



ALBERTA COLLEGE OF SOCIAL WORKERS

Alberta College of Social Workers BYLAWS

September 19, 2025

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Part 1 - Definitions

1. Definitions and Application

In these *Bylaws* the following defined words / terms are italicized:

- (1) “Act” means the *Health Professions Act*.
- (2) “Bylaws” means the bylaws of the Alberta College of Social Workers.
- (3) “College” means the Alberta College of Social Workers (ACSW).
- (4) “Committee” means a group of people appointed for a specific function in these *Bylaws*.
- (5) “Council” means the Council of the *College* established under s.5 of the *Act*.
- (6) “Good Standing”: A *Regulated Member* of the *College* shall be in good standing only if:
 - (a) No fees, costs, fines, assessments, levies, or any other sums are owing by the *Regulated Member* to the *College*;
 - (b) The *Regulated Member* has a valid and current practice permit that is not currently suspended; and,
 - (c) The *Regulated Member* is in compliance with all orders or directions made pursuant to the *Act* and *Bylaws*.
- (7) “Governance Policies” means principles and rules established and approved by the *Council*, that define how the *College* is directed and controlled.
- (8) “Panel” means a group of people selected from the *Council*, a *Committee*, or a roster for the purposes of conducting business pursuant to the *Act*, *Regulations*, or *Bylaws*.
- (9) “Registrar” means the registrar of the *College* appointed under s.8 of the *Act*.
- (10) “Regulated Member” means an individual who is a registered member of the *College*.
- (11) “Regulations” means any regulation to the *Act* relating to the College of Social Workers.

Part 2 - Governance

2. Council

2.1. Duties and Powers

- (1) The *Council* is the governing body of the *College* and may exercise all the powers and duties granted to a council under the *Act*.

- (2) The *Council* may delegate any of its powers and duties to an individual, *Panel* or *Committee*, except those powers and duties specified in s.19 of the *Act* and may at any time revoke such delegation.
- (3) The duties of *Council* members will be prescribed by the *Council*.
 - (a) The *Council* members shall serve to promote the best interests of the *College* and the *Council*.
 - (b) The *Council* members have a responsibility to protect the confidentiality of information acquired through their duties.
- (4) The *Council* may perform duties not specified in the *Act* that allow the *College* to fulfill its regulatory mandate, including policy development and establishment of *Committees* not specified in the *Act*, *Regulations* or *Bylaws*.

2.2. Composition

The *Council* shall consist of:

- (1) Five (5) *Regulated Members* appointed in accordance with these *Bylaws*;
- (2) Five (5) public members required to be appointed by the Lieutenant Governor in the *Council* in accordance with the *Act*; and
- (3) The *Registrar* who shall be a non-voting, ex-officio member of the *Council*.

2.3. Term of Office

- (1) Except as otherwise stated in these *Bylaws*, the term of office for a *Regulated Member* of the *Council* shall be three (3) years. The timing for *Council* appointments shall be determined in accordance with *Council* policy.
- (2) A *Regulated Member* of the *Council* may serve a maximum of two (2) consecutive terms of office.
- (3) In accordance with the *Act*, a *Council* member may continue to hold office after the expiry of their term until a successor is appointed.

2.4. Officers

- (1) The *Council* shall elect a Chair and a Vice-Chair from among the members of the *Council*, in accordance with the *Council* policy.
- (2) The Chair and Vice-Chair shall hold office for a term of two (2) years and may be entitled to serve a maximum of two (2) consecutive terms on the *Council* as a Chair or Vice-Chair.
- (3) The Chair shall chair meetings of the *Council*, and if the Chair is temporarily absent or unable to act, the Vice-Chair shall perform the functions, duties, powers, and responsibilities of the Chair.
- (4) If both the Chair and Vice-Chair are temporarily absent or unable to act, the *Council* will determine who shall perform the functions, duties, powers, and responsibilities of the Chair.

- (5) The *Council* may remove the Chair or Vice-Chair by a two-thirds (2/3) of the votes cast in a vote by the *Council*.

2.5. Meetings

- (1) The *Council* shall meet a minimum of four (4) times per year at such times and locations as determined by the *Council*.
- (2) Except when the *Council* otherwise directs, *Council* meetings are open to the public.
- (3) The *Council* meetings may be held in person, teleconference, phone or by any other means of communication technology that allows all persons to hear and be heard.
- (4) Notice of date, time and location of each *Council* meeting will be provided to each *Council* member not less than seven (7) days prior to the scheduled meeting.

2.6. Quorum

- (1) A quorum in order to make a *Council* decision is a majority of the voting members of *Council*.
- (2) A member of *Council* may participate in a meeting by any telecommunication and is considered to be present at the meeting and shall be entitled to speak and vote at the meeting and shall be counted as part of the quorum.
- (3) To calculate whether a majority of the members of the *Council* is present for a *Council* decision, public representative positions on the *Council* to which the Lieutenant Governor in the Council has not appointed an individual shall not be counted.

2.7. Voting

- (1) Except as otherwise stated in *Bylaws* and regardless of voting method, a decision shall be made by a two-thirds (2/3) of the *Council* members participating in the vote.
- (2) Proxy voting shall not be allowed at any meetings.

3. Committees

- (1) In addition to *Committees* established in the *Act*, the *Council* may establish such *Committees* as it considers necessary in carrying out its duties and responsibilities.
- (2) Pursuant to the *Council* authority, the provisions in this section apply to any *Committee* that may be established by the *Act* or by the *Council*.
- (3) Pursuant to the *Act*, the following *Committees* are established:
 - (a) Registration Committee

- (b) Hearing Tribunal
- (c) Complaints Review Committee
- (d) Appeals Committee
- (4) Pursuant to the Council authority, the following *Committees* are established:
 - (a) Governance & People Committee
 - (b) Finance & Audit Committee
- (5) The Council shall establish criteria for membership and Terms of Reference of all *Committees*.
- (6) Notwithstanding the term for any *Committee* members, the *Council* may specify a different term for any *Committee* members at the time of appointment.
- (7) The *Council* shall set out a process in policy for the appointment and removal of members of *Committees*.
- (8) The *Council* may revoke the appointment of members of *Committees*, if it considers it appropriate.

4. Appointment, Suspension and Termination of Council and Committee Members

4.1. Eligibility

A person is eligible for appointment to the *Council* or *Committees*:

- (1) If they are *Regulated Member* on the general register in *Good Standing*; and
- (2) Reside in Alberta.

4.2. Ineligibility

Further to s.5.1(1) of the *Act*, a *Regulated Member* is not eligible for appointment to the *Council* or *Committee* if:

- (1) Had their practice permit suspended or their registration cancelled following a finding or admission of unprofessional conduct under Part 4 of the *Act* within the past five years;
- (2) They are currently subject to an undertaking, a condition imposed under Part 4 of the *Act* or a direction under s.118 of the *Act*;
- (3) They have been employed at the *College* within the past five years; or
- (4) They have been charged with an offence under the *Criminal Code of Canada*, the *Controlled Drugs and Substance Act* or any other statute or legislation, which under these statutes or legislation a finding of guilt may bring the *College* into disrepute as determined by the *Council*, or an offence of a similar nature in a jurisdiction outside Canada.

4.3. Appointment of Regulated Members

- (1) If a *Regulated Member* of the *Council* is unable to complete their term of office, the *Council* may appoint a member on the general register to serve the remainder of the term of office.
- (2) The *Council* shall make a policy regarding criteria and procedures for appointment of *Regulated Members* to the *Council*.

4.4. Appointment of Public Members

- (1) Public members shall be appointed by the Lieutenant Governor in Council in accordance with the *Act*.

4.5. Automatic Suspension of Appointed Regulated Members

- (1) An appointed *Regulated Member* is automatically suspended as a member of the *Council*, *Committee* or Membership List if:
 - (a) They are charged with an offence under the *Criminal Code of Canada*, the *Controlled Drugs and Substance Act*, or any other statute or legislation for which under these statutes or legislation a finding of guilt may bring the *College* into disrepute as determined by the *Council*.
 - (b) They have been convicted of an offence under the *Criminal Code of Canada*, the *Controlled Drugs and Substance Act* or any other statute or legislation which under these statutes or legislation a finding of guilt may bring the *College* into disrepute as determined by the *Council*, or an offence of a similar nature in a jurisdiction outside Canada and have not been pardoned in respect to that offence.
 - (c) Their conduct has been found to constitute unprofessional conduct under the *Act*, or a similar finding has been made under any other legislation that regulates a profession within or outside Alberta, and the penalty imposed on the *Regulated Member* included a suspension or cancellation of that *Regulated Member's* registration.
 - (d) They are subject to disciplinary proceedings by a regulatory college in another province.
- (2) The suspension of the appointed *Regulated Member's* membership ends if:
 - (a) the grounds for suspension of the *Regulated Member* under section (1) no longer exist.
 - (b) they are no longer registered with the *College*.

4.6. Automatic Termination of Appointed Regulated Members

- (3) A *Regulated Member* automatically ceases to be a member of the *Council*, *Committee* or *Membership List* if the member:
 - (a) provides a letter of resignation to the Chair or the *Registrar*.

- (b) is suspended or ceases to be a *Regulated Member*.
- (c) becomes incapacitated or dies.
- (d) is absent from three (3) consecutive meetings without prior written notice and permission of Chairperson.
- (e) is found guilty of unprofessional conduct under the *Act* or makes an admission of unprofessional conduct that is accepted by a Hearing Tribunal in accordance with the *Act*.
- (f) is found guilty of an offence under to the Criminal Code of Canada, the Controlled Drugs and Substance *Act*, or any other statute or legislation which under these statutes or legislation the conviction could bring the *College* into disrepute, as determined by the *Council*.
- (g) ceases to meet the eligibility requirements for appointment.

Part 3 - Registration & Registers

5. Registration

5.1. Application

- (1) An individual may become a *Regulated Member* of the *College* by meeting the applicable application requirements set out in the *Act*, *Regulations*, *Bylaws* and policies.

5.2. Good Character

- (1) All applicants for registration as *Regulated Members* must provide evidence of having good character and reputation by submitting the following on the request of the *Registrar* or Registration Committee:
 - (a) Written references from colleagues and, where applicable, from another jurisdiction in which the applicant is currently registered;
 - (b) A statement by the applicant as to whether the applicant is currently undergoing an unprofessional conduct process or has previously been disciplined by another regulatory body responsible for the regulation of social work or of another profession that provides professional health services;
 - (c) The results of a criminal record check; and
 - (d) A declaration from the applicant that information provided is true and that the applicant agrees to abide by the code of ethics and standards of the practice of social work adopted by the *Council*.
- (2) In the event there is a question that a *Regulated Member* failed to be candid and/or forthright with respect to an application for registration, the Registration Committee shall have the authority to undertake a fresh review of the member and determine the matter as a new application for registration.

5.3. Practice Permits

- (1) *Regulated Members* must submit a complete application for a practice permit to the *Registrar* as designated by practice permit each year.
- (2) No registration or practice permit shall be cancelled except in accordance with the *Act*.

5.4. Professional Liability Insurance

- (1) An application for registration under s.28(1)(c) of the *Act*, and upon application for a practice permit under s.40(1)(c) of the *Act*, an applicant must provide evidence, satisfactory to the *Registrar*, that the applicant holds professional liability insurance in the amount of at least five million (\$5,000,000) per claim/occurrence.

5.5. Equivalent Jurisdiction

- (1) The *Council* shall have the authority to recognize professions in other jurisdictions for the purpose of determining equivalent jurisdiction.

6. Registers

6.1. Register

- (1) The register is hereby established for the following types of registrants:
 - (a) General;
 - (b) Courtesy; and
 - (c) Provisional.
- (2) Registration on the courtesy register is temporary and for a specified period of time, in accordance with s.7, and cannot be renewed.
- (3) The *Registrar* may enter in a register, amend in a register, and remove from a register information about *Regulated Members*.

6.2. Information Regarding Regulated Members and Applicants

- (1) Each *Regulated Member* shall provide to the *Registrar* in writing or by email any information that is to be contained in the Register or Record as outlined in the *Act*, *Regulations* and the following additional information:
 - (a) Home and business mailing address, e-mail address, phone numbers and fax numbers;
 - (b) Previous names as applicable;
 - (c) Year of registration;
 - (d) Degrees and other qualifications, including specialization;

- (e) Schools from which the *Regulated Member* has graduated;
 - (f) Years of graduation;
 - (g) Date of birth and gender;
 - (h) Languages spoken, understood, and in which professional services are provided;
 - (i) Employer's name or place of business;
 - (j) Job title and position description;
 - (k) Employment status, whether part-time or full-time status or unemployed;
 - (l) Areas of practice or specialization;
 - (m) Commencement date of current employment;
 - (n) Names of other jurisdictions in which the *Regulated Member* may be registered;
 - (o) The name of any other college of a profession that provides health services in which the member is registered and whether the member is a practicing member of that college.
- (2) Whether the *Regulated Member* provides any restricted activities.
 - (3) Additional Register information may be required at the discretion of the *Council*.

6.3. Changes to Register Information

- (1) Each *Regulated Member* shall notify the *Registrar* in writing or by email of any changes to the information contained in the Register or Record with respect to that member within a reasonable time of such change.

6.4. Reinstatement Applications (Non-Disciplinary)

- (1) A former *Regulated Member* whose practice permit and registration have not been cancelled and/or suspended under Part 4 of the *Act*, may apply to be reinstated by submitting a reinstatement application and meeting all the requirements of the *Act*, *Regulations* and *Bylaws* relating to registration and paying any associated fees.

6.5. Reinstatement Applications under s.45.1 of the Act

- (1) A person whose registration and practice permit have been cancelled under Part 4 of the *Act* may apply in writing to the *Registrar* to have the registration and practice permit reinstated.
- (2) On completing a review of an application for reinstatement from a person whose practice permit and registration were cancelled under Part 4 of the *Act*, the *Registrar* or Registration Committee may order the person to pay any or all of the *College's* expenses.

- (3) An application under section (2) may not be made earlier than
 - (a) Five (5) years after the cancellation, or
 - (b) One (1) year after the refusal of an application under section (a).
- (4) The *College* must make the decision of the *Registrar* or Registration Committee available for five (5) years to a member of the public on request.

Part 4 – Publication & Information

7. Publication of Information

- (1) The *Registrar* shall publish on the *College*'s website:
 - (a) The *Bylaws*, Code of Ethics, and Standards of Practice.
 - (b) The register.
 - (c) The approval status of Alberta education programs.
 - (d) The names and status of *Regulated Members* whose registration is cancelled or suspended pursuant to Part 2 of the *Act*.
 - (e) The names, status, and sanctions of *Regulated Members* whose registration or practice permit is suspended or cancelled pursuant to Part 4 of the *Act*, except in exceptional circumstances.
 - (f) The decision of a Hearing Tribunal that the conduct of a *Regulated Member* constitutes unprofessional conduct based in whole or in part on sexual abuse or sexual misconduct, including the name of the disciplined *Regulated Member*.
- (2) Further to section (1) the *Registrar* may publish or distribute information respecting any order made by a Hearing Tribunal or the *Council* under Part 4 of the *Act* including the order or the decision itself, and information referred to in s.119(1) of the *Act*, as deemed appropriate by the *Registrar*, subject to any requirements in the *Act*, *Regulations*, the Personal Information Protection Act or any other enactment that applies to the *College*.

8. Distribution of Information

- (1) The *Council* must provide, under s.119 of the *Act*, the information referred to in s.119(4) of the *Act* for ten (10) years following the date that the information was filed in the record or in the case of:
 - (a) A suspension, the date on which the suspension terminates;
 - (b) A condition imposed on a practice permit, the date the condition was removed; and
 - (c) A reprimand or other sanction, the date the reprimand or sanction is imposed.

- (2) Information in a summarized or statistical form so that it is not possible to relate the information to any particular identifiable person.

Part 5 - Administration

9. Appointed Roles and Designations

9.1. Registrar

- (1) The *Council* will appoint a *Registrar* of the *College* in accordance with s.8 of the *Act*.
- (2) The Executive Director of the *College* is the appointed *Registrar* pursuant to s.8 of the *Act*.
- (3) The *Registrar* will perform all duties required of and exercise the powers provided in the *Act*, *Regulations* and *Bylaws*, and those delegated by the *Council* to the *Registrar*.
- (4) The *Registrar* may delegate any of the duties for which the *Registrar* is responsible to a *Committee* or any other member of staff, except to the extent that such delegation is limited by the *Act*.
- (5) The *Registrar* is authorized to prescribe such forms, certificates, permits or other documents that may be required for the purposes of the *Act*, *Regulations*, or *Bylaws*.
- (6) The *Council* shall specify in policy additional powers and duties granted to the *Registrar*.
- (7) If the office of *Registrar* becomes vacant or the *Registrar* otherwise becomes incapable of acting, the *Council* may appoint an Acting *Registrar*, who has all the powers and must perform all the duties of the *Registrar* as outlined in the *Act*, *Regulations*, *Bylaws*, and those delegated by the *Council* to the *Registrar*.
- (8) The Acting *Registrar* holds office until:
 - (a) The *Registrar* again becomes capable of acting;
 - (b) The *Council* appoints a new *Registrar*; or
 - (c) The *Council* terminates the appointment of the Acting *Registrar*.

9.2. Complaints Director

- (1) The *Council* will appoint a Complaints Director in accordance with s.14 of the *Act*.
- (2) The Complaints Director shall be a Registered Social Worker in *Good Standing*.

9.3. Hearings Director

- (1) The *Council* will appoint a Hearings Director in accordance with s.14 of the *Act*.

9.4. Membership List

- (1) The *Council* shall appoint *Regulated Members* to the membership list referred in s.15(1) of the *Act* to be used for the appointment of members to Hearing Tribunals and Complaint Review Committees.
- (2) The term of a *Regulated Member* on the membership list is three (3) years with a maximum of two (2) consecutive terms.

10. Designations

- (1) The *Council* hereby designates the *Registrar* to make decisions under s.65(1) of the *Act*.
- (2) The *Council* hereby designates the Chair of the *Council* to make decisions under s.86(1) of the *Act* relating to stays pending appeals.

11. Financial Matters

11.1. Fees and Levies

- (1) The *Council* may establish any of the following fees:
 - (a) Application fees.
 - (b) Registration fees.
 - (c) Practice permit fees.
 - (d) Late payment fees.
 - (e) Fees for reviews or appeals of any decisions under the *Act*.
 - (f) Reinstatement fees.
- (2) The *Council* may also establish any fees, costs, levies, or assessments to be paid by *Regulated Members*, applicants or educational institutions for any service or thing provided by the *College* under the *Act*, the *Regulations*, or *Bylaws*.
- (3) If the *Council* proposes to change any of the fees set out above, it shall give at least thirty (30) days' notice of its intention to do so by notice on the *College's* website.

11.2. Payment of Costs

- (1) If the *Council*, the Hearing Tribunal, the Complaint Review Committee, or the Appeals Committee make an order under the *Act* for the payment of all or part of the costs of an investigation, inquiry, hearing, or appeal, those costs may include all or any of the following:
 - (a) Any transportation, accommodation, and living expenses paid to a person conducting a preliminary investigation or to a member of the *Council*, the

Hearing Tribunal, the Complaint Review Committee, or the Appeals Committee involved in a review, inquiry, or hearing.

- (b) Any honorarium or payment made to a person referred to in clause (a) for participating in the matter.
 - (c) The cost of any transcript of the proceedings or charge for the attendance of a reporter.
 - (d) Any witness fees and any transportation, accommodation, or living expenses incurred by a witness.
 - (e) The cost of renting rooms or recording equipment.
 - (f) Any fees payable to a lawyer acting on behalf of the *College* or any Board or *Committee* of the *College*.
 - (g) The cost of service of any notice or documents.
 - (h) Generally, any other costs or expenses incurred that are attributable to the investigation, inquiry, hearing, or appeal.
- (2) Notwithstanding section (1), the *Council*, the Hearing Tribunal, the Complaint Review Committee, or the Appeals Committee, when ordering costs, may order a specific sum to be paid as costs.

11.3. Fiscal Year and Use of Funds

- (1) The *Council* shall set the fiscal year of the *College*.
- (2) The signing officers of the *College* shall be any two (2) of Chair, Vice-Chair, *Registrar* and anyone else the *Council* may designate from time to time by resolution.
- (3) The *College* may make use of all revenues received from fees and other sources of income to carry out the objectives of the *College*.
- (4) *Council* may borrow money for any purpose connected with the objectives of the *College* and give security by mortgage, charge, or otherwise.
- (5) Financial policy pertaining to the *College* shall be determined by the *Council* and the *College* shall publish annually a copy of its financial information in the form required by the Minister under the *Act*.

11.4. Remuneration and Reimbursement

- (1) *Council* members of the *College* may receive compensation for their services pursuant to policy.
- (2) The *College* shall reimburse travel expenses and such other costs and expenses for the *Council*, and *Committee* members and *College* employees in accordance with policy.

12. Head Office

- (1) The head office of the *College* shall be located at Edmonton, Alberta, or such other location as may be determined by the *Council*.

13. Seal

- (1) The *College* will have a seal which will consist of the words “Alberta College of Social Workers”.
- (2) The seal of the *College*, whenever used, shall be authenticated by the signatures of any two (2) of the Chair, Vice Chair, or *Registrar*.

14. Code of Ethics and Standards of Practice

- (1) The *Council* may adopt or amend a Code of Ethics or Standards of Practice after completing any consultation set out in s.133 of the *Act* and any other consultation the *Council* deems advisable.
- (2) *Regulated Members* shall conduct themselves in accordance with the Standards of Practice and the Code of Ethics of the *College*.

15. Bylaws and Governance Policies

15.1. Bylaws

- (1) *Bylaws* may be revised pursuant to a resolution adopted by a two-thirds (2/3) of the votes cast in a vote by the *Council*.
- (2) In any instance where the *Bylaws* are found to contradict, or be inconsistent with provisions of the *Act*, or the *Regulations*, the *Act* or the *Regulations* will prevail.

15.2. Governance Policies

- (1) The *Council* may establish *Governance Policies* addressing, among other matters, the appointment, composition, quorum and procedures for *Committees*.
- (2) The *Governance Policies* established by the *Council* form part of the *Bylaws* and any reference to the *Bylaws* includes a reference to the *College's Governance Policies*.