

**The COLLEGE OF MASSAGE THERAPISTS OF ONTARIO
BY-LAW No. 9**

The Registrar

Interpretation

1. In this By-law,
 - a) "By-laws" means all by-laws of the College;
 - b) "College" means the College of Massage Therapists of Ontario;
 - c) "Council" means the governing body of the College that shall manage and administer its affairs, the members which are either elected or appointed in accordance with the Act and the By-laws;
 - d) "Registrar" means the Registrar of the College, or, in the case of absence or inability of the Registrar, the Deputy Registrar of the College.

General Duties

2. The Registrar shall be the chief administrative officer of the College.

3. The Registrar shall be subject to the direction of the Council and the Executive Committee.

Duties

4. The Registrar shall perform all the duties required of the position as specified in the Act, the RHPA and the By-laws.

5. The Registrar shall prescribe, and require the completion of, forms that are necessary for the administration of the College.

6. The Registrar shall ensure that notice of every regular Council meeting is provided to the public in accordance with the Public Notice Regulation.

7. The Registrar shall ensure that information concerning every hearing of a panel of the Discipline Committee respecting allegations of a member's professional misconduct or incompetence is given in accordance with the Public Notice Regulation.

8.
 - (1) The Registrar may set a fee, and require a person to pay the fee, for anything that the Registrar or a committee is required or authorised to do by law or the By-laws, for which no fee has been set by Council.
 - (2) The Registrar shall maintain a schedule of the fees charged by the College for services provided by the Registrar and by committees, and shall advise Council of the fee

schedule and of any changes made to it.

Administration

9. This By-law shall be administered by the Council.

10. This By-law comes into force on the day enacted.

Enacted this 19th day of November 1999