

**ADMINISTRATIVE BYLAWS**  
of the  
**SASKATCHEWAN PROFESSIONAL TEACHERS**  
**REGULATORY BOARD**

Pursuant to  
*The Registered Teachers Act, 2015*



<b>Approved by the Board of Directors:</b>	<b>August 12, 2015</b>
<b>Amended by the Board of Directors:</b>	<b>November 22, 2016</b>
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## **Administrative Bylaw 1: Definitions**

- a. In the bylaws:
  - i. **Act** means the Registered Teachers' Act.
  - ii. **Approved** means approved by the SPTRB's Board of Directors.
  - iii. **Board** means the Board of Directors of the Saskatchewan Professional Teachers Regulatory Board.
  - iv. **Bylaws** means, collectively, the Regulatory Bylaws and the Administrative Bylaws of the Saskatchewan Professional Teachers Regulatory Board.
  - v. **Certification** means official confirmation that an individual has met the requirements, as prescribed by the Saskatchewan Professional Teachers Regulatory Board, to teach in Saskatchewan.
  - vi. **Director** means a member of the Board of Directors of the Saskatchewan Professional Teachers Regulatory Board appointed in accordance with the Act.
  - vii. **Good standing** means in relation to any teacher, that the teacher has fully paid all fees due and owing by him or her, and has complied with the act, these bylaws and all requirements made under these bylaws, and that the teacher's certificate is neither suspended nor revoked.
  - viii. **Policy** means policy developed by the Saskatchewan Professional Teachers Regulatory Board.
  - ix. **Register** means the list of persons either certified by or registered with the Saskatchewan Professional Teachers Regulatory Board that is maintained in accordance with the Registered Teachers Act.
  - x. **Registration** means the official act of registering ones name on the list of persons authorized to teach in Saskatchewan under the authority of the Registered Teachers Act.
  - xi. **SPTRB** means the Saskatchewan Professional Teachers Regulatory Board.
  - xii. **Successful Teaching** means when a teacher's pedagogical or content knowledge, instruction, classroom climate, classroom management, beliefs and professional behaviours, in combination and manifested at different times, lead to improved student achievement.
  - xiii. **University** means the University of Regina or the University of Saskatchewan.
- b. In the bylaws, unless otherwise defined or required by the context, the terms used have the same meaning as in the Act.

## **Administrative Bylaw 2: Administration**

### **AB2.01 Head Office**

- a. The head office of the Saskatchewan Professional Teachers Regulatory Board shall be in the city of Regina, Saskatchewan.

### **AB2.02 Seal**

- a. The seal depicted below shall be the seal of the Saskatchewan Professional Teachers Regulatory Board.

[Seal of the SPTRB]

- b. A printed facsimile of the seal may be used to designate official pronouncements or decisions of the Board when such is authorized by the Chief Operating Officer or the Board Chair.

### **AB2.03 Financial Operations**

- a. Fiscal year
  - i. The financial year of the Saskatchewan Professional Teachers Regulatory Board shall be from September 1<sup>st</sup> to August 31<sup>st</sup>.
- b. Banking and Finance
  - i. All monies received by the Saskatchewan Professional Teachers Regulatory Board from time to time shall be deposited in an account maintained by the Saskatchewan Professional Teachers Regulatory Board in its name with any branch of the Saskatchewan Professional Teachers Regulatory Board's bankers.
  - ii. The banking business of the Saskatchewan Professional Teachers Regulatory Board or any part thereof shall be transacted with any bank chartered under the Bank Act (Canada) or any credit union established under The Credit Union Act (1995) (Saskatchewan) as the Board may designate, appoint or authorize from time to time by resolution.
  - iii. All of the Saskatchewan Professional Teachers Regulatory Board's banking business or any part thereof shall be transacted on the Saskatchewan Professional Teachers Regulatory Board's behalf by any two (2) of the signing officers or such one or more other officers of the Saskatchewan Professional Teachers Regulatory Board and/or other persons as the Board may designate, direct or authorize from time to time by resolution and to the extent therein provided.
  - iv. All of the funds and monies of the Saskatchewan Professional Teachers Regulatory Board not immediately required for its operations shall be invested

and/or re-invested in accordance with the investment guidelines developed and approved by the Board from time to time. In the absence of any such guidelines, the funds and monies of the Board shall be invested only in bankers acceptances accepted by, or other short term instruments issued or guaranteed by, a Canadian chartered bank listed on Schedule 1 of the Bank Act (Canada), or a credit union established under The Credit Union Act (1995) (Saskatchewan).

- v. Any security in which the Saskatchewan Professional Teachers Regulatory Board invests shall be lodged with the chartered bank or credit union indicated in section AB2.03(b)(iv) or placed promptly after the investment is made in its safety deposit box at the bank or credit union appointed under section AB2.03(b)(ii).
  - vi. Securities representing the Saskatchewan Professional Teachers Regulatory Board's investments shall, where the Saskatchewan Professional Teachers Regulatory Board is required to take physical delivery thereof, be held in the Saskatchewan Professional Teachers Regulatory Board's safety deposit box. The Saskatchewan Professional Teachers Regulatory Board shall be permitted to use any custodial services offered by its bankers in respect of the storage of its investments. Securities and other documents shall be placed in, or removed from, the Saskatchewan Professional Teachers Regulatory Board's safety deposit box only by two (2) of the signing officers.
  - vii. The Saskatchewan Professional Teachers Regulatory Board may borrow such amounts as may from time to time be approved by the Board for the purpose of establishing, operating and maintaining the Saskatchewan Professional Teachers Regulatory Board.
- c. Audit
- i. The Board shall appoint an auditor who is duly licensed under the Accounting Profession Act to audit the accounts of the Saskatchewan Professional Teachers Regulatory Board. The Auditor is to serve for a term of one year and may be reappointed.
  - ii. The Chief Operating Officer shall give notice of every appointment and reappointment of an auditor to the auditor in writing promptly after the appointment or reappointment is made.
  - iii. The Board may by resolution passed by at least two-thirds of the Board members at a meeting of which notice of intention to pass the resolution has been given, remove any auditor before the expiration of the auditor's term of office and shall by a majority of the votes cast at that meeting appoint another auditor in such auditor's stead for the remainder of the term.
  - iv. The auditor shall make such examinations as will enable him or her to report to the Board as required by law and under this section.

- v. The auditor shall meet at least annually with the Audit Committee, and/or with the Board to present the results of his or her examination of the annual financial statements and to consider any other matters which should come before the committee.
- vi. The auditor shall report in writing to the Board of the Saskatchewan Professional Teachers Regulatory Board on the annual financial statements for the most recently ended financial year of the Saskatchewan Professional Teachers Regulatory Board.
- vii. The annual report financial statement shall be made available on the Saskatchewan Professional Teachers Regulatory Board website.

**AB2.04 Property**

- a. The Saskatchewan Professional Teachers Regulatory Board shall maintain all risks property insurance in connection with its assets and operations and shall also maintain other types of insurance, including comprehensive general liability insurance with respect to claims for personal injury, death or property damage with respect to its operations, with responsible and reputable insurance companies in such amounts and with such deductibles as are reasonably determined to be adequate.
- b. The Saskatchewan Professional Teachers Regulatory Board shall maintain its assets that are used or useful in the conduct of its operations in good repair and working order and from time to time make all necessary repairs, replacements and renewals and additions thereto, all in accordance with sound business practice. In connection therewith, the Saskatchewan Professional Teachers Regulatory Board may dispose of such of its assets as are obsolete or are no longer required for such operations in such manner as is most beneficial to the Saskatchewan Professional Teachers Regulatory Board.

**AB2.05 Record Retention**

- a. Records of the Saskatchewan Professional Teachers Regulatory Board shall be retained according to the schedule set out in policy.

**AB2.06 Reimbursement and Remuneration**

- a. Directors are entitled to reimbursement and remuneration for services rendered to the association in an amount determined by the Board.
- b. Members of standing, ad hoc and special committees shall be entitled to remuneration and reimbursement for services rendered to the association in an amount determined by the Board.
- c. The Board shall have the authority to approve policies and/or payment for travel and other expenses for registrants and non-registrants who are acting in an official capacity on behalf of the Saskatchewan Professional Teachers Regulatory Board.
- d. Rates of Reimbursement and Remuneration shall be set by the Board.

**AB2.07 Certification and Administration Fees**

- a. The certification and administration fees are set out in Schedule A.
- b. Certification and administration fees shall be reviewed regularly by the Board.

**Administrative Bylaw 3: Committees and Delegation**

**AB3.01 Committees of the Board**

- a. Committees of the board will be established by the directors to conduct such business and perform such duties as may from time to time be determined and will report to the Board at least annually. The Board will appoint the chairperson and members of each committee. The Board will provide specific terms of reference to the committees and will ensure a regular evaluation of performance of all committees.
- b. The Board may remove a committee chairperson or committee member by a two-thirds majority vote of the directors.
- c. Quorum for all committees of the Board shall be a majority of the persons appointed to the specified committee.

**AB3.02 Standing Committees**

- a. In addition to the statutory committees required by the Act, standing board committees and standing regulatory committees of the Board will include but not be limited to:
  - i. The Audit Committee
    - A. The Audit Committee shall perform all duties assigned to it by the board or by these bylaws. In particular, it shall oversee:
      - I. the accounting process;
      - II. the effectiveness of the internal control system, the risk management system and the internal audit system; and
      - III. the independent audit of financial statements, in particular the independence and qualification of the independent auditor as well as the independent auditor's services.
    - B. The audit committee shall consist of at least three members of the board of directors.
    - C. The audit committee may appoint an external advisor as a non-voting member of the committee.

- D. In addition to the members appointed pursuant to clause AB3.02(a)(i)(B), if the board considers it advisable, the board may appoint not more than two additional members to the Audit Committee.
- ii. The Governance Committee
- A. The purpose of the Governance Committee is to ensure that the Board fulfills its legal, ethical, and functional responsibilities through adequate governance policy, recruitment strategies, training programs, monitoring of board activities, and evaluation of board performance.
  - B. The Governance Committee shall be comprised of not less than three members of the Board of Directors.
  - C. The Governance Committee will ensure that the board of directors is able to govern the Saskatchewan Professional Teachers Regulatory Board effectively through:
    - I. creation of governance policies and procedures;
    - II. recruiting and nominating suitable board and committee members;
    - III. providing orientation and training programs for board members; and
    - IV. evaluating the performance of the board as a whole, the board chair, committees and individual members.
  - D. The Governance Committee will ensure that board policies are created and periodically reviewed which define:
    - I. the roles and responsibilities of the board
    - II. duties and responsibilities of directors and officers;
    - III. code of conduct and conflict of interest procedures;
    - IV. procedures for nomination, selection, evaluation and removal of directors.
  - E. The Governance Committee will ensure that:
    - I. the board does not fall below the number of directors required by the bylaws;
    - II. directors appointed to the board understand and agree with the mission of the organization and the code of ethics for directors;
    - III. directors appointed to the board understand their director obligations and agree to the time and participation requirements of board members; and
    - IV. appointments to the board comply with bylaws and other legal requirements.



- F. The Governance Committee will ensure that directors are able to discuss, debate, and plan the following from a basis of knowledge:
  - I. the organization’s mission, goals, objectives, programs and services;
  - II. the organization’s budget and financial statements;
  - III. the roles, duties and responsibilities of the board, committees, individual directors, and the Chief Operating Officer.
- G. The Governance Committee will ensure that the board, its committees, and its members are able to plan their activities with knowledge of the achievements, abilities, strengths, and limitations of current directors, staff, and volunteers.
- H. The Governance Committee is accountable to the Board of Directors for the following tasks:
  - I. creation and annual review of a multi-year plan for board development;
  - II. annual assessment of board performance;
  - III. ongoing recruitment of members best suited to the mandate and strategic priorities of the SPTRB;
  - IV. training, coaching, and mentoring for directors to develop their own skills as board members;
  - V. monitoring the attendance and contribution of members;
  - VI. drafting governance policies and budgets for board development;
- iii. The Human Resources Committee
  - A. The Human resources committee shall:
    - I. monitor the implementation of the Salary Schedule of the SPTRB and any other appropriate compensation packages on an annual basis;
    - II. advise and support the Board in the recruitment of the Chief Operating Officer; and
    - III. recommend and coordinate regular performance evaluation of the COO; and
    - IV. be available to advise on Human Resource policies of the SPTRB.
  - B. The Board shall appoint three members of the Board to the Human Resources Committee.
  - C. The Board shall appoint the chair of the Human Resources Committee
- iv. The Teacher Education and Certification Committee

- A. The Teacher Education and Certification Committee is established for the purposes of making recommendations to the Board of Directors pertaining to, but not limited to:
- I. the qualifications and standards of competency for the issuing of teacher's certificate or any category of teacher's certificates;
  - II. the procedures governing the issuing of teacher's certificates;
  - III. the procedures governing applications for registration pursuant to section 23 of the Act;
  - IV. the procedures governing the issuing of temporary teaching permits;
  - V. categories of certification and registration and the rights and privileges of each category;
  - VI. respecting the teacher education programs required to be successfully completed for the purposes of certification pursuant to the Act;
  - VII. the circumstances under which teachers are required to attend re-entry education programs and courses and the approval of programs and courses for that purpose;
  - VIII. standards for continuing education and the participation of teachers in continuing education;
- IX. The Teacher Education and Certification Committee shall consist of the following members who are best qualified based on the committee's terms of reference:
1. one person who is a member of the Board of Directors of the Saskatchewan Professional Teachers Regulatory Board, appointed by the Board, who shall be the chairperson of the Teacher Education and Certification Committee;
  2. one person who is employed in the Ministry of Education and who is appointed by the minister;
  3. one person who is a member of the College of Education, University of Saskatchewan and who is appointed by the president of that institution;
  4. one person who is a member of the Faculty of Education, University of Regina and who is appointed by the president of that institution;
  5. one person who is a member of the Faculty of Education, First Nations University of Canada Inc. and who is appointed by the president of that institution;

6. one person who is a member of the Faculty of Education, Gabriel Dumont Institute of Native Studies and Applied Research Inc. and who is appointed by the president of that institution;
  7. one person who is appointed by the Saskatchewan Teachers' Federation;
  8. one person who is appointed by the Saskatchewan School Boards Association; and
  9. one person who is appointed by the Saskatchewan League of Educational Administrators, Directors and Superintendents.
  10. In addition to the members appointed pursuant to clauses 1 through 9, if the board considers it advisable, the board may appoint not more than two additional members to the Teacher Education and Certification Committee.
- X. The Certification Decision Review Committee is established as a sub-committee of the Teacher Education and Certification Committee for the purpose set out in sections 21 and 26 of the Act and shall consist of the following members:
1. the person appointed to the Teacher Education and Certification Committee by the Board;
    - a) this person shall be the chairperson of the Certification Decision Review Committee; and
  2. two other persons appointed to the Teacher Education and Certification Committee.
- v. Certificate Reinstatement Review Committee
- A. The Certificate Reinstatement Review Committee is established for the purposes set out in section 48 of the Act.
- I. The Certificate Reinstatement Review Committee shall be comprised of the following members:
1. a member of the Board of Directors appointed under section 7 of the Act;
  2. a member of the public; and
  3. 3 registered teachers.
- II. Members of the Certification Reinstatement Review Committee may be selected from persons appointed to either the Professional Conduct Panel or the Discipline Committee Panel but shall not be a person who was previously involved, as a member of either the Professional Conduct Committee or the Discipline Committee, with the applicant.

- vi. The Appointments Committee
  - A. The Appointments Committee is established for the purposes of:
    - I. Reviewing applications for and making recommendation to the Board of Directors for appointments to the:
      - 1. Professional Conduct Committee Panel; or
      - 2. Discipline Committee Panel
    - II. Appointing members of the Professional Conduct Committee Panel to a Professional Conduct Committee.
    - III. Appointing members of the Discipline Committee Panel to a Discipline Committee.
  - B. The Appointments Committee shall consist of at least two members of the Board of Directors.
- b. Special Committees
  - i. The Board may establish such other committees and task forces as are required from time to time to carry out the affairs of the Saskatchewan Professional Teachers Regulatory Board.
- c. Delegation to the Registrar
  - i. The board of directors, in accordance with section 26 of the Act, does hereby delegate to the registrar the authority to:
    - A. issue teacher's certificates and temporary teaching permits;
    - B. register teachers pursuant to section 23;
    - C. collect fees; and
    - D. maintain the register.

**Administrative Bylaw 4: PART 4 – Meetings of the Board of Directors**

**AB4.01 Notice of Meetings**

- a. Meetings of the Board shall be called by the chair or as requested by 3 members of the board.

**AB4.02 Meeting Frequency**

- a. The board shall meet 4 times a year at a minimum, and may meet additionally as required to fulfill the board's governing responsibilities.

**AB4.03 Annual Meeting**

- a. The second meeting of the fiscal year shall be deemed the annual meeting for the purposes set out in the Act and the bylaws.

#### **AB4.04 Meeting Protocol**

- a. Rules of Conduct
  - i. The Board shall establish the rules and procedures for the conduct of its meetings.
- b. Quorum
  - i. A quorum of the Board shall be the majority of its members.
- c. Voting
  - i. Each director shall have one vote. The votes of all directors shall always be of equal weight.
  - ii. All matters shall be decided by majority vote, unless otherwise provided for in the Act or the bylaws.

#### **Administrative Bylaw 5: Employees**

##### **AB5.01 Chief Operating Officer**

- a. The Board shall enter into a contract with the Chief Operating Officer which shall specify the position description, major responsibilities and policies and any powers and duties under the Act delegated by the Board to the Chief Operating Officer.
- b. The Chief Operating Officer shall ensure registrar duties are executed in accordance with the Act.

##### **AB5.02 Other Staff**

- a. The Chief Operating Officer may authorize the employment of such full or part-time employees as are appropriate to carry out the mandate, programs and business of the Saskatchewan Professional Teachers Regulatory Board. The remuneration and other terms of employment shall be set out by the Chief Operating Officer, who may enter into contracts of employment with such employees on behalf of the Saskatchewan Professional Teachers Regulatory Board.

## Schedule A: Fees

### Application Fees

Saskatchewan Education Program Graduates	\$100
Saskatchewan Education Graduates - Pre B.Ed. Assessment	\$200
Canadian out-of-province Education Program	\$200
International Education Program	\$400
Additional Qualification Certificate	\$50

### Certificates

Renewal of Provisional Certificates	\$25
Replacement Certificates	\$25

### Temporary Teaching Permits

Initial	\$100
Subsequent	\$25

### Other Services

Statements of Professional Standing	\$50
Provision of copies of documents to a third party	\$25

<u>Annual Registration</u>	\$110
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\* fees are subject to GST