



Members Change of Status Policy

March 26, 2015

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 change the status of 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 changing the membership status 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 purpose of this policy is to guide members and former members on the actions needed and process to be followed when either a change in membership status is deemed necessary or when a member is voluntarily seeking to change their membership status.

In accordance with section 21 of *The Forestry Professions Act*, by way of this policy Council is delegating the administration of admitting members and changing membership status to the Admissions Committee. Any decisions made by the Admissions Committee may be reviewed and altered by Council.

3.0 Scope

Members may change their membership status throughout the course of their careers according to their individual circumstances. These changes could be the result of resigning, taking a leave of absence, retiring, receiving a life membership or being reinstated to active membership.

4.0 Changes in Membership Status

In order for the ASFP to process a request to change membership status, there are specific forms that must be completed and submitted to the Registrar. The Registrar will forward the request to the Admissions Committee who will review, consider, and approve all status changes. Whenever possible, all requests will be reviewed within a month; however, this process may take longer depending on the complexity of each request.

When reviewing requests, the Admissions Committee will make determinations regarding the practice of professional forestry using a process established by the Council. Requests to change into a non-practicing member category will be evaluated against the definition of the practice of professional forestry, found in Section 2(m) of *The Forestry Professions Act* and further defined in any *Right-to-Practice Policy*. If anyone requesting such a change is continuing to do work that is found to fall within the practice of professional forestry, or if there is not enough information to make such a determination, the request will not be approved. The onus is on the member to demonstrate that his or her current employment does not include the practice of professional forestry.

Upon approval of a request for change of status, the ASFP membership register will be updated accordingly, the member will be notified, and a "Notice to the Profession" may be sent advising of this change. A "Notice to the Profession" will include information about whether the member is able to engage in the practice of professional forestry.

If a request is incomplete or denied, the member will be informed of any actions that must be taken before the request can be approved.

For each type of membership category, please refer to:

- Section 7 of the ASFP Bylaws for eligibility criteria, and
- Section 10 of the ASFP Bylaws for the associated rights and obligations.

Other specific details relating to the different types of change of status are described below.

5.0 Resignation

5.1 Introduction

For all categories of membership, members who are no longer practicing professional forestry in Saskatchewan and/or using any title specified in Section 23 of *The Forestry Professions Act* and/or Section 10 of the ASFP Bylaws may resign from the Association.

5.2 How to Resign

To resign, a member must complete and submit the applicable forms available from the Association.

5.3 Use of Title and Practice Prohibited

Once resigned a member is no longer entitled to:

1. use any of the titles specified in Section 23 of *The Forestry Professions Act* and/or Section 10 of the ASFP Bylaws which could lead a member of the public to believe they are a member of the Association; or
2. engage in the practice of professional forestry without first applying for and being granted a reinstatement to full active membership status. Please refer to *The Forestry Professions Act* regarding unauthorized practice and improper use of title.

5.4 Use of Professional Seal Prohibited

Pursuant to the Bylaws, any professional seal issued at the request of a member remains the property of the Association and must be returned to the Association upon ceasing to be a member.

6.0 Retirement

6.1 Introduction

Practicing members who retire from work and stop practicing professional forestry often wish to and are encouraged to remain actively involved with the profession and in the affairs of the Association. Two membership categories exist to accomplish this objective: retired membership and life membership.

6.2 Retired Membership

6.2.1 How to Apply for Retired Member Status

To apply for retired status, a member must complete and submit the required fees and the applicable forms available from the Association. As described in Section 7 of the ASFP Bylaws, the member must be in good standing and provide a declaration of retirement. The applicant must certify that they are no longer engaged in the practice of professional forestry. Upon endorsement the member will be notified of acceptance of his or her application, and his/her status will be changed to “retired” on the register.

6.2.2 Use of Title and Practice Prohibited

Retired members are no longer authorized to practice professional forestry, use the title RPFT, RPF, or Restricted Member, or use any professional seal they may have obtained while practicing.

However the rights of a retired member include using the title of Retired Professional Forester, Retired Professional Forest Technologist or Retired Restricted Member as the case may be.

6.3 Life Membership

6.3.1 Life Membership Criteria

The Admissions Committee will receive and evaluate nominations for life membership and make recommendations to Council for a decision. The ASFP Bylaws criteria for assessing nominations may be modified from time to time. A member who has taken a leave of absence is still considered to be a member in good standing during the leave for the purposes of being granted life membership.

6.3.2 Bestowing a Life Membership

Life membership is a privilege that may be bestowed upon members who have, in the opinion of Council, made an exemplary contribution to the profession of forestry, are no longer practicing, and have been nominated by 10 or more registered members of the Association. The nomination should outline how the member meets the criteria in the ASFP Bylaws and describe the exemplary contribution to the profession.

Supporting materials such as a work history or curriculum vitae should be included with the nomination. If the nomination is approved, the member and the nominators will be notified of this fact and the member’s name placed on the life member roll. The member will be invited to attend the Association’s annual general meeting to be

formally recognized. The Association may also place an announcement informing the membership and the public.

6.3.3 Use of Title and Practice Prohibited

Life members are no longer authorized to practice professional forestry, use the title RPFT, RPF or Restricted Member, or use any professional seal they may have obtained while practicing.

However the rights of a life member include using the title of Retired Professional Forester, Retired Professional Forest Technologist or Retired Restricted Member as the case may be.

7.0 Leave of Absence

7.1 Introduction

From time to time, members may find themselves in a situation where they will not be practicing professional forestry in Saskatchewan. In that case they may wish to consider whether taking a leave of absence is appropriate. The reasons for considering a leave of absence are many and varied. They may include: unemployment; health issues; returning to school; living and working outside the Province of Saskatchewan; being away from work on maternity or paternity leave; or working in a non-forestry related field, to name a few of the more common reasons.

7.2 Who Can Apply for a Leave of Absence?

Members in good standing and not practicing professional forestry in Saskatchewan may take a leave of absence. Members who have had their practice rights taken away cannot apply for a leave of absence. To apply for a leave of absence, members must complete and submit the applicable forms and fees available from the Association.

7.3 How Long Is the Leave Effective?

If accepted, the leave of absence will be effective until the end of the calendar year. Members wishing to take a leave of absence for longer than one year must re-apply annually before January 31.

7.4 How Many Leaves of Absence are Allowed?

Members are allowed an unlimited number of leaves of absence. However, members taking more than three consecutive years of leave must meet the reinstatement requirements detailed in the Reinstating from Leave of Absence section below.

7.5 Use of Title and Practice Prohibited

While on leave of absence, members are not entitled to:

- Use any of the titles specified in Section 23 of *The Forestry Professions Act* and/or Section 10 of the ASFP Bylaws which could lead a member of the public to believe they are a practicing member of the Association;
- Engage in the practice of professional forestry without first reinstating to full active membership status. Please refer to *The Forestry Professions Act* regarding unauthorized practice and improper use of title; or
- Participate in the affairs of the Association, including: voting, sitting on Council or any boards, committees, or subcommittees.

Members on leave are still subject to *The Forestry Professions Act* and the Bylaws, including the Code of Ethics, and as such cannot engage in the practice of professional forestry in Saskatchewan.

Applications for leave must be accompanied by a signed statement declaring the member will not be practicing during their leave.

A member on leave is still considered to be a member in good standing during the leave for the purposes of the ASFP Bylaws.

8.0 Reinstatement to Practicing Status

8.1 Introduction

Individuals who have resigned, taken a leave of absence, retired, been granted life status, or have been removed from the register, may wish to reinstate their membership to their former status. The requirements necessary to reinstate their membership status will depend on the reason for leaving and will vary depending on:

- The length of time which has passed since the person was last an active member;
- The reason for leaving active status (e.g. voluntary resignation or retirement versus disciplinary action or removal); and
- The activities in which the person has been engaged since leaving active membership status.

8.2 How to Apply for Reinstatement

To be reinstated, the member or former member must submit to the Registrar the applicable fees and application form provided by the Registrar's office. Applications are reviewed and approved by the Admissions Committee on a case-by-case basis with any terms and conditions for reinstatement. Council has the power to reject, accept, or vary the decision of the Admissions Committee.

In all cases, once reinstated the member must once again meet the requirements outlined in the *Annual Membership Renewal Obligations Policy* (e.g., Submit membership forms and fees, report continuing education hours, and renew their commitment to the Code of Ethics).

8.3 Reinstatement from Resignation

Members who have voluntarily resigned from the Association may only be re-instated by re-applying to the Association as a new member.

8.4 Reinstatement from Retired or Life Membership

Retired or life members who wish to return to practice may do so by applying to reinstate their practicing membership status. The effect of this action is to put their retired or life membership status in abeyance until such time as they decide to retire from practice once again. Retired and life members may apply for reinstatement on the same terms and conditions as active members described in the following section.

8.5 Reinstatement from Leave of Absence

A member on leave may be reinstated to his or her previous status through voluntary or compulsory reinstatement as described below. Application for re-instatement is required in order to determine which section below applies and what requirements will be placed on the returning member. Upon review of an application, if the Admissions Committee has questions on whether the member is practicing while on leave, they will forward the application to the Professional Conduct Committee (PCC) for investigation.

8.5.1 Voluntary Reinstatement from Leave of Absence

8.5.1.1 Absences of Fewer than 36 months

Voluntary reinstatement occurs when a member who has been on a leave of absence less than 36 months sends the reinstatement application form to the Registrar. A member may apply to be reinstated at any time in the Association's calendar year. The requirement for reinstating when the leave is less than 36 months is simply submitting the applicable fees and forms available from the Association. Members on leave of absence for maternity/paternity leave or for health reasons and who provide the necessary documentation (e.g. copy of your child's birth certificate, medical note, etc.) will only have to pay their abated annual membership fee and will be exempt from the reinstatement fee.

8.5.1.2 Absences from 36 months to 72 Months

If a member has been on a leave of absence for at least 36 months but less than 72 months, they may be required to write and pass the registration exam,

in addition to submitting the applicable fees and forms, before they can reinstate to their prior membership status.

8.5.1.3 Absences for more than 72 Months

A member on a leave of absence for more than 72 months will have to: submit the applicable fees and forms, write the registration exam, and complete any other requirements deemed necessary which may include further studies.

8.5.2 Compulsory Reinstatement from Leave of Absence

Compulsory reinstatement occurs when:

- An individual on leave of absence fails to apply for further change of status or reinstatement prior to January 31. The expectation is that if the member is not applying for a leave then they are practicing, and they will be automatically reinstated to active practice.
- It is felt that a member on leave (including a member on leave who has applied for an extension to leave), is practicing or has not submitted sufficient information to make such a determination. This may be determined with the involvement of the Professional Conduct Committee if necessary.

Members on leave will be notified when compulsory reinstatement occurs.

8.5.2.1 Absences of fewer than 36 months

Once notification of compulsory reinstatement has occurred, the member must within one month submit the applicable fees and reinstatement form, available from the Association.

Members who fail to do so when notified will be removed from the membership register. Members not complying will be subject to disciplinary action of the Association.

8.5.2.2 Absences of More than 36 months

Once notification of compulsory reinstatement has occurred, the member must within one month submit the applicable fees and reinstatement form, rewrite the registration exam within 6 months, and complete any other requirements deemed necessary, which may include further studies.

Members who fail to do so when notified will be removed from the membership register and may be subject to disciplinary action.

8.6 Reinstatement After Failure to Meet Membership Renewal Obligations

An individual who has been removed from the membership register because they have not met their annual membership obligations (see the ASFP *Annual Membership Renewal Obligations Policy*) can only be re-instated by re-applying to the Association as a new member.

8.7 Reinstatement After Removal Through Disciplinary Action

In cases where individuals are removed from the membership register under disciplinary action and have conditions placed on them for re-instatement, individuals must follow those conditions. Where conditions for re-instatement have not been imposed, the individual can re-apply to the Association as a new member.

The application may be refused at Council's discretion, particularly if the applicant is known to have been convicted, in Saskatchewan or elsewhere, of an indictable or other such serious criminal offence.

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