



PRINCE EDWARD ISLAND  
**COLLEGE OF PHARMACY**

*Member organization of National Association of Pharmacy Regulatory Authorities (NAPRA)*

**PEI COLLEGE OF PHARMACY**  
**BYLAWS**

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## SECTION 1 - INTRODUCTION

### 1.1 Definitions

1.1.1 In these Bylaws, unless the context otherwise requires:

“Act” means the Regulated Health Professions Act of Prince Edward Island;

“College” means the Prince Edward Island (PEI) College of Pharmacy;

“Council” means the advisory Council for the PEI College of Pharmacy;

“Registrant” means as a member of the PEI College of Pharmacy; and

“Pharmacy Act” means the Pharmacy Act of PEI and its associated Regulations.

### 1.2 Interpretation

1.2.1 In these Bylaws, unless the context otherwise requires, expressions defined in 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 masculine gender shall include females, and words imparting persons shall include bodies corporate.

### 1.3 Severability and Precedence

1.3.1 The invalidity or unenforceability of any provision of these Bylaws shall not affect the validity or enforceability of the remaining provisions of these Bylaws. If any of the provisions contained in the Bylaws are inconsistent with those contained in the Act or Pharmacy Act, the provisions contained in the Act or Pharmacy Act shall prevail.

### 1.4 Seal

1.4.1 The seal of the College, if any, shall be in the form determined by the Council. The seal of the College shall be in the custody of the Registrar, who shall affix it to all documents for which it is required.

### 1.5 Fiscal Year

1.5.1 The fiscal year of the College shall commence on the first day of April and shall end of the thirty-first day of March of the following year.

### 1.6 Execution of Documents

1.6.1 Deeds, transfers, assignments, contracts, obligations, and other instruments in writing requiring execution by the College shall be signed by the Registrar and a member of the Executive Committee.

1.6.2 The Council may, from time to time, direct the manner and the person by whom, a particular document or type of document shall be executed.

1.6.3 Persons authorized to sign any College document may affix the college seal to the document. The President may certify a copy of any instrument, resolution, Bylaw or other document of the College to be a true copy thereof.

## SECTION 2 - COUNCIL

### 2.1 Introduction

2.1.1 Each Council member, officer, staff member, delegate or committee member must act honestly, in good faith and in the best interest of the College and the public.

### 2.2 Duties of Council

2.2.1 The affairs of the College shall be governed by the Council in alignment with the Vision, Mission, and goals set by the College.

2.2.2 Each Council member is required to participate as either an executive Council member, committee member or delegate.

### 2.3 Composition

2.3.1 The Council shall consist of:

- a) Six registrants elected from and by registered pharmacists as provided by this Bylaw.
- b) Four public representatives appointed by the Lieutenant Governor in Council.
- c) Two registrants elected from and by registered pharmacy technicians as provided by this Bylaw.

### 2.4 Term of Office

The term in office for all members of Council shall be in accordance with the Act.

### 2.5 Revocation/Suspension

2.5.1 Council may request the revocation of the appointment of a member in accordance with of the Act.

2.5.2 Council may revoke the membership of an elected member on Council by a 2/3 majority resolution.

2.5.3 The election of a member of the Council is suspended at the time a complaint is made about the member under the Act or in another jurisdiction, until it is resolved; and revoked at the time the conduct of the member is found to constitute professional misconduct or incompetence under the Act or in another jurisdiction.

### 2.6 Code of Ethics

2.6.1 Each Council member, staff member, representative or committee member is required annually to read, sign, and abide by the provisions found within:

- a. Code of Conduct Policy adopted by Council
- b. Conflict of Interest Policy adopted by Council

## SECTION 3 - OFFICERS

### 3.1 Officers

3.1.1 The Council's officers are the President, Vice-President, immediate past President, Secretary, and one public representative.

### 3.2 Term of Office

3.3.1 The term of office of the President and Vice President shall be for one year and shall commence upon their election at the annual general meeting. Each may reoffer for an additional one-year term.

### 3.3 President

3.3.1 The President, if present, shall preside at and chair all meetings of the Council and of the Executive Committee. They shall be responsible for the performance of such duties and exercising of such powers as are set out in these Bylaws and as may from time to time be assigned by the Council.

### 3.4 Vice-President

3.4.1 The Vice-President shall be responsible for the performance of such duties and exercising of such powers as are set out in these Bylaws and as may from time to time be assigned by Council. In the absence of the President, the Vice-President shall assume all the duties and powers of the President.

### 3.5 Immediate Past-President

3.5.1 The immediate past-President is an advisor to the Executive Committee and the College.

3.5.2 The immediate past-President may or may not be a member of the Council. If a non-member, they shall be ex-officio, non-voting member of the Executive Committee.

### 3.6 Vacancies

3.6.1 Should the office of the President become vacant, the Vice-President shall fill the vacant role.

3.6.2 If a vacancy occurs in the office of the Past-President, it shall be filled by the most immediate eligible predecessor able to serve for the remainder of the term.

3.6.3 Vacancies in other elected offices shall be filled by Council from among its members by a 2/3 majority vote at a regular meeting.

## SECTION 4 – APPOINTMENTS

### 4.1 Registrar

4.1.1 In addition to the duties required by the Act and Pharmacy Act the registrar shall conduct, or direct to be conducted: the correspondence of the College and Council; shall attend all general meetings, annual general meetings, special meetings, and their adjournments, either in person or by substitute appointed for a specific meeting as determined by Council.

4.1.2 The registrar is responsible for planning and implementing the programs of the College in accordance with policies and strategic objectives approved by Council; overseeing the financial affairs and internal staffing; managing the office of the College and any additional duties as determined by Council.

4.1.3 The Registrar shall be appointed by and accountable to Council. Remuneration and performance will be in accordance with a policy approved by Council.

4.1.4 If Council determines the Registrar needs immediate replacement, Council will appoint an interim Registrar(s) from the pharmacist Council members or staff until the Registrar returns or a replacement has been appointed.

4.1.5 Due to the required stakeholder relationship with government, the Registrar must not participate in political organizations or affiliations that interfere with, or are in conflict with, the administration of their duties.

## 4.2 Secretary

4.2.1 If a secretary is appointed, the secretary shall attend all general meetings, annual general meetings, special meetings, and their adjournments, either in person or by substitute appointed for a specific meeting as determined by the Council; and shall keep and distribute a correct record of the proceedings in accordance with these Bylaws or the Act.

4.2.2 If a secretary is appointed, the secretary shall send or cause to be sent all notices that are to be sent to the registrants and Council. The secretary, or any other person deputed by Council, shall receive all payments to the College, collect or cause to be collected all dues, fees and assessments levied by Council or the College, and ensure that correct accounts are kept.

4.2.3 If Council determines not to appoint the position of secretary, the secretary duties will be distributed as seen fit by Council.

## 4.3 Deputy Registrar

4.3.1 The Deputy Registrar of the College reports to the Registrar and the Council as required.

4.3.2 Under the direction of the Registrar, the Deputy Registrar may be responsible for a variety of services and functions including practice experience requirements, standards maintenance, duties of the inspector, and other duties as assigned by the Registrar or Council from time-to-time.

4.3.3 If Council determines not to appoint the Deputy Registrar, the Registrar will be responsible for fulfilling the duties of the Deputy Registrar unless otherwise directed by Council.

## 4.5 Auditor

4.5.1 The auditor shall be appointed annually by the Council at the annual general meeting.

4.5.2 The Auditor, after receiving the financial records of the College, shall prepare an Auditor's Report and Statement of Financial Position of the College in accordance with generally accepted accounting principles and auditing standards and deliver it to the Registrar within the period set out in procedures established by the Council.



## 4.6 Solicitor

4.6.1 The Council may appoint a solicitor to advise the College. The solicitor shall be appointed annually at the annual general meeting.

## SECTION 5 - COMMITTEES AND DELEGATES

### 5.1 Committees

5.1.1 The Council may establish any committee it determines necessary for the execution of the College's responsibilities. The Council may dissolve any committee by resolution at any time and may remove a committee member by resolution of the Council.

5.1.2 The Standing Committees of the Council are:

- a. Executive Committee
- b. Investigation Committee
- c. Hearing Committee
- d. Registration Committee
- e. Audit and Finance Committee

5.1.3 The Council shall appoint the Chair of a Standing Committee of Council. The Chair of the Investigation Committee and Hearing Committee shall be appointed in accordance with the Act.

5.1.4 Unless otherwise stated in these Bylaws, decisions of any committee shall be by majority vote of those members of the committee present at a duly constituted meeting.

5.1.5 Registrants are not eligible to be on a Standing Committee of the Council if:

- (a) the registrant is, or was within the past year, a member of the governing body of an advocacy organization for the regulated health profession;
- (b) the registrant's conduct was found, within the past year, to constitute professional misconduct or incompetence under this Act or in another jurisdiction;
- (c) the registrant is a respondent in an ongoing complaint under this Act or in another jurisdiction.

5.1.6 Quorum for a committee shall be the majority of members.

### 5.2. Executive Committee

5.2.1 The Executive Committee shall be comprised of:

- a. the President
- b. the immediate past President
- c. the Vice-President

e. a public representative

5.2.2 The Executive Committee shall act upon any matter delegated to it by the Council or that requires attention between meetings of the Council.

5.2.3 The Executive Committee shall oversee the preparation of the annual budget of the College and oversee the financial affairs of the College.

5.2.4 Council members must remain a member of the Council for the duration of their term to be eligible for election as an executive member except for the Past President who may remain as an ad-hoc member of the Executive Committee in the event their term on Council expires.

5.2.5 The Executive Committee shall be elected, by the Council, by majority vote at each AGM Council meeting.

5.2.6 The Registrar and/or Deputy Registrar will attend the meetings of the Executive Committee to act as a resource and provide administrative support to the Committee.

### 5.3 Investigation and Hearing Committees

5.3.1 The Investigation and Hearing Committee are appointed under the Act and carry out their duties in relation to complaints.

### 5.4 Registration Committee

5.4.1 The Registration Committee is responsible for reviewing applications for registration, identified by the Registrar, and making recommendations to Council on the status of the registration.

### 5.5 Audit and Finance Committee

5.5.1 The Audit and Finance Committee oversees the financial audit and to ensure that there is an appropriate framework pertaining to the PEI College of Pharmacy's financial matters that provide for accountability, financial risk management, internal controls, and compliance with the relevant laws, regulations, and good practice.

### 5.6 Delegates

5.6.1 The Council may appoint any delegate it determines necessary for the execution of the College's responsibilities. The Council may review the term of office and terms of reference for any delegate. The Council may choose to dissolve the delegate's position or remove a delegate at any time by resolution of the Council.

5.6.2 A delegate may serve consecutive terms as determined by the organization for which they have been appointed, if no terms exist, the delegate may serve up to six years without reappointment by the Council.

### 5.7 Pharmacy Examining Board of Canada (PEBC) Delegate

5.4.1 The Council, at its discretion, may appoint a pharmacist registrant to act as the Council's voting delegate on the PEBC for a three-year term, renewable once provided the delegate is still a registrant.

### 5.8 Canadian Council of Continuing Education in Pharmacy (CCCEP) Delegate

5.5.1 The Council, at its discretion, may appoint a registrant to act as the Council's voting delegate on the CCCEP.

## 5.9 National Association of Pharmacy Regulatory Authorities (NAPRA) Delegate

5.6.1 The Council, at its discretion, may appoint the Registrar to act as the Council's voting delegate on the NAPRA in accordance with the NAPRA Bylaws.

## 5.10 Dalhousie Pharmacy Endowment Fund (DPEF) Delegate

5.7.1 The Council, at its discretion, may appoint a registrant to act as the Council's representative on the Endowment Fund Advisory Board renewable provided the delegate is registrant.

## 5.11 Remuneration

5.8.1 Council, Committees or Delegates may receive remuneration for duties carried out on behalf of the PEI College of Pharmacy in accordance with a policy approved by the Council.

# SECTION 6 - ELECTIONS

## 6.1 Eligibility

6.1.1 Only registrants of the PEI College of Pharmacy shall be eligible to nominate, vote, or be elected to the pharmacist and pharmacy technician positions on Council.

6.1.2 Pharmacist registrants may only vote for pharmacist nominees unless otherwise stated.

6.1.3 Registrant pharmacy technicians may only vote for pharmacy technician nominees unless otherwise stated.

6.1.4. The following persons are not eligible for election or appointment to a council:

- (a) a person who is, or was within the past year, a member of the governing body of an advocacy organization for the regulated health profession; or
- (b) a person whose conduct was found, within the past year, to constitute professional misconduct or incompetence under the RHPA or in another jurisdiction; or
- (c) a person who is a respondent in an ongoing complaint under the RHPA or in another jurisdiction.

## 6.2 Nominations

6.2.1 The secretary shall, at least 60 days before the completion of a member of Council's term, give notice via email to all eligible registrants.

6.2.2 Nominations will be received by the secretary up to a date which shall be 42 days before the completion of the member of Council's term.

6.2.3 Each nomination shall be made upon a form available from the secretary. It shall be endorsed by the nominee and one registrant.

6.2.4 If the call for nominations does not produce enough eligible nominees to fill the vacancies on Council, the registrants shall be so advised, and invited to resubmit nominations.

6.2.5 A nominee for election to the Council may, at any time prior to the commencement of the election, give notice to the secretary of his or her wish to withdraw his or her nomination. The withdrawal becomes effective upon receipt of the notice in a form acceptable to the secretary.

### 6.3 Notification

6.3.1 Eligible voting registrants shall be notified through e-mail of the names of those nominated for election to Council. The notification shall be accompanied by voting instructions and information on each candidate prepared in a standard format. The notification shall be sent to the eligible voting registrants no later than 35 days before the completion the member of Council's term.

### 6.4 Voting Procedure

6.4.1 Voting shall be conducted on-line through a secure portal. When possible, voting shall be finalized prior to the completion the member of Council's term.

### 6.5 Counting Votes

6.5.1 The election process shall begin within 10 days of the nomination deadline. Eligible registrants will have 7 days to submit their vote.

6.5.2 The candidate(s) receiving the largest number of votes shall be elected to Council.

6.5.3 The method for counting votes shall be that approved by Council and on file in the College office.

6.5.4 If required, scrutineers shall provide a report of the results of the voting to the Registrar. The report shall be presented to Council members prior to the completion of the member of Council's term if possible.

6.5.5 The Registrar shall retain on-line voting records for a period of 30 days following the completion of the member of Council's term, after which they shall be destroyed.

### 6.6 Acclamation

6.6.1 If the number of valid nominations for positions on Council is equal to the number of vacant positions on Council, the persons nominated shall be declared.

### 6.7 Vacancies

6.7.1 In the event of a vacancy in the Council occurring through death, incapacity, resignation, or otherwise, the secretary shall call for nominations and hold an election.

6.7.2 The secretary shall, at most 14 days after a vacancy has been determined, give notice via email to all eligible registrants.

6.7.3 Nominations will be received by the secretary up to a date which shall be no more than 21 days after a vacancy has been determined.

6.7.4 Each nomination shall be made upon a form available from the secretary. It shall be endorsed by the nominee and one registrant.

6.7.5 If the call for nominations does not produce enough eligible nominees to fill the vacancies on Council, the registrants shall be so advised, and invited to resubmit nominations.

6.7.6 A nominee for election to the Council may, at any time prior to the commencement of the election, give notice to the secretary of his or her wish to withdraw his or her nomination. The withdrawal becomes effective upon receipt of the notice in a form acceptable to the secretary.

## 6.8 Tie Vote

6.8.1 In the event of a tie vote for an elected position on Council, the Executive Committee shall immediately request a recount, and if the result is not altered, a subsequent election will occur and include only those candidates involved in the tie vote.

## SECTION 7 – ALLOWANCES

### 7.1 Honoraria

7.1.1 Members of the Council, committee members or delegates may be paid honoraria in accordance with the remuneration policy adopted by Council. If approved by Council, individual Council members may receive remuneration, either in a monetary or non-monetary form, for recognition of additional contributions to the College as determined by Council from time-to-time.

## SECTION 8 - ANNUAL GENERAL MEETING

### 8.1 Time and Place

8.1.1 The Council shall hold an annual general meeting on any date after March 1st, but prior to June 30th, in each year at such time and place and format as determined by the Council.

### 8.2 Notice

8.2.1 Notice of the time and place shall be given in writing, by facsimile or other electronic means, at least 30 days in advance of the meeting. The minutes of the previous annual general meeting shall accompany the notice to Council members.

### 8.3 Order of Business

8.3.1 The order of business of the annual general meeting, unless the President otherwise directs, shall be:

- a. review of the previous year' annual general minutes;
- b. annual report of the President;
- c. annual report of the Registrar;
- d. annual report of the Audit and Finance Committee
- e. Auditor's Report and Statement of Financial Position;
- f. annual report of the solicitor, if any;
- g. annual report of the inspector, if any;
- h. report(s) of committees, or delegates, if any;
- i. upcoming year's budget;
- j. retention of insurance

- k. Bylaw changes;
- l. unfinished business;
- m. new business;
- n. appointment of auditor;
- o. appointment of solicitor; and
- p. election of members of the executive committee.

## 8.4 Quorum

8.4.1 Two-thirds of members including at least one public representative of the Council shall constitute a quorum during the AGM

## 8.5 Voting

8.5.1 Motions shall be decided by majority of members of Council present and voting. Each member of Council, excluding the President shall be entitled to a vote.

8.5.2 If there is a tie vote at an annual general meeting, the President may break the tie by casting a vote.

8.5.3 In the event of a tie vote where the President or Vice-President chooses not to break the tie, the motion is lost.

8.5.4 A member of Council who chooses to abstain from any vote must give a reason which will be recorded in the minutes. An abstention shall not be counted as a vote.

## 8.6 Minutes

8.6.1 The secretary shall record the minutes of the meeting and distribute the minutes to members of Council at the next scheduled regular meeting.

8.6.2 If a secretary is not appointed by Council, a recording of the minutes will be the primary responsibility of the Registrar. The meeting may be recorded electronically for reference. Electronic recording of any such meetings shall be retained for a minimum of 1 year.

8.6.2 The previous year's annual general meeting minutes shall be approved by the Council at a regular Council meeting within 90 days of the AGM. The minutes, as approved, shall be entered in the Minute Book of proceedings of the Council, and shall be signed by the President or Vice-President and the Registrar. Council decisions may be made available to the public in a format as determined by Council.

## 8.7 Observers

8.7.1 Observers are not permitted to propose, amend, or vote on motions and may not participate in discussion.

# SECTION 9 - REGULAR MEETINGS

## 9.1 Time and Place

9.1.1 The Council shall hold at least three regular meetings during the year, or more often as required, at such times and places as shall be determined by the President or, in his/her absence, the Vice-President.

## 9.2 Notice

9.2.1 Notice of the exact time, place and format shall be given each member at least 14 days in advance of the meeting.

9.2.2 The Registrar will distribute the following, in advance of the regular meeting:

- a. minutes of the previous general meeting;
- b. a proposed agenda for the meeting; and
- c. reference material required for the meeting.

9.2.3 If, after notice has been served and due to unforeseen circumstances, a meeting is postponed, the meeting can be rescheduled upon the majority agreement of the Council in person, by telephone, facsimile, or other electronic means.

## 9.3 Order of Business

9.3.1 At any regular meeting the order of business shall be:

- a. approval of the minutes of the previous general meeting and consideration of the business arising there from;
- b. consideration of the items of business in the proposed agenda;
- c. other items of business, which at the discretion of the President warrants discussion.

9.3.2 A regular meeting of the Council may be held by conference call, video conferencing or other methods that permit members of the Council to participate in the meeting.

9.3.3 Agenda items not provided in advance of the distribution of the meeting material may be added to the agenda under new business at the time of the meeting and will be address if time permits. Items not addressed will carry over to the next regular meeting.

## 9.4 Quorum and Attendance

9.4.1 The majority of members of the Council, including at least one public representative and a member of the Executive council shall constitute a quorum.

9.4.2 The secretary shall keep an attendance record of all Council members if a Council member has been absent for 3 consecutive meetings the secretary shall bring the record of attendance to the next regular meeting. If a secretary is not appointed, these duties shall be the responsibility of the Registrar.

## 9.5 Voting

9.5.1 Motions shall be decided by a majority of members of Council in attendance. Each member of Council, excluding the Chair, shall be entitled to one vote.

9.5.2 If there is a tie vote, the Chair will cast the deciding vote.

9.5.3 In the event of a tie vote where the Chair chooses not to break the tie, the motion is lost.

9.5.4 An abstention from voting shall not be counted as a vote.

## 9.6 Minutes

9.6.1 The secretary shall record the minutes of the meeting and distribute the minutes to members of Council before the next regular the meeting.

9.6.2 Meetings may be recorded electronically for reference purposes. The electronic recording of any such meetings shall be retained until the minutes are transcribed and approved by Council.

9.6.3 Previous meeting minutes shall be approved by the Council. The minutes, as approved, shall be entered in the Minute Book of proceedings of the Council, and shall be signed by the President or Vice-President and the Registrar.

9.6.4 Upon application in writing an individual may view the minutes of a regular meeting at the office of the College.

## 9.7 Observers and Presenters

9.7.1 Observers must advise the Registrar 14 calendar days before a scheduled Council meeting if they wish to attend as observers, or if they would like to make a presentation to the Council.

9.7.2 Observer privileges will be granted upon majority vote of the Council members and shall also be withdrawn in the same manner.

9.7.3 Observers are not permitted to propose, amend, or vote on motions or participate in discussions.

9.7.4 Presenters may present to Council on a relevant topic as approved by the College. The Council may pose questions to the presenter during the presentation.

## 9.8 Adjournments

9.8.1 Meetings of the Council may be adjourned from time to time by a motion supported by majority of members of Council. Such motion shall state the date and time of the reconvened meeting and shall thereby constitute due notice.

# SECTION 10 - SPECIAL MEETINGS

## 10.1 Time and Place

10.1.1 Special meetings of the Council shall be held at the call of the President or by requisition signed by two members of Council.

## 10.2 Order of Business

10.2.1 No business shall be dealt with except that for which the meeting was called.

10.2.2 Unless otherwise directed by the President, special meetings will follow the Bylaws set forth under Regular Meeting.

# SECTION 11 - CONDUCT OF BUSINESS WITHOUT A MEETING



## 11.1 Time and Place

11.1.1 On an emergency basis only, the business of the Council may be conducted and concluded by a resolution agreed upon by a majority of Council members, unless otherwise stated in these Bylaws, using the telephone, facsimile, or other electronic means, and shall have the same force and effect as a resolution duly passed at a convened meeting of the Council; however, the resolution must be entered into the minutes at the next Council meeting.

## SECTION 12 - PROCEEDINGS IN CAMERA

### 12.1 Conduct

12.1.1 In-camera meetings may be called by any member of Council and directed by the President, in accordance with the In-Camera Policy.

## SECTION 13 - BYLAWS, POLICIES

### 13.1 Resolution

13.1.1 A resolution for the purpose of making, amending or revoking a Bylaw, governance policy or recommendation pertaining to legislation involving pharmacy practice shall be decided by a two-thirds majority vote. Any motions listed under the Order of Business of the AGM, excluding unfinished business, shall require a quorum of two-thirds of members of the Council and a majority vote if motions are passed outside of the AGM.

13.1.2 New Bylaws or changes in the Bylaws may be enacted from time to time by the Council in accordance with the Act. Bylaws will be available to the public in a public forum.

## SECTION 14 – FEES

### 14.1 Renewal

14.1.1 All forms and fees related to the annual renewal of non-student registrants must be received at the College office no later than March 15th of each year.

14.1.2 All forms and fees related to the annual renewal of student registrants must be received at the College office no later than September 15 each year.

14.1.3 All forms and fees related to the annual renewal of non-student registrants not received by March 15th of each year shall be subject to a penalty as approved by Council.

14.1.4 Any applicant with outstanding fees or penalties not received in full by the College prior to April 1st of each year will not be eligible for registration renewal. Applicants submitting registration renewal on or after April 1st of each year are considered an initial applicant.

14.1.4 All fees shall be set out in the Schedule of Fees adopted by Council and amended from time to time.

## SECTION 15 - CARE OF FUNDS

### 15.1 Budget

15.1.1 The Registrar will prepare an estimate of the budget for the upcoming year with the assistance of the Audit and Finance Committee.

15.1.2 The budget will be presented by the Registrar and adopted by Council each year prior to March

15.1.3 Motions requiring the adjustment of the annual budget must be presented with a comparative income statement.

15.1.4 The annual budget will include an estimation of, but not limited to the following:

- a) wages and levies.
- b) rent
- c) utilities
- d) office supplies and associated costs
- e) banking fees
- f) insurance fees
- g) solicitor's retainer
- h) auditor's fees
- i) employee benefits
- j) maintenance fees
- k) honorariums
- l) subscriptions and dues
- m) detailed description of required travel for any Council member, staff, delegate or committee member and the associated travel costs
- n) revenue

### 15.2 Auditor's Report

15.2.1 The registrar shall ensure the distribution of the Auditor's Report and Statement of Financial Position immediately upon its availability.

### 15.3 Banking

15.3.1 All financial matters of the College will be carried out in accordance with a policy approved by the Council.

### 15.4 Signing Officers

15.4.1 The signing officers of the College with respect to financial matters including cheques, contracts, leases, bills of exchange, investments, memoranda of understanding and other agreements binding the College are two of the following: Registrar or the Deputy Registrar and a member of the Executive Committee.

15.4.2 A signing officer cannot sign for cheques, investments or bills of exchange that are personally beneficial unless prior written approval was obtain from another signing officer or prior Council approval was obtained.

### 15.5 Investments

15.5.1 The Council or College staff shall ensure that when funds of the College are invested, they are held secure through means set out in policies and procedures approved by Council.

### 15.6 Insurance

15.6.1 Council shall ensure that the College maintains insurance coverage for office contents, liability insurance for directors and operators and errors and omissions insurance or any other insurance deemed necessary by the Council.