



Nova Scotia College of Chiropractors

NSCC Board Regulations

(Pursuant to 6(2) of the Act)

*Approved by
the Board of
the NSCC*

*Effective
May 12, 2007*

Revised

*Pages
14*

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Nova Scotia College of Chiropractors

Board Regulations

(Pursuant to 6(2) of the Act)

Management

1. Management of the College

(Pursuant to 6(2)(a) of Act)

Effective date: May 12, 2007

Replacing:

- 1** (1) The fiscal year end of the College shall be December 31 of each year.
- (2) The finances of the College are managed by the Board of the College. Both the Board and the Council shall maintain financial records and reports in accordance with generally accepted accounting principles. The Board and Council shall each make a written report at least annually to the College members regarding their financial operations.
- (3) An auditor shall be appointed annually by the College. The auditor shall prepare a written report for the members of the College regarding the financial statements of each of the Board and the Council. In each such report, he/she shall state whether, in his/her opinion, the financial statements present fairly the financial position of the Board / Council and the results of its operations for the year. The auditor's reports shall be presented at the annual general meeting.

2. Keeping of the registers

(Pursuant to 6(2)(a) of the Act)

Effective date: May 12, 2007

Replacing:

- 2** All registers are to be maintained at the NSCC office under the direction of the Registrar.

Meetings

3. Meetings of the College

(Pursuant to 6(2)(b) of the Act)

Effective date: May 12, 2007

Replacing:

- 3** In addition to the routine meetings of the College, additional meetings of the College may be called by the Chair of the Board as required.

4. Quorum requirements

(Pursuant to 6(2)(b) of the Act)

Effective date: May 12, 2007

Replacing:

- 4 (1)** Board quorum: Any four board members will constitute quorum of the Board.
- (2)** A minimum of one public member of the Board is required to be present at all Board meetings where Regulations, Policies, Guidelines, or Standards of Practice are created or amended.
- (3)** College quorum: At least twenty five percent (25%) of the active membership must be in attendance at any meeting to conduct College business. This group must have in its presence the Chair or Vice-Chair of the Board or in their absence an appointed Chair, and the Secretary of the Board or in his/her absence an appointed Recording Secretary.

5. Conduct of meetings

(Pursuant to 6(2)(b) of the Act)

Effective date: May 12, 2007

Replacing:

- 5 (1)** Robert's Rules of Order shall govern the proceedings of all meetings of the Board and College.
- (2)** Guests and observers must be invited at the discretion of the Board in advance of the Board meeting and must not take place in discussion unless they have an item on the agenda to discuss. Should the meeting need to go in-camera for discussion, guests and observers must leave the room and will be notified when they may return.

6. Meetings of the Board

(Pursuant to 6(2)(c) of the Act)

Effective date: May 12, 2007

Replacing:

- 6** Meetings of the Board may be called by the Chair or the Registrar as needed.

Committees

7. Appointment of Committees

(Pursuant to 6(2)(d)(e) of the Act)

Effective date: May 12, 2007

Replacing:

- 7** (1) Board Committee Chairs and Committee Members shall be appointed by the Board Chair in any such number or time as required.
- (2) Board committees shall be provided with any such powers that the Board Chair deems necessary to complete their task.
- (3) Joint Board and Council Committees may be developed by both the Council President and the Board Chair in composition as considered necessary.
- (4) Joint Board and Council committees shall be provided with any such powers that the Board Chair and Council President deem necessary to complete their task.
- (5) The Board may remove any Board committee chairperson or committee member at any Board meeting. Committee Chairs may also be removed by his/her absence from the province for more than six consecutive weeks.
- (6) Ad Hoc Committees shall, for any and all other committees of the Board, be appointed for a specific task or purpose which may or may not be on-going.
- (a) An Ad Hoc Committee shall operate in a like manner as a standing committee except an ad hoc committee may have one (1) or two (2) members appointed thereto.
- (b) An Ad Hoc Committee cannot be recommended to become a standing committee until such time as the ad hoc committee has been in existence for at least one (1) full year and reported to two (2) annual meetings of the College.

Powers and Duties of the Registrar and the Officers, Agents and Employees of the College

8. Officers

(Pursuant to 6(2)(f) of the Act)

Effective date: May 3, 2008

Replacing: May 12, 2007

- 8** (1) The duties of all officers shall be set out in the Chiropractic Act or pursuant *Chiropractic Regulations* or as determined by the Board.
- (2) The signing officers of the Board shall be the Executive Director, Treasurer, Chair and Registrar. The proper institutions shall be notified of the names and given samples of the signatures of the signing officers when a change in name occurs. All banking documents or transactions, including electronic transfer of funds, shall require the signature and/or authorization of a minimum of two signing officers of the Board.

- (3) All Members of the Board, as well as any employees or agents the Board appoints, will be required to sign a Board approved confidentiality agreement.
- (4) The Board Secretary is responsible to ensure that all minutes, reports, and subsequent recommendations regarding Policy and Regulation revisions, are being completed and filed as appropriate records of Board activity.

9. Agents

(Pursuant to 6(2)(f) of the Act)

Effective date: May 12, 2007

Replacing:

- 9 (1)** The Board may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of the appointment or thereafter.
- (2) The Canadian Chiropractic Examining Board (CCEB) has been employed as an Agent for the NSCC to examine all applicants for membership to the NSCC.
- (3) The CCEB will provide to the Board of the NSCC, in advance of the Clinical Skills Exam, a list of potential examiners and verification that examiners testing candidates wishing registration in Nova Scotia conform to these criteria. The Board will review the list and respond to any unsuitable candidate within seven-to-ten (7-10) days of receipt.
- (4) Members eligible to serve as Clinical Skills Examiners of the CCEB must:
 - (a) be members in good standing with all licensing/regulatory bodies in Canada in which they hold registration.
 - (b) have been members in good standing in a Canadian jurisdiction for a minimum of three (3) years.
 - (c) not be members of the Board of the Nova Scotia College of Chiropractors.
- (5) The Jurisprudence and Ethics examination may be provided off-site with the presence of an approved proctor.
- (6) The Board of the Nova Scotia College of Chiropractors must assign the proctor in advance of the examination. Proctors who meet the following criteria may be considered:
 - (a) proctors must be currently or formerly involved in a chiropractic regulatory board within Canada;
 - (b) unless otherwise known to the Board of the Nova Scotia College of Chiropractors, proctors must supply evidence of current good standing

in his/her own province of practice, unless retired whereas s/he must demonstrate good standing at the time of his or her retirement;

- (c) proctors must be willing to complete any required forms prior to and post examination;
- (d) proctors are to be selected and approved by the Board of the Nova Scotia College of Chiropractors;
- (e) fees will not be paid to an exam proctor.

10.Registrar

(Pursuant to 6(2)(f) of the Act)

Effective date: May 12, 2007

Replacing:

- 10** The Registrar must show a willingness to serve in this capacity for the duration of his/her term of office.

Membership Classes

11.Membership Classes

(Pursuant to 6(2)(g) of the Act, and Section 7 of Chiropractic Regulations)

Effective date: March 1, 2008

Replacing: May 12, 2007

11 (1) Full Active Registration:

- (a) First year: A member of the NSCC who is beginning registration for the first full year since graduation from his/her chiropractic program. A full year is defined as nine or more months in a calendar year.
- (b) Second year: A member of the NSCC registering for the year following their first year, or the equivalent, since graduation from his/her chiropractic program.
- (c) Third year: A member of the NSCC registering for the year following their second year, or the equivalent, since graduation from his/her chiropractic program.
- (d) Fourth year: A member of the NSCC registering for the year following their third year, or the equivalent, since graduation from his/her chiropractic program.
- (e) Regular: A member of the NSCC registering with more than four (4) years, or the equivalent, since graduation from his/her chiropractic program.
- (f) Senior: A member of the NSCC registering more than thirty (30) years, or the equivalent, since graduation from his/her chiropractic program.

- (2) Part-time active registration: A member of the NSCC who meets both of the following criteria as determined following a Peer Assessment:

- (a) office hours of less than fifteen (15) hours per week of active practice, and
 - (b) less than fifty (50) patients per week.
- (3) Conditional registration: A member of the NSCC who holds conditional registration as per the Chiropractic Act, pursuant *Chiropractic Regulations* and NSCC Board requirements. These may include but is not limited to: Temporary Registration/ Special Event Conditional License, provisions under the Agreement on Internal Trade and Clinical Supervision Preceptorship.
- (4) Out-of-province registration: A member of the NSCC who wishes to maintain registered status while in active practice in another jurisdiction.
- (5) Non-practicing registration:
- (a) Maternity or Disability leave
 - (b) Full non-practicing: Non-practicing Members, who are not on maternity or disability leave, or who are out of province for greater than 12 months, are deemed to be Non-voting members. Members must provide proof of non practicing status, and shall be billed annually an administrative fee to defray the cost of College mailing and related administrative expense.
 - (c) Honorary member: One selected by the College in recognition of his/her contribution to the chiropractic profession. No dues shall apply and no regular or voting privileges are conferred.
 - (d) Retired: A member retired from active chiropractic practice, but honored with an ongoing membership in the NSCC. No dues shall apply and no regular or voting privileges are conferred.

Fees and Expenses

12.Fees

(Pursuant to 6(2)(g) of the Act)

Effective date: March 1, 2008

Replacing: January 12, 2008

- 12 (1)** All membership fees must be paid to the Board of the College by December 1st of the preceding fiscal year of the College. If dues are paid after December 1st, there will be a \$50 administrative fee for each additional week the dues are late. If the dues are not paid by December 31st, according to the *Chiropractic Regulations*, Section 9(2) the member's license will be suspended.
- (2) Membership fees are established annually at the Annual General Meeting of the College.

- (3) Additional assessments of fees may, from time to time, be requested by the Board and must be approved by a regular, special or annual meeting of the College. Such additional assessments are due and payable within thirty (30) days unless determined otherwise by the College, and shall be deemed membership fees.
- (4) A Jurisprudence Examination will be held at a regular schedule of twice yearly, administered by the NSCC Board in conjunction with the spring and fall meetings of the College for a fee of \$300. All application materials must be received at the NSCC office at least forty five (45) days prior to the examination.
- (5) Special sittings of the Jurisprudence Examination may be permitted with appropriate proctor arrangements at an additional fee of five hundred dollars (\$500). The forty five (45) day waiting period may be waived for the special sitting.
- (6) If a member has changed his/her name, a new certificate must be issued. This process requires submission of the previous certificate, proof of legal name change, and a \$10 administrative fee.
- (7) An administrative fee of \$25 will be charged for NSF cheques payable to the NSCC.
- (8) Any person or group wishing to circulate information of a non-College matter to the members of the College for advertising for solicitation purposes may do so by contacting the College office. The office, in consultation with the Chair, will evaluate the nature of the request.

If a decision is made to circulate the information, the base fee will be \$500 plus an administrative charge per hour of \$45 relating to the staff time required to comply with the request. If postage or courier charges are incurred, these charges will be billed in addition to the base fee and staff time labour charge.
- (9) Any person or group wishing to advertise products or services to the members may use the following form to apply for space at any NSCC meeting. The completed application form should be returned to the meeting organizer. The fee for approved advertisers is \$250.
- (10) Non-practicing Members, who are not on maternity or disability leave, shall be billed annually an administrative fee of \$100 to defray the cost of College mailing and related administrative expense.

13. Board Expenses

(Pursuant to 6(2)(h) of the Act)

Effective date: May 12, 2007

Replacing:

- 13** All Board related travel will be reimbursed at the discretion of the Board of the NSCC as per the Travel and Expense Guidelines.

Applications for Registration

14. Recognition of Schools and examinations

(Pursuant to 6(2)(i) of the Act)

Effective date: May 12, 2007

Replacing:

- 14 (1)** The Board recognizes the Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards (CFCREAB) and the Council on Chiropractic Education International (CCEI) accredited chiropractic programs
- (2)** The Board recognizes the CCEB Clinical Assessment Exam and Examinations A and B as valid tests of chiropractic competency as prerequisites to registration and licensing.

15. Educational qualifications of applicants

(Pursuant to 6(2)(j) of the Act)

Effective date: May 12, 2007

Replacing:

- 15 (1)** All applicants are required to successfully graduate from a CCE or CFCREAB (or equivalent) Accredited Chiropractic Program.

16. Examinations for registration

(Pursuant to 6(2)(m) of the Act)

Effective date: May 12, 2007

Replacing:

- 16 (1)** All applicants for registration are required to successfully complete examinations of the Canadian Chiropractic Examining Board (CCEB).
- (2)** All applicants are required to obtain a certificate of competency from the CCEB by successfully completing Examinations A, B, and Clinical Skills. Examinations A & B must be successfully completed within three (3) years of the application. The Clinical Skills examination must be successfully completed within twelve (12) months of the application.
- (3)** All applicants are required to successfully complete the Nova Scotia Jurisprudence and Ethics Examination under the direction of the Registrar.

17. Residential Qualifications

(Pursuant to 6(2)(n) of the Act)

Effective date: May 12, 2007

Replacing:

- 17** All applicants must provide notarized proof of ability to work in Canada (copy of birth certificate, valid Canadian passport, or immigration papers).

Documentation

18.College Seal

(Pursuant to 6(2)(k) of the Act

Effective date: May 12, 2007

Replacing:

18 The Seal of the College is to be maintained at the Office of the Registrar.

19.College Reports

(Pursuant to 6(2)(l) of the Act)

Effective date: May 12, 2007

Replacing:

19 (1) All Board Committee, Representative and Officer Reports shall be submitted, in writing, to the Board Secretary at least ten (10) days prior to the annual meeting, or at the time of any other official business meeting. These reports must be kept on file and must become part of the minutes of the meeting.

(2) All committee reports shall be in writing as much as possible, and any committee recommendations to be approved by the Board, Council or College shall be in writing.

20.College Documents

(Pursuant to 6(2)(l) of the Act)

Effective date: January 12, 2008

Replacing: May 12, 2007

20 (1) All letters in good standing will be issued and signed with the approval of the Registrar.

(2) All active chiropractic licenses will be issued and signed by the Registrar.

(a) Your NSCC Certificate of Registration should be publicly displayed in your office at all times.

(3) All offers of registration will be issued and signed with the approval of the Registrar.

(4) All incorporation permits will be issued and signed by the Registrar.

(5) The Defined Register will be maintained at the office of the Registrar.

(6) The Member records will be maintained under the supervision of the Registrar.

21.College Forms

(Pursuant to 6(2)(o) of the Act)

Effective date: May 12, 2007

Replacing:

21 (1) All College forms are retained at the NSCC Office:

- (a) NSCC Board Confidentiality Agreement
- (b) NSCC Board Elections Nominations Form
- (c) NSCC College Special Meeting Form
- (d) NSCC Application Form
- (e) NSCC Jurisprudence and Ethics Examination Proctor Form
- (f) NSCC Initial Registration Form
- (g) NSCC Registration Renewal Form
- (h) NSCC Out of Province Application Form
- (i) NSCC Out of Province Renewal Form
- (j) NSCC Out of Province License Restoration Form
- (k) NSCC Special Event Conditional License / Temporary Registration Application Form
- (l) NSCC Maternity/Disability Leave Form
- (m) NSCC Full Non Practicing Application Form
- (n) NSCC Full Non Practicing Annual Renewal Form
- (o) Full Non Practicing License Reinstatement Form
- (p) Incorporation Application Form
- (q) Incorporation Annual Renewal Form

22. Making, Amending and Revoking of Regulations

(Pursuant to 6(2)(p) of the Act)

Effective date: May 3, 2008

Replacing: May 12, 2007

- 22 (1)** These regulations are to be reviewed and amended by the Board as required.
- (2) Any amendments to or revocation of these regulations shall be deemed effective immediately upon approval and distribution by the Board.
- (3) Adoption, amendments, and revocations of Board Policy, Regulations, Guidelines and Standards of Practice require a majority vote of the Board, and be compliant with Board Regulation 4(2).

23. The Register

(Pursuant to 6(2)(q) of the Act)

Effective date: January 12, 2008

Replacing: May 12, 2007

- 23 (1)** The NSCC Register shall include, but not be limited to the following information:
- (a) Name
 - (b) Home address

- (c) Home phone number
- (d) Work/Clinic address
- (e) Work/Clinic phone & fax numbers
- (f) Email address
- (g) University attended & program attained (if applicable)
- (h) Chiropractic program attended
- (i) Year of chiropractic graduation
- (j) Year of NSCC admission
- (k) Membership status each year
- (l) Discipline record
- (m) Peer assessment record
- (n) Techniques practiced
- (o) Chiropractic specialty (if applicable)
- (p) Languages spoken

- (2) The chiropractor's name(s), clinic name, and telephone/fax numbers of the satellite clinics are to be forwarded to the Registrar within 30 days of the opening of such clinics.

24. Code of Ethics

(Pursuant to 6(2)(r) of the Act)

Effective date: May 12, 2007

Replacing:

- 24** The most current NSCC Code of Ethics was approved by the College at the NSCC College Meeting on April 9, 2005.

Elections

25. Board Elections

(Pursuant to 6(2)(s) of the Act)

Effective date: May 12, 2007

Replacing:

- 25 (1)** Nominations shall be initiated through a Nominating Committee at least thirty (30) days prior to the annual meeting.
- (2)** Nominations for Board elections may be put forward by the Nominating Committee, by a signed nominations form, or from the floor on the day of the elections. All nominations shall be signed by two members of the College and shall be accompanied by a statement of willingness to serve in the said capacity, signed by the nominee.
- (3)** Nomination forms will be available from any member of the Nominating Committee and the NSCC office.

- (4) The Chair of the Board shall also call three times for nominations from the floor at the annual meeting and, if no further nominations are forthcoming, then a motion for nominations to cease shall be called.
- (5) A secret ballot election shall be held if there is more than one nominee per position. Ballots shall be counted by two individuals not named in the election or the nomination process. The member elected will be elected to his or her position on the Board at the next Board meeting.