appoint members from the general membership and public representatives as required to a number of committees, including any standing or statutory committee, working group, or panel.

12.6.9. The Executive and Nominations Committee or Council shall make any appointments necessary to its committees to enable it to carry out its obligations and responsibilities.

13. Composition and Duties of Statutory and Standing Committees

13.1. Statutory Committees

13.1.1. In respect of its regulatory role, the Council has the following Statutory Committees:

13.2. Complaints Investigation Committee

13.2.1. The Complaints Investigation Committee shall be composed of six (6) members, including the chair, as follows:

a. Two (2) members of the Council who are registrants of the College, one (1) of whom shall be an Audiologist and one (1) of whom shall be a Speech-Language Pathologist;
b. Two (2) public representatives appointed by Council from the roster established by the Minister for this purpose; and
c. Two (2) non-Council members.
d. Two (2) members shall be Audiologists.
e. Two (2) members shall be Speech-Language Pathologists.

13.2.2. Duties of The Complaints Investigation Committee

a. Perform such functions as are assigned to it in the Act. These include investigating and providing a fair review of all complaints received in accordance with the Act; attempting to resolve complaints informally where it considers it appropriate, and making decisions in accordance with the Act;
b. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes, and By-Laws, as well as programs to support the complaints process;
c. Submit an annual report to the Council. Submit reports to update Council on meeting activities at the Council meeting immediately following a committee meeting. The reports will include information on numbers of complaints resolved informally, on decisions, on adherence to policies and procedures, and timely provision of decisions and documentation.

13.3. Inquiry Committee

13.3.1. The Inquiry Committee shall be composed of at least three (3) members, including the chair, as follows:

a. At least one (1) member of the Council who is a registrant of the College, either an Audiologist or a Speech-Language Pathologist;
b. At least one (1) public representative appointed by Council from the roster established by the Minister for this purpose; and
c. At least one (1) non-Council member.
d. At least one (1) member shall be Audiologist.
e. At least one (1) member shall be Speech-Language Pathologist.

13.3.2. Duties of The Inquiry Committee

a. Perform such functions as are assigned to it in the Act. These include holding hearings on matters referred to it by the Complaints Investigation Committee, providing a fair process and making decisions about the conduct of investigated registrants;
b. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes, and By-Laws, as well as programs to support the disciple process;
c. Submit an annual report to the Council. Submit reports to update Council on meeting activities at the Council meeting immediately following a Committee meeting. The reports will include information on development of, and adherence to, policies, numbers of decisions and timely provision of the decisions and documentation.

13.4. Standing Committees

13.4.1. In its role as the governing body of the College, the Council may form standing Committees, ad hoc committees and working groups. These committees and groups will be used for preparatory work to aid Council in making decisions. These committees and groups shall not interfere with the delegation from Council to the Registrar. The following Standing Committees have been struck by Council:

13.5. Executive and Nominations Committee

13.5.1. The Executive and Nominations Committee shall be composed of three (3) members, as follows:

a. The Council Chair,
b. Vice-Chair, and
c. One other member.
d. Speech-Language Pathologists, Audiologists, and Public Representatives may fill roles on the Executive and Nominations Committee. No more than two (2) members from the same profession/group may sit on the Executive and Nominations Committee.
e. At least one (1) member shall be a member of the Council appointed to the Council by the Minister.

f. The Chair of the Council shall be the Chair of the Executive and Nominations Committee and the Council.

13.5.2. Duties of The Executive and Nominations Committee

a. Perform such functions as are assigned to it by Council and co-ordinate the work of Council and assist in its decision-making by reviewing and providing comments to Council on all recommendations and proposals from committees and working groups.
b. Subject to the RHPA, Regulations and the By-Laws of the College, Council delegates to the Executive and Nominations Committee the power and authority to manage and direct the affairs of the Council of the College with respect to any matter that, in the Committee's opinion, requires immediate attention. This excludes the power to revoke, amend, or pass By-Laws and such other powers as are specifically reserved to the Council in the RHPA, this By-Law or any other By-Law of the College. As part of its commitment to retaining the wholeness of its decision-making, the Council will do all in its power to avoid the need for the Executive and Nominations Committee to act in this capacity.
c. Appoint members of statutory and standing committees in accordance with these By-Laws;
d. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes and By-Laws;
e. Serve as the nominations committee for the annual Council selection process.
f. Submit an annual report to Council. Submit reports to update Council on meeting activities at the Council meeting immediately following an Executive and Nominations Committee meeting.

13.6. Continuing Competency Committee

13.6.1. The Continuing Competency Committee shall be composed of six (6) members, including the chair, as follows:

a. At least two (2) members of the Council who are registrants of the College, one (1) of whom shall be an Audiologist and one (1) of whom shall be a Speech-Language Pathologist;
b. Two (2) members of the Council appointed to the Council by the Minister;
c. Two non-Council members
d. Two (2) members shall be Audiologists.
e. Two (2) members shall be Speech-Language Pathologists.

13.6.2. Duties of The Continuing Competency Committee

a. Perform such functions as are assigned to it in the Regulations. These include administering the Continuing Competency Program in accordance with the Regulation and identifying continuing competency measures which promote continuing competency and continuing quality improvement among registrants;

b. Recommend to Council proposals for changes to the legislation, including regulations to applicable statues, and By-Laws, as well as programs to support the continuing competency process;
c. Submit an annual report to the Council. Submit reports to update Council on meeting activities at the Council meeting immediately following a Committee meeting. The reports will include information on continuing competency program activities, decisions reached as well as information on the development of standards regarding practice and ethics and related program proposals.

13.7. Practice Advisory Committee

13.7.1. The Practice Advisory Committee shall be composed of at least three (3) members as follows:

a. At least one (1) Public Representative, appointed to the Council by the Minister;
b. At least one (1) Speech-Language Pathologist; and
c. At least one (1) Audiologist

13.7.2. Duties of The Practice Advisory Committee

13.7.3. The Practice Advisory Committee shall provide advice to Council on matters affecting the practice of audiology and speech-language pathology. In doing so it:

a. At the request of Council and in a format approved by Council, develops and monitors College regulations, By-Laws, standards of practice and practice directions and position statements that relate to the practice of audiology and speech-language pathology with respect to:
   i. Clinical Matters
   ii. Professional practice issues
   iii. Business practice issues
   iv. Interdisciplinary issues
b. Develops policies and positions for consideration of Council on external matters such as provincial legislation that impact on the practice of audiology and speech-language pathology;
c. As part of the strategic planning process, undertaking an annual review of issues and matters affecting the practice of audiology and speech-language pathology and reports to Council on these issues and recommends policies and initiatives to address them as appropriate;
d. Assesses the information and support needs of Audiologists and Speech-Language Pathologists and makes recommendations to Council.
e. May develop communication and education programs for College registrants, the public, other professions, and the government, related to the objectives of the College;
f. Provides advice and input on any other issues referred to the Committee by the Executive and Nominations Committee or by Council.

g. Submit an annual report to Council. Submits reports to update Council on meeting activities at the Council meeting immediately following a committee meeting. The reports will include information on development of, and adherence to, standards of practice and practice directions and position statements that relate to the practice of audiology and speech-language pathology.

13.8. Application Review Committee

13.8.1. The Application Review Committee shall be composed of at least six (6) members as follows:

a. At least four (4) registrants of the College who are in good standing as either Full or Non-Practicing members, comprised of at least:

- Two (2) Audiologists; and
- Two (2) Speech-Language Pathologists
- Upon approval from Council, one member from each profession may be from the Retired member category, as long as they are within five (5) years of their initial retirement.

b. At least two (2) public representatives (as per RHPA 17(2), one-third of committee members must be public representatives).

c. One (1) of the above must be a member of the Council who will act as Chair of the Committee.

13.8.2 Duties of the Application Review Committee

13.8.2. The Application Review Committee is responsible for reviewing applications for audiology or speech-language pathology registration, as referred by the Registrar, that do not meet the eligibility criteria of the College. The Committee will make recommendations to the Registrar based on the findings of their review.

After review of an application for registration as an audiologist or speech-language pathologist, the Application Review Committee will recommend one of the following to the Registrar:

a. that the applicant be granted full regulated registration, with or without conditions;
b. that the applicant be granted provisional regulated registration, with or without conditions;
c. that the Registrar request additional information or evidence from the applicant that will assist in making a registration decision;
d. that the Registrar request additional assessments, training or education to establish that the applicant is competent to engage in professional practice;
e. that the applicant successfully complete an approved examination to prove competency requirements; or
f. that the applicant be denied registration.

The Application Review Committee will include reasons for the recommendations made to the Registrar.

Submit an annual report to the Council. Submit reports to update Council on meeting activities at the Council meeting immediately following a Committee meeting(s). The reports will include information on development of, and adherence to, policies, numbers of decisions and timely provision of the decisions and documentation.

13.9. Committee Chairs

13.9.1. The Chairs of each Committee other than the Executive and Nominations Committee shall be elected from among the members of the Committees at their first meeting of each annual committee cycle. Chairs shall be elected by vote of the majority of members of each Committee.

13.9.2. The Chairs of all Committees shall be members of Council.

13.9.3. The Chairs of Committees other than the Executive and Nominations Committee have the same rights as other Committee members to vote. Where there is a tie, the issue shall be decided in the negative.

13.9.4. Committee meetings shall be called by the Chair of the relevant Committee, or the Chair may be directed by the Executive and Nominations Committee or Council to call a meeting. The Chair shall designate the time and place of the meeting.

13.9.5. The Chairs of Committees are responsible for selecting panels from among the members of the Committee. Panel composition and quorum requirements for the Complaints Investigations Committee and the Inquiry Committee, must conform with the relevant sections of the Act.

13.10. Quorum and Vacancies

13.10.1. The quorum for any committee or panel of any committee shall be a majority of the members of that committee unless otherwise provided in the Act, the Regulations, or these By-Laws.

13.10.2. A committee remains properly constituted despite any vacancy so long as it can still form a quorum unless otherwise provided in the Act, the Regulations, or these By-Laws.

COUNCIL AND COMMITTEE ADMINISTRATION

14. Remuneration and Expenses of Council and Statutory and Standing Committees

14.1. Remuneration Process

14.1.1. Council members shall be paid by the College, in accordance with Schedule 1: Remuneration, for time spent while engaged in the business of the Council.

14.1.2. Members of Statutory and Standing Committees shall be paid by the College in accordance with Schedule 1: Remuneration, for time spent while engaged in the business of the Committee.

14.1.3. All members of Council or Statutory and Standing Committees of the College shall be reimbursed by the College for expenses incurred in the

course of carrying out the business of the College, the Council or Committee, in accordance with these By-Laws.

14.1.4. The College shall remit any payments provided for in this section to the persons entitled to such payment upon submission to the College of claim forms and receipts representing the days or parts thereof engaged or expenses incurred in the course of carrying out the business of the College, the Council, or any Committee.

14.1.5. Where a member of Council or Statutory or Standing Committee of the College must travel outside of the community in which they reside, such travel costs shall be reimbursed according to the Expense Reimbursement Policy approved by Council.

14.1.6. If the Council appoints a registrant of the College, other than a Council or Committee member, to represent the College at a meeting or conference, the registrant shall be reimbursed for expenses incurred in accordance with these By-Laws, plus registration fees, if applicable. The registrant shall not accept reimbursement for expenses from any other body.

14.1.7. Registrants of the College who are appointed to special committees, task forces and working groups by Council shall be reimbursed by the College for expenses incurred in the course of carrying out the business of the College, as approved by Council, in accordance with these By-Laws.

15. Enforcement Process

15.1. Council Member Alleged to have Controvened their Duties

15.1.1. The following procedure shall be followed in the event that a Council or Committee member is alleged to have contravened the Duties of a Council or Committee member or meets the criteria for disqualification set out in sections 7.5. and 12.5.9.

15.1.2. A written complaint shall be filed with the Registrar. A complaint can be made by a registrant of the College, a member of the public, a Council or Committee member or the Registrar. If a member of Council or a Committee receives such complaint, they shall immediately file it with the Registrar.

15.1.3. The Registrar shall forthwith report the complaint to the Chair and/or the Vice-Chair who shall bring the complaint to the Executive and Nominations Committee.

15.1.4. If the Executive and Nominations Committee, after any investigation it deems appropriate, believes that the complaint warrants formal action, it shall call a meeting of the Council. Council shall determine whether there has been a breach of duties or whether the criteria for disqualification have been met and, if so, impose the appropriate sanction. The appropriate sanction can include one or more of the following:

a. censure of the member verbally or in writing,

b. removal of the member from any Committee and/or working group on which they serve,
c. disqualification of an elected member of Council from the Council, or a report requesting removal of the member concerned from the Council to the Minister of Health.

15.1.5. A decision finding that there has been a breach of duties or that a Council or Committee member meets the criteria for disqualification set out in sections 7.5. and 12.5.9. and a decision to impose a particular sanction must be approved by a majority vote of the Council members present and voting.

15.1.6. The Council or Committee member whose conduct is the subject of concern shall not take part in the deliberation or vote, however, they will be given a reasonable opportunity to respond to the allegation.

15.1.7. The Council Chair shall make best efforts to report any complaints to the Executive and Nominations Committee within thirty (30) days of receiving it. The Executive and Nominations Committee shall make its best efforts to conduct its investigation within sixty (60) days of receiving it. The goal is to make best efforts to bring any concerns warranting Council action within one hundred twenty (120) days of it being brought to the attention of the College.

16. Uses of Electronic Media for Council and Committee Business

16.1. Meetings by Teleconference

16.1.1. Any one or more Council members, up to and including all Council members, may participate in a meeting of the Council by such telephone conference facilities as permit all persons participating in the meeting to hear or otherwise communicate with each other.

16.2. Meetings by Other Electronic Means

16.2.1. In addition to the manner of a meeting provided for in Section 14.1, any one or more Council members, up to and including all the Council members, may meet by any other electronic means that permits each Council member to communicate adequately with each other.

16.3. Council Member Deemed to Be Present

16.3.1. A Council member participating in any meeting of the Council by conference telephone facilities in accordance with Section 14.1, or by any other electronic means in accordance with Section 14.2, is deemed to be present at the meeting.

16.4. Access to The Public

16.4.1. The meetings of the Council shall be open to the public except where Council considers that a private meeting is necessary to consider matters of a confidential nature or of a personal nature concerning an individual, as set out in the Act.

16.4.2. Persons wishing to make submissions on issues to the Council may apply in advance to the Registrar in accordance with the Governance Policies.

REGISTRANTS

17. Registrants

17.1. Obligations, rights, and privileges of each category of registration

17.2. Regulated Registrants

17.2.1. Full Regulated Audiologist

a. Shall pay an annual fee and any other fees as applicable.
b. Is entitled to practice audiology in Manitoba.
c. Shall participate in the Continuing Competency Program of the College.
d. Shall maintain professional liability insurance as required by regulation.
e. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by regulation.
f. Shall receive full voting privileges and all privileges extended by the College.
g. Is eligible for appointment to any position within the College.
h. Is entitled to attend and participate in general College meetings.
i. Is entitled to receive copies of official College publications.

17.2.2. Provisional Regulated Audiologist

a. Shall pay an annual fee and any other fees as applicable.
b. Is entitled to practice audiology in Manitoba in accordance with the mentorship program as specified in the Council Regulation of the College.
c. Shall participate in the Continuing Competency Program of the College.
d. Shall maintain professional liability insurance as required by regulation.
e. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by regulation.
f. Shall receive full voting privileges and all privileges extended by the College.
g. Is eligible for appointment to any position within the College.
h. Is entitled to attend and participate in general College meetings.
i. Is entitled to receive copies of official College publications.

17.2.3. Restricted Purpose Regulated Audiologist

a. Shall pay any fees as applicable.
b. Is entitled to practice audiology in Manitoba.
c. Shall maintain professional liability insurance as required by regulation.

d. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by regulation.
e. Is entitled to receive copies of official College publications.

17.2.4. Non-Practicing Regulated Audiologist

a. Shall pay an annual fee and any other fees as applicable.
b. Is not eligible to practice audiology in Manitoba.
c. Shall participate in the Continuing Competency Program of the College.
d. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by regulation.
e. Shall receive full voting privileges and all privileges extended by the College.
f. Is eligible for appointment to any position within the College.
g. Is entitled to attend and participate in general College meetings.
h. Is entitled to receive copies of official College publications.

17.2.5. Full Regulated Speech-Language Pathologist

a. Shall pay an annual fee and any other fees as applicable.
b. Is entitled to practice speech-language pathology in Manitoba.
c. Shall participate in the Continuing Competency Program of the College.
d. Shall maintain professional liability insurance as required by regulation.
e. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by regulation.
f. Shall receive full voting privileges and all privileges extended by the College.
g. Is eligible for appointment to any position within the College.
h. Is entitled to attend and participate in general College meetings.
i. Is entitled to receive copies of official College publications.

17.2.6. Provisional Regulated Speech-Language Pathologist

a. Shall pay an annual fee and any other fees as applicable.
b. Is entitled to practice speech-language pathology in Manitoba in accordance with the mentorship program as specified in the Council Regulation of the College.
c. Shall participate in the Continuing Competency Program of the College.
d. Shall maintain professional liability insurance as required by regulation.
e. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by regulation.
f. Shall receive full voting privileges and all privileges extended by the College.
g. Is eligible for appointment to any position within the College.
h. Is entitled to attend and participate in general College meetings.
i. Is entitled to receive copies of official College publications.

17.2.7. Restricted Purpose Regulated Speech-Language Pathologist

a. Shall pay any fees applicable.
b. Is entitled to practice speech-language pathology in Manitoba.
c. Shall maintain professional liability insurance as required by regulation.

d. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by regulation.
e. Is entitled to receive copies of official College publications.

17.2.8. Non-Practicing Regulated Speech-Language Pathologist

a. Shall pay an annual fee and any other fees as applicable.
b. Is not eligible to practice speech-language pathology in Manitoba.
c. Shall participate in the Continuing Competency Program of the College.
d. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by regulation.
e. Shall receive full voting privileges and all privileges extended by the College.
f. Is eligible for appointment to any position within the College.
g. Is entitled to attend and participate in general College meetings.
h. Is entitled to receive copies of official College publications.

17.3. Regulated Associate Registrants

17.3.1. Inactive/Retired Regulated Associate Audiologist

a. Shall pay an annual fee and any other fees as applicable.
b. Is not eligible to practice audiology in Manitoba.
c. Is entitled to receive copies of official College publications.

17.3.2. Inactive/Retired Regulated Associate Speech-Language Pathologist

a. Shall pay an annual fee and any other fees as applicable.
b. Is not eligible to practice speech-language pathology in Manitoba.
c. Is entitled to receive copies of official College publications.

17.4. Obligations, Rights, and Privileges of Registration

17.5. All registrants shall:

17.5.1. Notify the Registrar in writing of any change in the following and the effective date of the change within thirty (30) days of the change:

a. The registrant's home address, home telephone number, and preferred e-mail address;
b. The name, business address, business telephone number, business facsimile number and business e-mail address of each place of practice of the registrant;
c. Legal amendments to the registrant's name.

17.5.2. Practice the profession of audiology or speech-language pathology, whichever the case may be, in accordance with the Standards of Practice, Code of Ethics, and Practice Directions of the College;

17.5.3. Provided information respecting their suspension or dismissal from their place of employment;

17.5.4. Answer all correspondence from the College in which a reply is requested, within 15 days or the deadline specified in the correspondence, unless an extension is granted by Council;

17.5.5. Accurately complete and return the required annual renewal by providing such information as may be requested including:

a. information required to be maintained in the register of the College;
b. information respecting their participation in the Continuing Competency Program;
c. information that relates to the professional characteristics and activities of the registrant that may assist the College in carrying out its objectives; and
d. information respecting a Criminal Record, Child Abuse Registry, and Adult Abuse Registry Check as required by regulation;
e. information respecting professional liability insurance coverage as required by regulation.
f. Information for the purpose of compiling statistical information to assist the College in fulfilling its objectives.

18. Meetings of Registrants

18.1. Annual General Meeting

18.1.1. An Annual General Meeting shall be held at least once every calendar year and no more than fifteen months after the adjournment of the last Annual General Meeting.

18.1.2. The Annual General Meeting of the College shall be held at a date, time, and place to be determined by Council, and the agenda for the meeting shall be prescribed by Council.

18.1.3. Notice of the time and place of the Annual General Meeting shall be sent to registrants at least thirty (30) days in advance of the Annual General Meeting. Notice may be sent by regular mail, email, facsimile or other method of delivery. The accidental omission to give notice to any registrant or registrants shall not invalidate any action taken at an Annual General Meeting.

18.2. Special Meetings

18.2.1. Notice of the time, place, and business to be transacted at a special general meeting of the College shall be sent to registrants at least ten (10) days in advance. The business to be transacted at a special general meeting of the College shall be limited to that specified in the notice thereof. The accidental omission to give notice to any registrant or registrants shall not invalidate any action taken at a special meeting.

18.3. Quorum at Meetings of Members

18.3.1. A quorum for any meeting of registrants shall be the number in attendance at the meeting.

18.4. Recording of The College Meetings

18.4.1. Minutes shall be taken at all meetings of registrants and circulated to registrants.

18.5. Voting at Meetings of Members

18.5.1. At any meeting of registrants, each regulated Audiologist and Speech-Language Pathologist, excluding restricted purpose registrants, shall be entitled to one vote. In the event of an equality of vote, the motion would be defeated.

19. Fees

19.1. Application of Fee Schedule

19.1.1. The Registrar may charge a fee for:

a. anything the Registrar is required or authorized to do under statute, regulations or By-Law.
b. anything that a committee of the College is required or authorized to do under statute or regulation.

19.1.2. A fee for an application, a registration, a Certificate of Practice, or a transfer of registration category, determined by Council, as set out in Schedule 2: Fees, shall be paid prior to the granting of registration in any registration category of the College, or granting of a Certificate of Practice, whichever the case may be, and is non-refundable.

19.1.3. A registrant must comply with requests specified in an annual registration and practice renewal notice and meet all other obligations as prescribed by statute, regulation, and By-Law. Failure to comply with the terms contained in the registration notice will result in the cancellation of a registrant's registration.

19.1.4. A Certificate of Practice must be renewed annually as specified in a renewal notice and meet all other obligations as prescribed by statute, regulation, and By-Law.

19.1.5. A Certificate of Practice shall expire on December 31st in each year, unless renewed prior to that date, and each person whose Certificate of Practice has expired shall not practice as an audiologist or speech-language pathologist.

19.1.6. Annual registration fees and Certificate of Practice renewal fees may be paid by instalments according to Payment by Installment Policy.

19.1.7. Registrants who stop practicing for a period of time during the current Practice Year will not be entitled to any reduction in their annual fees.

19.1.8. An Advanced Competency Certificate must be renewed annually as specified in a renewal notice and meet any other obligations as prescribed by statute, regulation, and By-Law. Failure to comply with the terms contained in the renewal notice will result in cancelation of an Advanced Competency Certificate.

19.1.9. Fees that are not paid by the date stipulated on renewal notices will attract an automatic late penalty, to be determined by Council, as set out in Schedule 2: Fees.

19.1.10. Other fees may be levied, in accordance with Schedule 2: Fees.

20. Honorary Members

20.1. Honorary Membership Privilege

20.1.1. The privileges of honorary membership shall be open to any person who is not a registrant of the College who has made an outstanding contribution to furthering the mission of the College and/or fulfilling its mandate and objectives relating to the regulation of the professions of audiology and speech-language pathology in Manitoba in the public interest.

20.1.2. Honorary members must be nominated by five (5) regulated registrants of the College. Nominations shall be submitted once, annually, on November 1st.

20.1.3. Council shall consider nominations of honorary members annually, at its December meeting. Council may approve honorary members by at least a two-thirds (2/3) vote.

20.2. Fees

20.2.1. Honorary members will not pay annual registration fees.

20.3. Conditions

20.3.1. An honorary membership shall be for life, save and except in the case where, in the opinion of Council, the member acts in a manner inconsistent with an honorary member designation.

20.3.2. Honorary members shall not be eligible for nomination to Council.

20.3.3. Honorary members shall not have voting privileges.

20.3.4. Honorary members shall not use the titles “Audiologist” or “Speech-Language Pathologist,” or a variation or abbreviation or an equivalent in another language or any other title protected by the College and shall not hold themselves out as qualified to practice as an audiologist or speech-language pathologist.

CASLPM
THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS OF MANITOBA

Schedule 1: Remuneration of Council and Committee Members

FEE SCHEDULE Honorarium	
Council Chair (or Vice-Chair acting in the absence of the Chair)	$~~42~~45.00/hr
Chair of a Statutory or Standing Committee	$~~37~~40.00/hr
General Members of Council or Committees	$~~27~~30.00/hr
Preparation time (all members)	$30.00/hr

Note: All remuneration claims are to be submitted, on a quarterly basis, for the fiscal periods ending March 31, June 30, September 30, and December 31. Fourth quarter remuneration claims must be received no later than January 15 of the new fiscal year to allow sufficient time for payment to be accounted for in the year in which the meeting was held. Claims submitted after the close of the fiscal year-end records on January 15 are subject to non-payment. CRA and CPP deductions apply to all honoraria paid to members, please consult with your accountant regarding applicable deductions. T4a's will be issued for the tax year-end.

CASLPM
THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS OF MANITOBA

Schedule 2: ~~2026~~ 2027 Fee Schedule

Type	Amounts for ~~2026~~2027 (Plus GST)
Application Fee	$150.00
Initial Certificate of Registration Full, Provisional~~*~~, and Non-Practicing Regulated Registration	$412.00
Initial Certificate of Practice Full and Provisional~~*~~ Regulated Registration Expires December 31 annually	$~~539~~543.00
Certificate of Practice Renewal or Reinstatement Fees Full and Provisional Regulated Registration Non-Practising Regulated Registration Inactive/Retired Regulated Associate Registration Expires December 31 annually	 $~~950~~955.00 $~~411~~412.00 $105.00
~~*~~Prorated Annual Fee for New ~~Provisional~~ Registration ~~only~~	January to June $~~950~~955.00 July to December $~~475~~478.00
Advanced Competency Certificate Initial Registration and Renewal, valid for three (3) years Must be a full Regulated Registrant to hold Advanced Competencies	$60.00 for per competency $120.00 for renewal of two or more competencies
Application to Transfer Registration Category Full, Provisional, and Non-Practicing Regulated Registration other than at annual renewal	$150.00
Assessment fee For internationally educated applicants	$1350
Cross Provincial Practice Restricted Purpose Regulated Registration Application Fee Certificate of Registration Certificate of Practice Other Restricted Purpose Category	 $100.00 $ 40.00 $ 60.00 Contact office

Notes:

- All fees are payable in Canadian currency.
- No refunds will be issued on any fees paid.
- ~~A Provisional Registrant is defined as a Registrant who is a recent graduate of an approved Master's of Audiology or Master's of Speech-Language Pathology program or holds a Doctorate of Audiology (AuD).~~

CASLPM
THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS OF MANITOBA

Penalties & Miscellaneous Fees	Fee
Late payment of Annual Renewal Payments after October 31 registration deadline	20% (of Annual Renewal Fee)
Reinstatement of Regulated Registration At any time of year, Contact CASLPM office	20% (of Annual Registration Fee)
Non-Compliance Fees Per incomplete process, information, document, or form including failure to provide information requested by the College, failure to complete Jurisprudence Module, or failure to complete Jurisprudence Module Failure to complete ~~Self-Assessment Tool~~Continuing Competency Requirements	$50.00 $200.00
Request for Verification of Registration Contact CASLPM office	$~~50~~20.00
Request for Name Change Contact CASLPM office	$~~50~~20.00
Issuing copies of documents from Registrant's file Up to 25 pages; $1/page thereafter	$20.00
Payment declined, NSF, unauthorized Applicable to all payment methods	$50.00
Payment made by any means other than online (e.g. cheque)	$~~50~~20.00
Administration Fee At Registrar's Discretion	$~~50~~20.00
Onsite Practice Audit Does not apply to registrants randomly selected or volunteering for a Practice Audit per CASLPM General Regulation Section 6.11(1)	$500.00
Remediation Plan – One Cycle No charge for first ten (10) hours	$100.00/hr
~~Election Recount~~	~~$150.00~~

Health Profession Corporation	Fee
Application and Initial Permit	$150.00
Renewal Permit	$120.00

Third-Party Advertising	Fee
Broadcast Email or Website Posting	$100.00
Broadcast Email and Website Posting	$150.00