Newfoundland and Labrador College of Dietitians

Bylaws
Approved June 14, 2014

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Part 1: Bylaws

1. These bylaws may be cited as the Newfoundland and Labrador College of Dietitians Bylaws.

2. In these bylaws, unless the context otherwise requires, expressions defined in the *Dietitians Act,* hereinafter called "the *Act*" and any alterations or amendments thereto shall have the meaning as defined; and words imparting the singular shall include the plural and vice versa, and words imparting the feminine gender shall include males, and words imparting persons shall include bodies corporate.

Part 2: Definitions

3. In these bylaws, terminology is interpreted as follows:

   "ACT" means the *Dietitians Act*.

   "APPOINTED DIRECTOR" means a person appointed under Section 6 of the *Act* by the Minister as a director of the College who is suitable to represent the public interest.

   "BOARD" means the Board of the College as appointed under Section 5 (1) of the *Act.*

   "BYLAWS" means those bylaws that the College may make under Section 8 of the *Act*.

   "COLLEGE" means the College continued under Section 3 of the *Act*.

   "DIRECTOR" means a person elected or appointed to the College.

   "FOI ACT" means the Freedom of Information and Protection of Privacy ACT.

   "MEMBER" means a member in good standing of the College who is a registered dietitian.

   "MINISTER" means the minister appointed under the Executive Council ACT TO administer the *Act.*

   "REGISTERED DIETITIAN" means a person whose name is entered on the register.

   "REGISTRAR" means the registrar of the College appointed under Section 5 (7) of the *Act*.

   "REGULATION" means those Regulations that the College may, with the approval of the minister, make under Section 39 of the *Act*.

Part 3: College Board

First Board

4. Notwithstanding Section 5 of these bylaws, for the purposes of these bylaws, the first Board shall be composed of the members of the council of the Newfoundland Dietetic Association on the day before this *Act* came into force to continue as directors of the College until an election is held as noted in Section 41 of the *Act*.

5. As per Section 41 of the *Act*, of the first election of directors:

   1) the terms of office shall be as follows:

      a. 3 shall be elected for a term of three (3) years; and
      b. 2 shall be elected for a term of two (2) years.

2) as per Section 41 (3) of the *Act*, the minister will make the first appointment of directors within thirty (30) days of the election.

Board Composition

6. The Board Executive:

1) shall consist of:

a. the immediate past-chair;

b. the chair;

c. the vice-chair;

d. the treasurer; and

e. a Board member to serve as secretary.

2) No person shall hold more than one (1) office at a time.

3) The registrar appointed under Section 5 (1) (c) of the Act serves on the Board but does not have a vote.

4) The election of the officers of the Board Executive is to take place at the first regular Board meeting following the annual general meeting.

5) Members of the Board shall elect the vice-chair and the Board member to serve as Secretary from the members of the Board by open vote or by secret ballot if requested by any member of the Board.

6) If the immediate past-chair is not a member of the Board, the past-chair shall be an ex-officio, non-voting member of the Board Executive.

7) The province of Newfoundland and Labrador is divided into four (4) health authorities. The four (4) authorities are: Eastern, Central, Western, Labrador-Grenfell. However, for the purposes of electing Board members, Western-Labrador-Grenfell is combined into one (1) district.

8) The boundaries of the districts are those defined in the map of Regional Integrated Health Authorities Newfoundland and Labrador 2005. Map is referenced on the website: http://www.statcan.gc.ca/pub/82-583-x/2010001/article/11218-eng.pdf

9) One (1) Board member is elected from each of the following districts:

a. Central;

b. Western – Labrador – Grenfell; and

c. from any district in the province.

10) Two (2) Board members are elected from Eastern district, at least one (1) of which must be from St. John's.

11) The Board may change the boundaries of a district by a special resolution.

12) The office of a member of the Executive of the Board shall become vacant if the officer:

d. resigns in writing to the chair of the Board, or

e. ceases to be a member of the Board, except in the case of the immediate past-chair.

Board Terms of Office

7. A director is elected for a three (3) year term and is eligible to be re-elected, but shall not hold the office of director for more than nine (9) consecutive years.

Eligibility for Election to the Board

8. An Active Member with current proof of insurance is eligible for election to the Board.

Chair

9. The members of the Board must elect a chair by majority vote for a one (1) year term.

10. Notwithstanding Section 9 of these bylaws, the first chair of the first Board shall serve a two (2) year term.

11. The chair will:

    1) preside at all meetings of the College and Board;
    2) regulate the order of meetings and shall decide all questions of order;
    3) be an ex-officio member of all committees;
    4) sign documents and other instruments executed on behalf of the College as required;
    5) sign the minutes of each meeting after they are approved by the Board;
    6) act generally in accordance with the requirements of the office for the proper carrying out of the duties of the Board; and
    7) assume other duties as may be assigned to the chair by the Board from time to time.

12. The chair may serve a maximum of two (2) consecutive terms.

Vice-chair

13. The members of the Board must elect a vice-chair by majority vote for a one (1) year term.

14. Notwithstanding Section 13 of these bylaws, the first vice-chair of the first Board shall serve a two (2) year term.

15. The vice-chair will:

    1) perform the duties of the chair in the absence of the chair;
    2) assume other duties as may be assigned to the vice-chair by the Board from time to time; and
    3) succeed as chair.

16. The vice-chair may serve a maximum of two (2) consecutive terms.

17. When the vice-chair succeeds to the chair, the vacancy shall be filled in accordance with Section 13 of these bylaws.

Treasurer

18. The treasurer must reside in a community with a branch of the financial institution selected by the Board.

19. The treasurer will:

1) control matters related to the finances of the College, under the direction of the Board, including receipt of all monies paid to the College and disbursements on behalf of the Board;

2) make all payments on behalf of the Board by cheque to be signed by the treasurer and co-signed by the chair or vice-chair;

3) deposit all funds received by or on behalf of the College in a financial institution approved by the Board;

4) keep a ledger of receipts and disbursements which shall be open to the Board and to reply to any reasonable questions by any member of the Board regarding specific receipts and disbursements;

5) have the right to deposit and disburse funds on behalf of the Board;

6) have the books of the Board audited annually by the auditor appointed by the Board;

7) submit a financial statement to the Board within sixty (60) days of receiving a request from the Board for such a statement;

8) submit a financial statement to the auditor within thirty (30) days of the end of the fiscal year; and

9) present an audited statement of the financial affairs of the College at each annual general meeting; and

10) assume other duties as may be assigned to the treasurer by the Board from time to time.

Secretary

20. The secretary will:

    1) record, keep, distribute and read all minutes of meetings of the Board and keep on file all minutes of its committees;

    2) compile all regular correspondence on behalf of the Board; and

    3) assume other duties as may be assigned to the secretary by the Board from time to time.

Director

21. Each director will:

    1) attend meetings of the Board and any committees assigned;

    2) read minutes and other materials provided prior to a meeting of the Board or any committee to which the director is assigned; and

    3) assume other duties as may be assigned by the Board from time to time.

22. Where a person appointed under Section 6 (1) of the *Act* holds office for a consecutive nine (9) year period, the person is <u>not</u> eligible for appointment as a director until twelve (12) months after the last day that the person was a director.

Registrar

23. The Board may appoint a registrar, assistant registrars, inspectors and such other agents, as it deems appropriate from time to time to assist the Board in its business.

24. The College shall appoint a person to act as the registrar of the College, who shall keep the register referred to in Section 16 of the *Act*.

25. The registrar shall receive remuneration as approved by the Board.

26. The registrar will:

    1) carry out all duties associated with registration contemplated under the *Act*, including the following:

        a. enter dietitians on a register of all categories of dietitians entitled to be registered with the information compiled as the College may require;

        b. certify that the persons whose names are entered in the register are registered dietitians and the absence of the name of a person from the register is in the absence of evidence to the contrary, proof that that person is not a registered dietitian;

        c. issue a certificate of registration in a form approved by the Board to any person who is granted membership and the certificate must specify any conditions or limits that apply to a registration;

        d. prepare a list of all members in the current fiscal year for annual publication;

        e. verify, at the request of any person, and subject to a fee set by the Board, to that person any fact or matter appearing in a register providing it is not of a private or confidential nature; and

        f. make such a register available to a person when requested within normal business hours or at a time and day suitable to both parties.

    2) assume duties required under Sections 23 (1) (2) (3) and 24 of the *Act*; regarding the disciplinary process;

    3) prepare a report for the chair of the registration committee for the annual general meeting in the form required by the Board; and

    4) assume other duties as may be assigned to the registrar by the Board from time to time.

First Election

27. The first election will be held during November 2006 and the successful candidates will assume their positions effective immediately after the election.

Nominations and Election Procedure

28. The past-chair will chair the nominations and election committee.

29. The election of directors shall take place every year prior to the annual general meeting.

30. The results of the election will be proclaimed at the annual general meeting of the members.

31. Nominations shall proceed as follows:

    1) the past-chair must prepare and mail nomination forms to each member at least ninety (90) days prior to the annual general meeting.

    2) registered dietitians may nominate more than one (1) other registered dietitian in their district.

    3) each nominee shall be registered in and have the principal place of practice within the district for which this dietitian is nominated.

4) nominations must be moved and seconded in writing on the nomination form by registered dietitians who have the principal place of practice within the district for which the dietitian is nominated.

5) for those registered dietitians who do not have a principle place of practice, the principal place of residence shall decide the district for nomination and election purposes.

6) the nominee must indicate consent to allow their name to appear on the election ballot by signing the nomination form.

7) the past-chair must receive nomination forms at least forty five (45) days prior to the election.

32. Voting shall proceed as follows:

1) the past-chair must prepare and mail to each member an election ballot not less than thirty (30) days prior to the election.

2) each Active Member is entitled to one (1) ballot and may vote in favour of one (1) person for each vacant position to be elected.

3) the past-chair will act as returning officer for elections.

4) completed original ballots must be in the hands of the returning officer no more than seven (7) days prior to the annual general meeting.

5) ballots shall be opened in the presence of, and tabulated by, a committee of scrutineers, appointed by the Board, under the direction of the returning officer.

6) the past-chair must not count a ballot unless it is contained in an envelope on which the member's name and signature appears and is received by the past-chair at least seven (7) days prior to the annual general meeting.

7) the nominees receiving the most votes on the return of the ballots are elected to the vacant positions on the Board.

8) in case of a tie vote, the past-chair must select the successful candidate by a random draw.

9) the past-chair must supervise and administer all Board elections and may establish procedures for those purposes which are consistent with these bylaws.

10) the past-chair shall determine any dispute or irregularity with respect to any nomination, ballot or election.

11) where the number of persons nominated is less than or equal to the number of positions at the close of nominations, the nominees are elected by acclamation and no vote by ballots is required.

12) the term of office for all those elected shall commence at the conclusion of the annual general meeting.

Vacancy

33. An elected director may resign the office of director by written notice to the College.

34. Where an elected director resigns, dies or becomes incapable of performing the duties of a director, the remaining directors shall appoint a replacement to serve until the next annual general meeting.

35. Where the term of an appointed director expires, that director continues on the Board until re-appointed or replaced by the minister.

36. A person appointed under Section 6 (6) of the *Act* may resign the office of director by written notice to the minister.

Remuneration of Board and Committee Members

37. Elected directors will be reimbursed for their travel and expenses associated with their duties as directors in accordance with guidelines established in accordance with these bylaws. (Schedule to be attached.)

38. Appointed directors will be reimbursed in accordance with guidelines established by the Lieutenant-Governor in Council.

39. Reimbursement by the College will be for reasonable expenses necessarily incurred in connection with the business of the College.

Board Meetings

40. The Board must meet at least four (4) times in each calendar year and must provide reasonable notice of Board meetings to members.

41. The chair or any three (3) Board members must call meetings of the Board.

42. The chair must provide on request to members or when requested by members of the public:

    1) details of the time and place of a Board meeting;

    2) a copy of the agenda; and

    3) a copy of the minutes of any preceding meeting, with the exception of portions of meetings held in camera or designated by the Board to be confidential.

43. Meetings of the Board must be open to members and the public.

44. The Board may exclude any person from any part of a meeting if it is satisfied that:

    1) financial or other matter may be disclosed of such a nature that the desirability of avoiding public disclosure of them is in the interest of any person affected or in the public interest;

    2) a person involved in a criminal proceeding, civil suit or other proceeding may be prejudiced by disclosure of information at the meeting,

    3) personnel matters or property acquisitions will be discussed;

    4) the contents of examinations will be discussed or examination results of a specific applicant will be discussed;

    5) communications with the Office of the Ombudsman will be discussed, or

    6) instructions will be given to or opinions received from legal counsel from the College, Board or committees.

45. If the Board excludes any person from a part of a meeting, its reasons for doing so must be noted in the minutes of the meeting.

46. As per Section 7 (1) of the *Act* a quorum of the Board is four (4) voting directors, one (1) of whom is an appointed director.

47. No resolution proposing a meeting need be seconded and the chair of a meeting may move or propose a resolution.

48. In case of a tie vote the chair shall have the deciding vote in addition to the vote to which the chair is entitled as a Board member as per Section 7 (3) of the *Act*.

49. The Board, with the consent of all directors participating in such meetings, may meet and conduct business using telecommunication or electronic devices that permit all persons participating in the meeting to communicate with each other when some or all participating Board members are unable to meet in person.

Extraordinary Meetings

50. The Board may meet at additional times and places, from time to time, at the call of the chair.

51. The chair may call special general meetings of members to deal with a specific matter. Only those matters specified will be considered at such a meeting.

52. For such special general meetings of members, fourteen (14) calendar days notice shall be given to all registered dietitians (via the communications information in the registry) and such notice shall contain the particulars of business to be transacted at the meeting.

Part 4: Committees and Panel

53. The Board shall appoint any and all committees it considers necessary from time to time for the successful operation of the Board.

54. Subject to the *Act*, the Regulations and these bylaws, such committees shall serve for a term as specified in any Terms of Reference as established by the Board, or in the absence thereof, at the pleasure of the Board.

55. It shall be the duty of the chair to name a chair and vice-chair from the names of each committee appointed by the Board, unless otherwise specified in the Terms of Reference of the committee.

56. A person appointed to a committee established under these bylaws:

    1) must serve a term not exceeding two (2) years, and

    2) is eligible for reappointment but may not serve more than three (3) consecutive terms.

57. A committee member may be removed by a majority vote of the Board.

58. Committees, with the consent of all committee members participating in such meetings, may meet using telecommunication or electronic devices that permit all persons participating in the meeting to communicate with each other when some or all participating members are unable to meet in person.

59. Each committee must annually submit a report of its activities to the Board or more frequently at the Board's request.

60. The only remuneration paid to members of committees appointed under this Section of these bylaws shall be reimbursement of out of pocket expenses.

Registration Committee

61. The registration committee consists of at least three (3) persons appointed by the Board.

Continuing Competence Committee

62. The continuing competence committee consists of at least three (3) persons appointed by the Board.

Complaints Authorization Committee

63. The complaints authorization committee:

    a. consists of at least three (3) persons appointed by the Board; and
    b. this includes one (1) appointed director.

64. As per Section 22 (3) of the *Act* the registrar is not eligible to be a member of the complaints authorization committee.

Disciplinary Panel

65. The Board shall appoint and constitute a disciplinary panel as per Section 22 (4) (5) (6) (7) of the *Act*.

66. A member of the disciplinary panel shall serve as a member without payment for services, but may be remunerated for services as a member of an adjudication tribunal and paid travel and other expenses associated with the work of that tribunal by the College. Members will be reimbursed for their expenses in accordance with the rates set by the bylaws.

Meetings of a Committee

67. A majority of a committee or panel constitutes a quorum.

68. The provisions of Sections 42-46 and 48-50 of these bylaws apply to a committee as if it were the Board.

Part 5: College Administration

Seal

69. The Board must approve a seal for the College.

70. Those persons designated by the Board, will affix the seal of the College to certificates of registration and such other documents as the Board may direct by resolution.

Fiscal Year

71. As per Section 17 of the *Act*, the fiscal year of the College commences on April 1 and ends on March 31 of the following year.

Fees

72. The Board shall set fees based upon the budget; information shall be provided to College members.

Banking

73. The Board must establish and maintain such accounts with a chartered bank, trust company or credit union as the Board determines necessary from time to time.

Payment and Commitments

74. The chair or designates may approve payments and commitments for the purchase of goods and services based on the budget and College or Board policies or as specifically approved by the Board.

Borrowing Powers

75. The College may acquire, receive, hold and enjoy property, movable or immovable, and may sell, lease, mortgage, alienate or otherwise dispose of its property according to Section 4 of the *Act*.

76. The Board may raise funds or borrow money in the name of the College, in any manner determined by the Board, in order to carry out the purposes of the College.

Investments

77. The Board may invest funds of the College in any investments guaranteed by the Canada Insurance Deposit Corporation (**CDIC**).

Auditor

78. The Board will submit the name of a chartered accountant or a certified general accountant to be voted upon by the members at the annual general meeting.

79. The auditor shall examine all accounts, books, and securities of the Board and shall submit a statement of the affairs and financial position of the Board that shall be presented by the treasurer at the annual general meeting.

80. The auditor shall receive remuneration as approved by the Board.

81. A copy of the auditor's report must be included in the annual report.

Legal Counsel

82. The Board may appoint a solicitor or other such agent, as it deems appropriate from time to time.

83. The solicitor shall receive remuneration as approved by the Board.

General Meetings

84. An annual general meeting of the members must be held in Newfoundland and Labrador at a time and place determined by the Board.

85. The first annual general meeting of the members must be held not more than twelve (12) months after the date the *Act* comes into force and after that, an annual general meeting must be held not more than eighteen (18) months after the holding of the last annual general meeting.

86. The following must be considered at an annual general meeting:

    1) the minutes from the previous annual general meeting;

    2) financial statements;

    3) the report of the Board;

    4) the report of the auditor;

    5) the reports of committees of the College; and

6) any other new business arising.

87. The Board must convene an extraordinary general meeting within sixty (60) days after receipt by the secretary of a request for such a meeting in writing when signed by at least ten percent (10%) of members.

Notice of Meetings

88. The Board must prepare and give notice to each member (via the communications information in the registry) of an annual general or extraordinary general meeting that has been petitioned by members to every member at least forty five (45) days prior to that meeting.

89. Every notice or mailing provided to the general membership of the College must also be provided to each appointed director or public representative serving on the Board or any committee.

90. Notice of a meeting under Section 89 of these bylaws must include the following:

    1) the place, date and time of the meeting;

    2) the proposed agenda;

    3) any resolutions by the Board; and

    4) any resolutions by the members under Section 93 of these bylaws and delivered to the registrar prior to the mailing of notice.

91. The accidental omission to deliver notice of a meeting to, or the non-receipt of a notice by any member or Board member entitled to receive notice of a general meeting, does not invalidate proceedings at that meeting.

Resolutions Proposed By Members

92. Any five (5) members may deliver written notice to the secretary, at least thirty (30) days prior to the date of an extraordinary general meeting requesting that a resolution be placed on the agenda for that meeting.

93. On receipt of such notice in Section 92 of these bylaws, the secretary will send to all members, at least fourteen (14) days prior to the date of that meeting, notice of that resolution and a copy of it.

94. A member may propose a resolution at a general meeting from the floor and any such resolution will be noted by the chair of the meeting and placed at the end of the agenda to be debated if time permits.

Proceedings at Meetings

95. A quorum is fifteen (15) members present at an annual general meeting.

96. No business other than the adjournment or termination of the meeting may be conducted at a general meeting at a time when a quorum is not present.

97. If at any time during a meeting there ceases to be a quorum present, business than in progress shall be suspended until there is a quorum present or until the meeting is adjourned. If within thirty (30) minutes from the time appointed for the commencement of a general meeting or from any time during a general meeting when a quorum is not present, the meeting must be adjourned.

98. In the absence of both the chair and the vice-chair of the Board, an acting chair for a meeting must be elected from the Board by a majority vote of the members present.

99. A general meeting may be adjourned from time to time and from place to place, but no other business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

100. When a meeting is adjourned, notice of the rescheduled meeting must be delivered as in the case of the original meeting.

101. A member present at a meeting is entitled to one (1) vote and the chair of the meeting where the chair is a member is entitled to one (1) vote.

102. Voting is conducted by a show of hands or if any member so requests must be conducted by ballot.

103. In the event of a tie vote, the resolution is not passed.

104. The decision of the chair on a point of order is final.

105. Except as these bylaws otherwise provide, the most recent edition of Bourinot's Rules of Order governs the procedures at a general or an extraordinary general meeting.

Part 6: College Reports

Freedom of Information and Protection of Privacy Act

106. The chair of the Registration Committee is the “head” of the College for the purposes of the FOI Act.

107. The chair of the Registration Committee may authorize the registrar, a person employed by the College or a person who has contracted to perform services for the College to perform any duty or exercise any function of the registrar that arises under the FOI Act.

108. The chair of the Registration Committee must report annually to the Board regarding the steps the College has taken to comply with the FOI Act.

Protection of Personal Information

109. The Board must take all reasonable measures to ensure that the collection, use and disclosure of personal information occur in accordance with the FOI Act.

110. The Board must take all reasonable measures to ensure that, where personal information is sent to any person or organization for processing, storage or destruction, a contractual agreement is made with that person or organization guaranteeing that confidentiality will be maintained.

111. The Board must ensure that during an investigation, the investigator must not observe a member while the member is providing a service to a patient except where:

    1) the consent of the patient being treated has been obtained in advance; or

    2) the service is being provided in a public setting.

Disclosure of Annual Report

112. The College must deliver a copy of its annual report to every member and to a person upon request.

113. The College must deliver a copy of its annual report to the minister before July 1. A copy to be posted to NLCD website.

Disclosure of Registration Status

114. When the Board or the registrar receives an inquiry about the registration status of a person, the registrar must disclose:

    1) whether or not the person is a member or a former member; and

    2) whether or not an adjudication tribunal has ever issued an order relating to the person under Section 28 or 29 of the *Act*.

115. Except with the consent of the person affected, or as required by law, the registrar must not release the names of complainants, patients or their families or information which might otherwise enable a person inquiring about the status of a member to establish the identity of complainants, patients or their families.

Disposal of College Records

116. The Board must ensure that a College record containing personal information is disposed of only by:

    1) effectively destroying a physical record by utilizing a shredder or by complete burning;

    2) erasing information recorded or stored by electronic methods on tapes, disks, or cassettes in a manner that ensures that the information cannot be reconstructed; or

    3) returning to the person the information pertains to, their record.

Part 7: Membership and Registration

117. Membership in the College shall be limited to dietitians duly registered according to the (NEWFOUNDLAND) SNL 2005 CHAPTER D-23.1 DIETITIANS ACT, the Regulations and these bylaws.

118. The following classes of membership registration are established:

    1) active;

    2) temporary;

    3) courtesy; and

    4) restricted.

119. A certificate of membership or any renewal of such certificate is valid until not later than the following March 31.

Active Membership

120. Active Membership will be granted to applicants in accordance with Section 13 of the *Act*, these bylaws and the Regulations.

121. Applicants requesting Active Membership must submit information in a form satisfactory to the Registration Committee consisting of:

    1) evidence that the requirements in the *Act* and the Regulations are met;

    2) receipt by the registrar of:

        a. a signed application in a form approved by the Registration Committee; and

b. payment of the fee set by the College.

Temporary Membership

122. Temporary Membership will be granted to an applicant who meets all the requirements of Active Membership except successful completion of the examination requirement provided that the applicant:

    1) is registered to write at the next registration examination sitting;

    2) has proven to the satisfaction of the Registration Committee that the applicant can be reasonably expected to satisfy the registration examination requirement in Section 11(d) of the *Act*; and

    3) may in the opinion of the Registration Committee practice as a Temporary Member without any risk to public health and safety.

123. Temporary Membership will expire eight (8) weeks after the exam.

124. Failure to pass the registration examination will result in restrictions in accordance with registration policies.

125. An applicant who fails the initial registration examination is entitled to two (2) additional opportunities in three (3) years to repeat the registration exam. Applicant is required to re-write the CDRE at the next sitting.

126. A Temporary Member shall only practice dietetics under such terms and conditions as set by the Registration Committee.

127. A Temporary Member is <u>not</u> entitled to vote at the annual general meeting or any other College meetings.

128. The Registration Committee may renew the registration of a person who has been granted Temporary Membership once for a period of up to one (1) year if the candidate was unable to meet the examination requirement in Section 121 and/or 124 of these bylaws due to extraordinary circumstances. The details of such circumstances must be in writing to the Registration Committee chair for consideration. Production of such a letter is <u>not</u> a guarantee of Temporary Membership.

129. Any person granted Temporary Membership shall use the designation “RD (candidate)”.

Courtesy Membership

130. Courtesy Membership may be granted to applicants submitting information in a form satisfactory to the Registration Committee consisting of:

    1) receipt of a completed Mutual Recognition Agreement (MRA) Registration Verification form by the College from another provincial dietetic regulatory body prior to that person’s arrival to work in Newfoundland and Labrador for a short period of time;

    2) evidence that the person carries liability insurance as per the Regulations; and

    3) evidence that the period of such short work be no greater than four (4) months total per fiscal year.

Restricted Membership

131. An Active Member may be transferred to Restricted Membership status if the member is subject to an order of an adjudication tribunal made pursuant to Sections 28 or 29 of the *Act*.

132. A Restricted Member shall only practice dietetics under such terms and conditions as set by:

a. an order of the adjudication tribunal made pursuant to Sections 28 or 29 of the *Act; or*

b. as imposed by another provincial dietetic regulatory body and is noted as a current restriction for registration under the MRA Registration Verification form completed for that member.

Liability Insurance

133. Members must comply with the Regulations regarding liability insurance.

Registration Examination

134. Under Section 11(d) of the *Act*, registration examinations must be prepared by or under the direction of the Registration Committee and approved by the Board.

135. The Registration Committee must:

1) approve the time and place for the holding of a registration examination, designate invigilators and determine the procedures for the conduct of the registration examination;

2) review the results of the registration examination for each applicant and make a determination as to the applicant's qualification for registration; and

3) notify the applicant of the results of the registration examination in writing as soon as is practical.

Membership Renewal

136. To be eligible for renewal of registration, the member must:

1) submit a completed, signed form for renewal of registration;

2) be in compliance with the Regulations;

3) pay the registration fee as approved by the Board; and

4) pay any other outstanding fee, debt or levy owed to the College.

137. Notwithstanding the first year, notice of fees must be delivered to each member no later than November 1 and must describe the consequences of late payment and non-payment of fees.

138. Each member must pay the College the renewal fee on or before January 31.

139. Upon payment of the registration fee and any other outstanding fees, disbursements or levies, the treasurer must issue to the member a receipt; the registrar shall issue to every registered dietitian a certificate of registration in the form set by the college.

140. When a member fails to pay a registration renewal fee on or before midnight January 31, a late registration renewal fee applies.

Late Renewal

141. A late registration renewal fee in the amount approved by the Board, will apply to a late registration renewal postmarked between February 1 and March 31.

Continuing Competency

142. A member must comply with the Regulations regarding continuing competency.

Notification of Changes of Registration Information

143. A member must notify the registrar of any change of registration information previously provided to the College within thirty (30) days of change.

Part 8: Code of Ethics

144. The Board will establish a Code of Ethics that shall govern the practice of dietetics in Newfoundland and Labrador.