



Annual Membership Renewal Obligations Policy

**Membership Renewal and Fees
Continuing Education Declaration
Code of Ethics Commitment**

November 23, 2017

Acknowledgement:

This document has used information directly from (or has modified information from) the following sources:

Association of BC Forest Professionals

Individual references to, or footnotes from, these various sources have not been provided.

Disclaimer/Notice

The information presented in this document is designed to provide guidance to members seeking to renew their membership in the Association of Saskatchewan Forestry Professionals.

The information presented in this policy is not binding on the Admissions Committee who maintains the right to vary/conduct the process for renewing membership of its members as they see fit within the confines of *The Forestry Professions Act (Saskatchewan)*.

Variance from this document does not provide grounds for an appeal.

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2.0 Purpose

The Forestry Professions Act defines the practice of professional forestry and requires any person practicing professional forestry in Saskatchewan to be a registered member of the **Association of Saskatchewan Forestry Professionals (ASFP)**. The role of the ASFP is to regulate the forestry profession in Saskatchewan by ensuring its members are qualified, competent, and practice in an ethical manner.

This policy outlines the obligations of members to annually:

- renew their membership, including payment of fees;
- declare their continuing education hours; and
- renew their commitment to the Code of Ethics.

This policy provides a clear and consistent approach to the ASFP for handling late submissions and/or payments of membership renewals.

3.0 Scope

This Policy applies to all ASFP members. However, the “Continuing Education Declaration” only applies to members engaged in the practice of professional forestry.

4.0 Notice of Annual Membership Obligations

The forms for:

- renewing membership (for the next calendar year),
- declaring continuing education hours, and
- verifying commitment to the Code of Ethics,

will be provided to members by December 15th of each year.

5.0 Payment and Reminder Process

All forms and the membership fee must be returned to the ASFP office no later than February 15th.

Notice of any late submission or payment will be given before the end of February. The notice will remind members that they are in arrears of their obligations, indicate that a late fee of \$50.00 is now also due (attach invoice including overdue payment) and indicate that the member will cease to be a 'member in good standing' (as per section 8 of the ASFP By-laws), if all forms and/or the required fees are not received by March 15th.

6.0 Follow-up Actions and/or Removal from the Register

By March 31st, second notice reminding members that they are in arrears of their obligations including the late fee of \$50.00 (attach invoice including overdue payment) shall be sent.

For members who have not paid their dues the letter should indicate that the member will cease to be a member after April 30th, will be stricken from the register and no longer have the right to title or practice within the profession of forestry. The member should be reminded that if seeking to return to the Association once stricken they will need to apply again as a new member including a training period and writing of the exam.

After April 30th the Registrar shall strike from the register those members who are delinquent of dues payment.

For members not meeting requirements of acknowledging code of ethics and/or providing continuing competency hours the letter should indicate that the file will be forwarded to the Professional Conduct Committee for review and investigation of misconduct. The Registrar then forwards the names to the Professional Conduct Committee for review and if the committee feels misconduct occurred they will forward the case to the Discipline Committee for a disciplinary hearing.

If the Discipline Committee finds that there was professional misconduct then they may make an order for action ranging from reprimanding the member to expelling the member, striking them from the register¹, and issuing a "notice to the profession" indicating the person is no longer an ASFP member. A fine may be levied and payment of legal fees ordered.²

¹ The Forestry Professions Act, Section 30(1)(a)

² The Forestry Professions Act, Section 30(2)(a)

The Register shall send a copy of any order made pursuant to the hearing to the member.³ If stricken or suspended the Registrar will strike the name of the member from the register or indicate the suspension.⁴

7.0 Reinstatement

Members not in good standing and removed from the register will not be eligible to apply for reinstatement until all obligations as set out in orders have been met. Once obligations have been met they will be eligible to reinstate their membership by applying to council.⁵

Members not meeting annual membership renewal obligations may choose to resign from the Association. However, once a member resigns, they are not permitted to practice professional forestry in the province and they are not permitted to use any of the protected titles. In addition, should a former member wish to practice again, they must re-apply as a new applicant.

³ The Forestry Professions Act, Section 30(3)

⁴ The Forestry Professions Act, Section 30(4)

⁵ The Professions Act, Section 38(1)