

**NEW BRUNSWICK SOCIETY OF CARDIOLOGY
TECHNOLOGISTS
2006
BYLAWS**

DEFINITIONS

In these bylaws and in any rules made by the Board of Directors unless the context otherwise requires;

“Act” means the *An Act Respecting the New Brunswick Society of Cardiology Technologists*. Assented to June 30, 2004.

“Board” means the Board of Directors of the Society constituted under Part II of the Act.

“Society” means the *New Brunswick Society of Cardiology Technologist* refer to subsection 3 of the Act.

“Director” means voting member on the Board which includes the President/Director, Education Director, Treasurer, Registrar and Secretary.

“Health Professional” means a person who provides a service related to

- (a) the preservation or improvement of the health of individuals, or
- (b) the diagnosis, treatment or care of individuals who are injured, sick, disabled or infirm,
- (c) and who is regulated under a private Act of the Legislature with respect to the provision of the service and includes a social worker registered under the New Brunswick Society of Social Workers Act, 1988

“Member” means a Cardiology Technologist and any person whose name is entered in the temporary register or in any of the rosters established and maintained pursuant to the Act, the bylaws and rules;

“Prescribed” means prescribed by bylaws and rules made under the Act by the Board.

“Professional Misconduct” includes the acts or omissions specified in section 29 of the Act.

“Register” means the register kept pursuant to paragraph 10(1) (a) of the Act;

“Registrar” means the person holding the office of Registrar under section 9 (2) of the Act;

“Registration” means the entry of the name of a person in the register. Act 2(1)

“Temporary register” means the register kept pursuant to paragraph 10 (1) (b) of the Act;

“Rosters” means the rosters kept pursuant to paragraph 10(1) (d) of the Act; (other members i.e. business, life)

“Rule” means a rule made by the Board pursuant to section 6 (1) (2) of the Act.

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

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

BYLAW NO. 1

HEAD OFFICE AND FISCAL YEAR

1. The head office of the Society shall be at such place as may be determined by the Board from time to time by rule. All notifications, notices, correspondence and any other directions shall be made to the Society or the Board at the head office.
2. The fiscal year of the Society shall terminate on the 31st day of March in each year, which date may be changed from time to time by resolution of the Board.

BYLAW NO. 2

SEAL

1. The corporate seal of the Society shall be in such form as the Board may approve from time to time and shall have the words “New Brunswick Society of Cardiology Technologists” endorsed thereon. The secretary of the Society is the keeper of the seal.

BYLAW NO. 3

BOARD & OFFICERS

1. The Board of the Society consists of the President/Director, Education Director, Treasurer, Registrar and Secretary. The President/Director, Education Director and Treasurer shall be elected bi-annually by the members of the Society at the annual general meeting of the Society. Board members must be active members in good standing.
 2. The Executive Committee of the Board consists of the President/Director, Education Director and Treasurer, that between meetings of the Board or at such other times as may be prescribed, may carry out any of the duties and exercise any of the powers and privileges of the Board as described in the Act. Part II 9 (5).
 3. Subject to section 3.05, if any vacancy in any of the offices of the Society shall occur for any reason the Board shall fill such vacancy and such person shall hold office until his/her successor is elected or appointed.
 4. If a vacancy occurs in the office of President/Director, the Education Director shall fill the vacancy, and such person shall hold office until the next annual general meeting at which meeting an election will be held to fill the office of President/Director.
- 3.05 In the event the President/Director is unable to attend meetings of the Canadian Society of Cardiology Technologists, he/she may temporarily resign the position of President/Director, for the purpose of the meetings and allow the Board to appoint a temporary representative. The President/Director will reclaim his/her position at the end of the Canadian Society of Cardiology Technologists meeting sessions.

BYLAW NO. 4

DUTIES OF OFFICERS

1. PRESIDENT/DIRECTOR

This position is elected biannually and does not have a vote, unless to break a tie-vote

The President/Director shall:

- (a) be the Chief Board Officer of the Society,
- (b) represent the province's best interests
- (c) preside at all meetings of the Society and Board of Directors,
- (d) supervise the affairs of the Society
- (e) prepare the agendas of general and Board meetings,
- (f) establish dates of meetings,
- (g) answer correspondence of the Society when required
- (h) ensure that all orders and resolutions of the Board of Directors are carried into effect and, with the secretary or other officers appointed by the Board of Directors for the purpose, shall sign all by-laws and other documents requiring the signatures of the officers of the Society.
- (i) vote in the event of a tie at any meeting at which he/she presides.

(j) Carry forth pertinent information/concerns from the Society to the Canadian Society of Cardiology Technologists.

(k) Perform all duties and exercise all powers assigned to the President/Director in the Act, bylaws and rules and perform such other duties and exercise such other powers as may be directed from time to time by all directors of the Board and for the efficient management of the Society.

2. EDUCATION DIRECTOR

This position is elected biannually and carries a vote.

The Education Director shall:

- (a) represent the province's best interests in educational matters,
- (b) carry forth pertinent information/concerns from the Provincial Society to the Canadian Society
- (c) assume the duties of the President/Director in the event of a vacancy or absence until the next annual general meeting
- (d) submit an annual education report at the annual general meeting
- (e) carry out the duties of Education Director in accordance with the Canadian Society of Cardiology Technologists Education Policy and Procedure Manual.
- (f) Perform all duties and exercise all powers assigned to the Education Director in the Act, bylaws and rules and perform such other duties and

exercise such other powers as may be directed from time to time by all directors of the Board and for the efficient management of the Society.

3. SECRETARY

This position is appointed by the President/Director and has a vote.

The secretary shall:

- (a) Attend all sessions of the Board of Directors meetings and all meetings of the Members.
- (b) Record all votes and minutes of all proceedings in the books to be kept for that purpose.
- (c) Arrange for the disbursement of information pertaining to the Society to all members in both official languages.
- (d) Custodian of the Seal of the Society, which he/she shall deliver when authorized by a resolution of the Board of Directors to such person or persons as may be named in the resolution.
- (e) Perform all duties and exercise all powers assigned to the Secretary in the Act, bylaws and rules and perform such other duties and exercise such other powers as may be directed from time to time by all directors of the Board and for the efficient management of the Society.

4. TREASURER

This position is elected biannually and has a vote.

The Treasurer shall:

- (a) Have custody of the Society funds and securities and shall keep full and accurate accounts for receipts and disbursements in books belonging to the Society and shall deposit all monies and other valuable effects in the name and credit of the Society.
- (b) Collect and disburse the funds of the Society with the approval of the Board taking proper vouchers for such disbursements, and shall render to the Board of Directors, at each regular meeting of the Board or whenever they may require it, an account of all the transactions and the financial position of the Society.
- (c) Present a report and the Annual Financial Statements at the annual meeting or as agreed by the Board of Directors
- (d) Prepare a comprehensive budget for the ensuing fiscal year to be submitted to the Board by January of the current fiscal year.
- (e) Perform all duties and exercise all powers assigned to the Treasurer in the Act, bylaws and rules and perform such other duties and exercise such other powers as may be directed from time to time by all directors of the Board and for the efficient management of the Society.

5. REGISTRAR

This position is appointed by the President/Director and has a vote.

The Registrar shall:

- (a) issue proof of membership to registered members. Inform Human Resources Departments of the Regional Health Authorities of members in good standing and members not in good standing. Part III of the Act.
- (b) issue proof of membership and/or written notification of membership to all other members upon admission to membership and from time to time and in such form or forms as the Board may approve by resolution, to such persons who have met the requirements of the Act, bylaws and rules and have paid all required fees.
- (c) prepare annual renewal of registration and membership in such form or forms as the Board may approve by resolution, to such persons who have met the requirements of the Act, bylaws and rules and have paid all required fees and meet all educational requirements.
- (d) prepare notice of dues on or before December 31st.
- (e) accurately keep or cause to be kept the register, temporary register and rosters of the Society and shall record or cause to be recorded all information required to be kept in such registers and rosters.
- (f) submit to membership information as requested by the Board.
- (g) deliver to his/her successor in office all books, papers and other property of the Society and Board
- (h) submit a membership report at the Annual General Meeting.
- (i) registrar to determine the minimum amount of professional liability insurance required for cardiology technologists to engage in the private practice of cardiology technology. Act 11 (7).

(j) all proof of membership and all renewal of membership in such form as the Board has approved shall be and remain the property of the Society and shall be returned to the Society immediately upon demand by the Registrar.

(k) shall provide to the president, no later than two weeks after dues are required to be paid by members, documentation of members not in good standing.

(l) Perform all duties and exercise all powers assigned to the Registrar in the Act, bylaws and rules and perform such other duties and exercise such other powers as may be directed from time to time by all directors of the Board and for the efficient management of the Society.

BYLAW NO. 5

PAYMENT OF EXPENSES OF OFFICERS, BOARD AND COMMITTEE MEMBERS

5.01 (a) The reasonable out-of-pocket expenses of officers, Board Members and persons acting on committees of the Society, incurred while carrying out business on behalf of the Society shall be paid by the Society subject to such rules as may be prescribed by the Board from time to time.

(b) The Board may by resolution approve the payment of a per diem allowance to the Director and the members of the Discipline Committee who are not members of the Society.

BYLAW NO. 6

MEETINGS

1. ANNUAL

The Annual General meeting of the Society shall be held within six (6) months of the date of each fiscal year on such date and at such place as the Board may determine. As much as possible the meetings should rotate throughout the province.

2. SPECIAL

(a) Special meetings of the Society shall be convened by order of the President/Director or on written demand signed by any twenty (20) registered members in good standing in which a minimum of ten (10) will be active members, at such time and place as may be determined by the President/Director and in no case later than 90 days following receipt of such written request by the President/Director.

3. BOARD

(a) Face-to-face meetings of the Board shall be held at least once a year at any time or place determined by the President/Director.

(b) Additional meetings of the Board shall be determined by the President/Director or on the written request by two Board Directors, at any time or place determined by the President/Director and in no case later than 30 days following receipt of such written request by the President/Director.

4. NOTICE OF ANNUAL, GENERAL AND SPECIAL MEETINGS OF THE SOCIETY

- (a) Notice of annual, general or special meetings of the Society shall be mailed, emailed, faxed, telegraphed or delivered to each member of the Society at his/her last known address in New Brunswick at least 30 days before the holding of the meeting designating the time and place of such meeting.
- (b) In the case of a special meeting of the Society, such notice shall specify the nature of the proposed business to be transacted and no other business shall be transacted at such meeting or any adjournment thereof. The notice shall contain enough information to permit a member to make an informed and reasoned judgment on the decision to be taken or matters to be discussed.
- (c) Notice shall contain a statement of the member's right to vote by proxy as provided in Article 6.09(b)

5. NOTICE OF BOARD MEETINGS

- (a) Notice of the time and place of Board meetings shall be given to each Board Director not less than ten (10) days before the date of such meeting.
- (b) Notwithstanding the foregoing, a meeting of the Board may be held at any time or place without formal notice if all Board.
- (c) Directors are present or have waived notice of the meeting.
- (d) A meeting of the Board shall be held each year following the annual general meeting.

6. QUORUM - - SOCIETY, BOARD, COMMITTEES

The Quorum for meetings shall be in the case of,

- (a) The Society – twelve (12) Cardiology Technologists in good standing,
- (b) The Board – three (3) Board Directors, provided that at least two (2) of the President/Director, Education Director and Treasurer are present.
- (c) Committees – unless otherwise provided, a majority of the members of the Committee.

7. VOTING

- (a) Unless otherwise provided by the Act, bylaws or rules, voting on any question at any meeting of the Society, the Board or any committee shall be determined by the majority of votes cast on such question.
- (b) Subject to paragraph 6.07(c), voting at all meetings of the Society shall be by show of hands unless the majority of registered members present request a secret ballot in which case the President/Director shall appoint three (3) scrutineers for the purposes of taking the secret ballot.
- (c) Voting for the election of officers shall be by secret ballot in accordance with the provisions of section 6.09 and such rules which may be made by the Board.

8. PROCEDURE

- (a) Subject to the bylaws and rules the procedure at meetings of the Society and the Board shall be governed by the latest edition of Roberts Rules of Order.
- (b) If within half an hour of the time appointed for the annual or a general or special meeting of the Society a quorum is not present the President/Director shall in the case of an annual meeting call another meeting for such time and place and subject to such notice requirements as he/she shall determine and in the case of a special or general meeting the meeting shall be dissolved.
- (c) At any meeting at the discretion of the President/Director the rules of order may be suspended to facilitate discussion.

9. ELECTIONS

- (a) Only active registered members in good standing shall be eligible to stand for office.
- (b) The election of Officers shall be held at the annual meeting of the Society by a secret ballot of registered members in good standing present in person or represented by proxy issued in accordance with the rules. A majority vote of the ballots cast by registered members shall be sufficient to elect.
- (c) A call for nominations will also be sent with the notice of dues.

- (d) Nominations will be accepted up to and including four weeks in advance of the meeting and nominations will be accepted from the floor.
- (e) Nominees for President/Director-Elect must have a minimum of five (5) years work experience as a cardiology technologist.
- (f) Each nominee shall consent, either verbally or in writing to the President/Director to allow his/her name to stand on a ballot.
- (g) The President/Director will prepare a ballot for election of officers containing the names of all consenting nominees at the time of the election at the annual meeting.
- (h) The President/Director will make a call for ballots and assign three (3) members to count the ballots.
- (i) The President/Director will announce the election results.

BYLAW NO. 7

EXECUTION OF DOCUMENTS AND ACCOUNTING

1. Contracts, documents, or other instruments in writing requiring the signature of the Society may be signed by the President/Director,

Education Director in the absence of the President/Director, the Treasurer or any two of them, and the corporate seal may be affixed thereto and all contracts, documents and instruments in writing so signed shall be binding upon the Society without further authorization or formality. The Board shall have power from time to time by resolution to appoint any officer or officers on behalf of the Society either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

2. The accountant of the Society shall be appointed annually by the Board and shall be a chartered accountant or certified general accountant.
3. The Board shall cause to be kept proper records and accounts of all transactions of the Society.
4. A copy of the Annual Financial Statements, approved by the Board and prepared by the Treasurer shall be available to each member at the annual meeting.

BYLAW NO. 8

FEES

1. Annual membership fees for registered members shall be in such amounts as may from time to time be determined by a resolution of the Board, which resolution shall be confirmed by an ordinary resolution at the annual meeting of the Society.
2. The Board may from time to time determine all other fees, dues and assessments for all other matters including annual fees for other categories of membership and initial admission or registration fees payable by any category of membership by an ordinary resolution of the Board.
3. All annual fees are due on February 1st in each year and the Registrar shall send an overdue notice to any member failing to pay his/her fees by that date as well as notice to the Human Resource Department of the Regional Health Authority
4. On or before the 31st day of December in each year the Registrar shall send, by mail or otherwise, to each person liable to pay an annual fee, a notice with respect to such fees.
5. If the membership or registration fees and a completed renewal application in such form as may be prescribed by the rules are not received at the office of the Registrar on or before February 1st in any year from a member the Registrar shall not consider any renewal application until such time as the applicant has paid such late filing fees as may be set by the Board from time to time.
6. If a member has not filed the required renewal application together with the applicable annual fee by February 28th in any year, together with all late filing fees due, the name of the member shall be struck from the register or the roster and in the case of registered or temporary members the Registrar shall forthwith send a notice to the member's Human Resource Department and/or employer, if known, notifying him/her that

the member is no longer entitled to practice as a cardiology technologist or to hold himself/herself out as such.

7. Membership in the Society shall expire on February 28th in each year unless renewed prior to that date and each person whose membership has expired shall enjoy none of the rights and privileges of a member.

BYLAW NO. 9

BOARD

1. (a) The Board shall be composed of:
 - (i) the President/Director
 - (ii) the Education Director
 - (iii) the Secretary
 - (iv) the Treasurer
 - (v) the Registrar and
 - (vi) one (1) Board Director who shall not be a member of the Society.
- (b) The term of office for the Board mentioned in subparagraph 9.01 (a) (i.-v.) shall be two years.
2. Subject to section 9.03 the term of office of all Board members, whether appointed or elected, shall commence and be effective immediately following the meeting at which he/she is elected.
3.
 - (a) If any vacancy on the Board occurs, the Board may fill such vacancy.

(b) The Education Director shall assume the President/Directors position should it become vacant.

(c) Any person appointed to fill a vacancy shall hold office until his/her successor whether appointed or elected, commences his/her term of office.

(d) If any Board member fails to attend three consecutive meetings of the Board without valid cause after being duly advised of the holding of such meetings, the Board may declare his/her position to be vacant and may appoint another person to fill the vacancy so created.

4.

(a) Bylaws shall be made, amended and repealed in accordance with the provisions of the Act, subsection 5.

(b) No motion for the repeal or amendment of a rule at the instance of a member pursuant to the Act shall be considered at an annual, special or other meeting of the Society unless a Notice of Motion in writing signed by the proponent of the motion and setting out the exact wording of the proposed motion has been given to the Society not later than sixty (60) days prior to the date of the meeting at which the motion is to be considered. Such Notice of Motion shall be forwarded to the members by the Society at least twenty-five (25) days prior to the meeting at which it is to be considered.

5. The Board and any committee of the Board or the Society may conduct meetings by telephone or other communication facilities provided that a notice of meeting by telephone or other communication has been given not less than three days before the date of such meeting or such notice has been waived. The minutes of any action, decision, order or determination taken or made by a meeting held by telephone or other

communication facilities shall be made part of the minutes of the Board or committee, as the case may be.

6. INDEMNITY OF BOARD AND OFFICERS

Every Board Director, committee member, agent or officer of the Society and his/her heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Society, from and against;

- (a) all costs, charge and expenses whatsoever which such Board Director, committee members, agent or officer sustains or incurs in or about any action, suite or proceeding which is brought, commenced or prosecuted against him/her, for or in respect of any act, deed, matters or things whatsoever made, done or permitted by him/her, in or about the execution of the duties of his/her office;
- (b) all other costs, charges and expenses which he/she sustains or incurs in or about or in relation to the affairs, thereof, except such costs, charges or expenses as are occasioned by his/her own willful neglect or default.

BYLAW NO. 10

COMMITTEES

1. The Society shall maintain the following standing committees:
 - (a) Complaints
 - (b) Discipline
 - (c) Legislation/Bylaw
 - (d) Membership
 - (e) Public Relations
 - (f) Translation
 - (g) CEU
2. The Complaints Committee shall be appointed in accordance with the provisions of the Act and bylaws with respect to such committee. Part V of the Act.
3. The Chairperson of the Discipline Committee and the members thereof shall be appointed in accordance with the provisions of the Act and bylaws with respect to such committee.
4. The Board shall establish, maintain and appoint such other committees as it from time to time deems necessary or expedient.
5. Unless otherwise expressly provided, the Board may fill any vacancy on any committee and any person appointed to fill such a vacancy shall hold office.
6. Except as otherwise expressly provided the Board may from time to time appoint an additional member or members to any committee.
7. The Board may make rules respecting the duties, conduct and proceedings of committees.

BYLAW NO. 11

COMPLAINTS

1.
 - (a) The Board shall appoint the Complaints Committee for a term of three (3) years.
 - (b) The chair of the Complaints Committee shall have at least five (5) years work experience in his/her respective field.
 - (c) The members of the Complaints Committee shall have two references who can attest to the member's reputation for demonstration of fair and just conduct and respect for confidentiality.
 - (d) The members of the Complaints Committee must be in good standing with the Society.
 - (e) In the event of a vacancy for any reason, the Board shall fill such vacancy forthwith with a new three (3) year term.
- 11.02 The Board shall, where:
 - (a) a member of the Complaints Committee is the subject of a complaint,
 - (b) a member of the Complaints Committee is in a conflict of interest position as defined in the Rules,
 - (c) a member of the Complaints Committee is unable for any reason to fulfill his/her duties and responsibilities within 60 days, designate another member who is determined to be a member in good standing to act as the Complaints Committee.
3. The Board shall, where the Registrar is the subject of a complaint, designate another member who is determined to be a member in good

standing to carry out the duties of the Registrar with respect to that complaint.

4. Upon receiving a complaint in writing signed by the complainant, the Complaints Committee shall:
 - (a) notify the member in writing that a complaint has been received by the Complaints Committee and that an investigation will be conducted,
 - (b) forward a copy of the complaint to the member and registrar, and request the member to state his/her language preference,
 - (c) advise the member that he/she may make a written submission to the Complaints Committee with respect to the complaint within 30 days after receiving the notice.
5. The Complaints Committee shall conduct a preliminary investigation, request and obtain such information, documents, evidence and things as he/she considers necessary for the purpose of the Committee in accordance with the Act subsections 24(8a, 9, 10, 11, 12).
6. After the Complaints Committee has made a determination under subsection 24(1) of the Act, the Complaints Committee shall forward to the Board and Registrar, the member and the Complainant against whom a complaint has been made a copy of its signed decision.
7. The Complaints Committee shall, in accordance with subsection of the Act send a copy of its decision to the member against whom a complaint has been made, and the Complainant by registered or certified mail.

BYLAW NO. 12

DISCIPLINE

1. DISCIPLINE COMMITTEE

The Discipline Committee (hereinafter referred to as the “Committee”) shall be composed of

- (a) four (4) cardiology technologists in good standing,
- (b) one (1) person who is not a member of the Society,

and none of whom shall be Board Directors of the Society or members of the Complaints Committee.

The Board shall appoint one (1) member with five (5) years cardiology technology experience to be Chairperson.

12.02

- (a) The Board shall appoint the members of the Committee, including the Chairperson and the Vice-Chairperson, for terms of two years provided that two (2) members of the first Committee shall be appointed for initial terms of three years.
- (b) The Board shall appoint the Chairperson of the Committee and a Vice-Chairperson to serve in the place of the Chairperson in the event of his/her absence or inability to act at any time.
- (c) In the event of any vacancy for any reason on the Committee the Board shall fill such vacancy forthwith for the unexpired term of the vacated member.

- (d) Each of the cardiology technologists who are members of the Committee shall have at least two (2) years work experience in their respective fields.
 - (e) The members of the Discipline Committee shall have two references that can attest to the member's reputation for demonstration of fair and just conduct and respect for confidentiality.
 - (f) The members of the Discipline Committee must be in good standing with the Society.
3. Upon receiving the complaint in writing signed by the complainant, and passed on from the Complaint Committee, the Chairperson of the Committee shall
- (a) if he/she deems it advisable, appoint a panel of three (3) members of the Committee to consider and investigate the complaint. The panel shall consist of the Chairperson or the Vice-Chairperson, the committee member mentioned in 12.01 (c) and one (1) other member of the Committee;
 - (b) cause the Registrar to set a date for the first hearing of the Committee and notify the member.
4. When the Committee has made a determination, decision or order pursuant to subsection 26 (8 a-d) of the Act the Committee shall forward to the Board, Registrar and the member against whom the complaint was made and the complainant a report of its determination, decision or order, signed by the members of the Committee concurring therein.
- 5.

The panel mentioned in 12.03 (a) shall constitute a quorum and shall act for, carry out and exercise all the duties and powers of the Committee.
12.06

- (a) Both the complainant and the member against whom a complaint is made have the right to be represented at any hearing by legal counsel, at their own expense.
- (b) The Committee shall make such record of the evidence presented to it in such manner and form as it deems expedient and the Committee shall not in any case be obligated to keep or prepare a verbatim transcript of the evidence.
- (c) It is the duty of the member against whom a complaint is made to appear at all hearings but in the event of non-attendance the Committee, upon proof of mailing or service of notice of such hearing, may proceed in the same way as though the member were in attendance.

7. REINSTATEMENT

- (a) The Discipline Committee or a panel thereof shall consider all applications for reinstatement of registration, membership or right to practice after revocation or suspension and all applications or removal or alteration of conditions, restrictions or limitations imposed on a member's registration, membership or right to practice (hereinafter collectively referred to as "sanctions") and shall make such investigations and conduct such hearings it deems necessary for the consideration of such applications.
- (b) A panel of the Discipline Committee appointed to consider an application under subsection 12.07(a) shall be appointed in the

manner set out in subsection 12.03 (a) with such modifications as are necessary.

8. No application under section 12.07 may be made to the Discipline Committee within twelve (12) months from the date on which sanctions were imposed or within twelve (12) months from the date of the determination of any previous application under subsection 12.07.
9. The Discipline Committee shall determine its own rules of procedure with respect to applications made under section 12.07.
10.
 - (a) The Discipline Committee shall not consider any application made under section 12.07 unless:
 - (i) the application is in writing and is signed by the applicant;
 - (ii) the application sets out the grounds of the application, the remedy or order sought and the remedial measures taken by the applicant;
 - (iii.) the applicant has paid all fees determined by the Board by resolution from time to time; and
 - (iv.) the applicant has complied with any requirements set out in the rules with respect to such applications.
 - (b) The Discipline Committee may dismiss the application made under section 12.07 or may make such decision, order or determination as it deems appropriate.
 - (c) When the Discipline Committee has made a decision, order or determination with respect to an application under section 12.07 the Committee shall forward to the Board and the applicant a copy of its

decision, order or determination signed by the members of the Committee concurring therein.

12.11 APPEALS

Appeals are to be made in accordance with Part VI of the Act.

12.12 INVESTIGATIONS

Investigations are to be made in accordance with Part VII of the Act.

BYLAW NO. 13

RULES OF CONDUCT

13.01

- (a) The Society hereby adopts the Canon of Ethics of the Canadian Society of Cardiology Technologists as the Rules of Conduct of the Society and incorporates the same herein as bylaws by reference.

- (b) In the case of conflict between the Rules of Conduct and the other provisions of the bylaws, the other provisions of the bylaws shall have precedence.

13.02 No member shall act or practice or permit anything to be done on his/her behalf contrary to the Rules of Conduct.

13.03 When any member:

- (a) Fails to do anything required by the Rules of Conduct;

- (b) Does anything or permit anything to be done which is not permitted by the Rules of Conduct; or
- (c) Breaches any provision of the Rules of Conduct; or any combination thereof, the Registrar shall upon becoming aware of such conduct immediately complete, sign and deliver a complaint with respect to the member to the Complaints Committee.

BYLAW NO. 14

REGISTRATION AND MEMBERSHIP

1. CATEGORIES OF MEMBERSHIP

There shall be the following six (6) categories of membership in the Society:

- (a) Active members
- (b) Non-active members
- (c) Associate members
- (d) Student members
- (e) Business members
- (f) Life Members

2. REGISTERED MEMBERS

Registered members shall be those persons whose names are entered in the Society's register, who have complied with the requirements of the bylaws and rules of any agreement of which the Society is a signatory.

14.03 ACTIVE MEMBERS

Active members shall be those persons who are members of the Canadian Society of Cardiology Technologists who are working as a Cardiology Technologist.

Active members shall be entitled:

- (i) To receive notice of, attend and participate in meeting of the Society and to receive copies of any regular bulletins or publications issued by the Society;
 - (ii) Upon election or appointment, to hold office and to nominate persons to hold office in the Society;
 - (iii) Upon election or appointment, serve on committees of the Society.
 - (iv) To the right to vote,
- (a) Active membership shall be renewed annually in accordance with the bylaw and the rules.
 - (b) Active members will be required to comply with standard of continuing education as set forth in the rules.

14.04 INACTIVE MEMBERS

Inactive members shall be those persons who are members of the Canadian Society of Cardiology Technologists who are not working as a Cardiology Technologist.

Inactive members shall be entitled:

- (i) To receive notice of and attend meetings of the Society and to receive copies of any regular bulletins or publications issued by the Society; and
 - (ii) To serve, upon appointment, on committees of the Society in accordance with the bylaws and rules.
- (a) Inactive members shall have no voting or other rights at meetings of the Society except as otherwise provided herein and shall not be eligible for nomination to any office of the Society.
 - (b) Inactive membership shall be renewed annually in accordance with the bylaws and the rules.
 - (c) Inactive members must complete a re-entry training program (under development) approved by the Society and have paid all applicable dues before becoming an active member.
 - (d) Inactive members will be required to comply with standard of continuing education as set forth in the rules.

14.05 ASSOCIATE MEMBERS

- (a) Associate members shall be those persons whose names are entered in the temporary register, who have complied with the requirements of the bylaws and the rules or any agreement of which the Society is a signatory and have paid all required fees.

- (b) With respect to rights in the Society, other than the right to practice as set out in the Act, bylaws and rules, temporary members shall be entitled to the rights of inactive members.
- (c) Associate members must complete a basic 12 lead ECG training program approved by the Society. (under development).
- (d) Registration in the temporary register shall be issued and renewed at such intervals and subject to such conditions, limitations and restrictions as may be set out in the rules.

14.06 STUDENT MEMBERS

- (a) Student members shall be those persons enrolled in a cardiology program approved by the Society, whose names are entered in the temporary roster of student members, who have complied with the requirements of the bylaws and rules and who have paid all required fees.
- (b) Student members may enjoy the privileges set out in subsection 11(3) of the Act provided that the tasks, duties and functions they perform are carried out under the supervision of a registered member.
- (c) Student members shall be entitled to the rights of inactive members.
- (d) Student membership shall be renewed annually in accordance with the bylaws and the rules.

14.07 BUSINESS MEMBERS

Members of the business community with an interest in Society for the purpose of education, promotion and support. Business members are entitled to the same rights as inactive members. Business members are required to pay an annual membership fee as set by the Board.

14.08 LIFE MEMBERS

Life members shall be those persons who have made outstanding contribution to the Society and whose names have been brought forward by members in good standing and have been approved by the Board to be worthy of such recognition. These members will have their provincial portion of their membership dues paid by the Society.

14.09 REGISTRATION QUALIFICATIONS

The qualifications for registration or membership in the Society in existence at the coming into force of these bylaws except to the extent they are inconsistent with the bylaws shall continue to be the qualifications required for registration and membership and shall be deemed to be rules of the Board. The Board may from time to time as it deems necessary or expedient make rules respecting the qualifications for registration and membership.

14.10 RESIGNATION

(a) A member may resign in good standing by a resignation submitted in writing to the Society provided that all indebtedness of the member to the Society has been paid in full.

(b) A former member who has resigned and who is not indebted to the Society may apply for readmission to membership in accordance with the rules provided that a former member who applies for readmission, within 12 months of resignation shall pay all fees, including late filing fees, that would have been due for the preceding year if the member had not resigned. Refer to the Canadian Society of Cardiology Technologists for their re-instatement requirements.

14.11 NOTIFICATION OF EMPLOYMENT

Any member who changes his place of employment or employment status must notify the Registrar in writing of such change within 30 days thereof.

14.12 RULES AND REGULATIONS

The Board of Directors may prescribe such rules and regulations not inconsistent with the bylaws relating to the management and operation of the Society as they deem expedient, provided that such rules and regulations shall have force and effect only until the next annual meeting of the members of the Society when they shall be confirmed and in default of confirmation at such annual meeting shall at and from that time cease to have force and effect.

14.13 EFFECTIVE DATE

The bylaws of the Society shall become effective upon approval of the membership.

All previous by-laws of the Society will be null and void upon acceptance of these bylaws.

Done, passed and enacted at the city of Saint John, province of
New Brunswick, this day of April 29, 2006.

Patsy Albert, R.C.T.A.
Secretary

Lynn Douglas, R.C.T.A.
President/Director

**NEW BRUNSWICK SOCIETY OF
CARDIOLOGY TECHNOLOGISTS**

BYLAWS

APRIL 2006