

**NOVA SCOTIA DIETETIC ASSOCIATION BYLAWS
REVISED 2018**

1. (a) The interpretation clauses of the “Professional Dietitians Act” shall, so far as material and applicable, be considered as also applying to the bylaws of the Association in like manner as if expressly incorporated therewith.
- (b) For the purposes of these bylaws, “Dietitian” means every person licensed pursuant to this Act who may use the designation “Dietitian” or “Dietician”, “Dietitian-Nutritionist”, “Nutritionist”, “Professional Dietitian”, “Professional Dietitian Nutritionist”, “Professional Nutritionist”, “Dietetiste”, “Dietetiste-Nutritionniste”, “Dietetiste Professionnelle”, “Dieteticienne”, “Nutritionniste” or the initials “P.Dt.” or “Dt.P.”

2. MEMBERS, CLASSES

The members shall be divided into the following classes: Licensed Members, and Associate Members.

(a) Licensed Members

- (1) Applications for membership in the Association shall be made in writing in such form as is prescribed by the Board of Directors and shall be filed with the Registrar.
- (2) The granting of membership in the Association shall be in accordance with the provisions of the “Professional Dietitians Act”.
- (3) Any person who has complied with the requirements for membership as set out in the “Professional Dietitians Act”, and whose application for membership has been approved by the Board of Directors and on payment of the prescribed fee shall be registered as a Licensed Member of the Association.
- (4) Persons who are Licensed Members in good standing with any Canadian provincial dietetic association or college are deemed by the Board to have complied with the requirement for membership as set out in the “Professional Dietitians Act”.
- (5) Every Licensed Member of the Association shall be entitled to use the term Dietitian as defined in Article 1. (b), to vote at any meeting of the Association and to hold any office.

- (b) Associate Members
 - (1) Associate Members shall have all rights and privileges of Members except:
 - A. Voting privileges;
 - B. Eligibility to be an officer or director; and
 - C. Use of designations in paragraph 1(b), above.
 - (2) Applications for Associate Membership in the Association shall be made in writing in such form as is prescribed by the Board of Directors and shall be filed with the Registrar.
 - (3) Upon approval of an application for Associate Membership by the Board of Directors and upon payment of the fee for associate membership, the applicant shall become an Associate Membership of the association.
- (c) A Temporary Member is a sub-class of Associate Members.
 - (1) Any person who has satisfied all of the requirements of a Licensed Member with the exception of having successfully challenged a qualifying examination prescribed by the Association shall be admitted as a Temporary Member of the Association upon acceptance of a written application, payment of the prescribed fee, and indication that they will sit the next available exam, with the restrictions placed on Associate Members in Section 2. Subsection (b)(1).
 - (2) A Temporary Membership is valid until one of the following conditions ensues:
 - (a) the Temporary Member becomes a licensed member
 - (b) the Temporary Member fails the exam
 - (3) A candidate who has failed the exam may request an extension of their Temporary Membership. They must be able to support their request for an extension to the Registration Committee. The Registration Committee may grant one extension to a Temporary Member for a period of up to one year from the date the Temporary Membership originally took effect.
 - (4) A candidate shall have three opportunities in four years to challenge the qualifying exam. If the first two attempts result in failures, proof of upgrading will be required to become eligible to challenge the exam for the third and final time.

3. LICENSED MEMBERSHIP RE-ADMISSION

- (a) Licensed membership re-admission shall be granted to those persons, on written application and payment of the appropriate fee, meeting the following requirements:

- (1) Resigned from the Association in good standing not more than 3 years prior to application for re-admission; and
 - (2) Provides evidence of continuing competence as required by the Association.
- (b) Applicants for Licensed membership re-admission received from persons who have been non-members of the Association for more than 3 years will be considered for re-admission in accordance with Article 2 of these bylaws.

4. MEMBERSHIP RENEWAL

- (a) Licensed Membership must be renewed annually on or before March 31. A Member's License shall be renewed upon completion of the Continuing Development Self-Directed Learning Tool (CDT) or such instrument satisfactory to the Board, and upon payment of the prescribed annual fee.
- (b) A Licensed Member who fails to renew his or her license by March 31 of each year shall be subject to the following process:
 - (i) On April 15 the Licensed Member shall be notified that his/her registration has not been renewed. At this time registration may be renewed only upon payment of a late registration penalty as established by the Board and approved from time to time.
 - (ii) If a Licensed Member's registration has not been renewed by April 30, his/her employer will be notified of the failure to register.
 - (iii) If a Licensed Member's registration has not been renewed after 45 days from April 1 of the current year, the Member's license will be revoked, the Member's name will be struck from the register and both the member and employer will be notified.
 - (iv) A Licensed Member whose name has been struck from the register may apply for re-admission within three years from failing to renew their registration upon payment of late registration penalties and provision of evidence of continuing competency satisfactory to the Association.

5. MEETINGS

- (a) The annual meeting of the Association shall be held not later than the May 31 in each calendar year at such time and place as may be fixed by the Board of Directors.
- (b) Special meetings of the Association may be called at any time by the President or in his/her absence by the President-Elect and shall be called by the Secretary upon written request of ten members of the Association.

- (c) Written notice of any meeting of the Association shall be provided to each member at least two weeks before the date of the meeting. The proceedings of any meeting shall not be invalidated because of the accidental failure to give notice to any member.
- (d) The order of proceedings at a meeting of the Association shall, unless otherwise decided by vote of the meeting, be as follows:
 - (i) Approval of the minutes of the last meeting of the Association;
 - (ii) Receiving and considering reports;
 - (iii) Election of Officers and Board of Directors;
 - (iv) And other business.
- (e) The quorum for any meeting of the Association shall be ten percent of the Licensed Members of the Association, present in person, by proxy, by teleconference or videoconference.
- (f) At any meeting of the Association, unless a poll is demanded by at least two Licensed Members, a declaration by the chair person that a resolution or motion has been carried and an entry to that effect in the meeting minutes shall be sufficient evidence of the fact, without proof of the number of votes. If a poll is demanded, it shall be taken in such a manner as the President prescribes.
- (g) At all meetings of the Association, every Licensed Member, excluding the President shall have one vote. In case of an equality of votes, the President will have the deciding vote.

7. OFFICERS, BOARD OF DIRECTORS AND REGISTRATION COORDINATOR

- (a) The Officers of the Association and the members of the Board of Directors shall be elected at the annual meeting.
- (b) The Officers shall be the President, Vice-President, President-Elect, Secretary, Treasurer, and Registrar.
- (c) The term of office shall be two years.
- (d) The Association may employ a Registration Coordinator who will carry out responsibilities assigned by the Executive Manager.
- (e) The Board of Directors shall keep a register in which shall be entered the names of all members. The Registrar shall safely keep the register and make all entries therein required by the “Professional Dietitians Act” and perform such other services that may be assigned by said Directors.

- (f) The Board of Directors shall exercise such powers of the Association as are not required by said Act to be exercised at a meeting of the Association.
- (g) Any vacancy which occurs from any cause in respect to any office, shall be filled by the decision of the remaining members of the Board of Directors.
- (h) The Board of Directors shall hold at least two meetings during each fiscal year. The quorum at any such meeting shall be at least three members present in person, by teleconference or videoconference.

8. DUTIES OF OFFICERS AND BOARD OF DIRECTORS

- (a) The President shall preside at all meetings of the Association and of the Board of Directors. The President shall make such appointments as are prescribed by the Bylaws and shall ensure that all orders and resolutions of the Association are carried out. The President shall have joint powers with the Treasurer to transact all necessary banking business between the Association and its bank. The President-elect shall assist the President and shall have the same powers as the President during the absence or illness of the President.
- (b) The Vice-President position shall be held by the outgoing President.
- (c) The Secretary shall oversee the recording and filing of minutes of each meeting of the Association and the Board of Directors.
- (d) The Registrar oversees registration processes and policies.
- (e) The Treasurer oversees the financial functioning of the organization and provides reports for the board. The Treasurer shall have joint power with the President to transact all necessary business between the Association and its bank.

9. COMMITTEES

- (a) The Board recognizes the following standing Committees:
 - (i) Quality Assurance
 - (ii) Registration
- (b) The Board from time to time may establish ad hoc committees.
- (c) Ad hoc committee chairpersons shall be appointed by the President to carry out such tasks or duties as directed by the Board of Directors.

10. FINANCE

- (a) The fiscal year of the Association shall end on March 31.

- (b) A licensed public accountant shall be appointed each year by the Board of Directors to complete a financial audit of the Association.
- (c) A chartered financial institution duly authorized by the Board shall be the bankers of the Association. All monies deposited with its bankers, when required for the purpose of the Association, shall be drawn and paid out upon cheque jointly signed by the President and Treasurer or such persons as may, from time to time, be authorized by the Board of Directors to sign on behalf of the Association.

11. AMENDMENTS

- (a) The Board may, from time to time, amend these bylaws, but such amendment shall not be inconsistent with the “Professional Dietitians Act” and shall remain in force only until the next membership meeting of the Association unless same is confirmed at such meeting.
- (b) These bylaws may be amended, repealed or added to by a two-thirds vote of the Licensed Members present in person, by proxy, teleconference or videoconference at a quorum meeting of the membership or at any special meeting at which a quorum of the Licensed Members are present and is called for the purpose. Written notice of the proposed amendment is to be sent to each Member at least 30 days prior to the meeting at which the proposed amendment is to be considered. Accidental failure to give such notice to any member shall not invalidate the amendment, repeal or addition to these bylaws.

12. CODE OF ETHICS

The Association has developed and adopted the Nova Scotia Dietetic Association Code of Ethics for Professional Dietitians. A copy of the Code is available from the NSDA office and on the website. Members who violate the Code of Ethics will be subject to disciplinary action as provided in the Act.

13. STANDARDS OF PRACTICE

The Association has adopted the National Standards of Practice. A copy is available for viewing from the Registrar during regular business hours.

14. DISCIPLINE

The Board shall be responsible for administering discipline in accordance with the provisions of the Act.