

**Association of Saskatchewan
Forestry Professionals
Bylaws**

Adopted April 13, 2022

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Part I: Definitions

(1) The following terms in these bylaws shall have the following meaning:

- (a) “Act” means *The Forestry Professions Act* of Saskatchewan, as amended from time to time;
- (b) “association” means the Association of Saskatchewan Forestry Professionals established pursuant to section 3 of the Act;
- (c) “certified member” means a person registered with the association who falls within one of the membership types defined in Part IV of these bylaws;
- (d) “honourary member” means a person who has never been a practicing member of the association and who has made an exemplary contribution to the profession of forestry pursuant to the Act and these bylaws;
- (e) “life member” means a person who has been a practicing member of the association and has made an exemplary contribution to the professional practice of forestry pursuant to the Act and these bylaws;
- (f) “member in good standing” means a member of the association who has fulfilled and kept up to date on all their obligations to remain registered and certified with the association and who does not have any outstanding disciplinary issues pending;
- (g) “professional forester” means a person who is registered with the association and has satisfied the requirements to be recognized as a professional forester pursuant to the Act and these bylaws;
- (h) “professional forester-in-training” means a person who is registered with the association and has satisfied the requirements to be recognized as a forester-in-training pursuant to the Act and these bylaws;
- (i) “professional forest technologist” means a person who is registered with the association and has satisfied the requirements to be recognized as a professional forest technologist pursuant to the Act and these bylaws;
- (j) “professional forest technologist-in-training” means a person who is registered with the association and has satisfied the requirements to be recognized as a forest technologist-in-training pursuant to the Act and these bylaws;
- (k) “restricted member” means a person who has qualified and been accepted by the association as a restricted member pursuant to the Act and these bylaws;
- (l) “retired member” means a person who has retired from the professional practice of forestry pursuant to the Act and these bylaws;
- (m) “student member” means a person enrolled in a post-secondary program pursuant to the Act and these bylaws.

Part II: Objects and Intentions of the Association

- (2) The objects of the association are:
- (a) to establish and maintain high standards of professional ethics and excellence for members in the professional practice of forestry;
 - (b) to assure the general public of the knowledge, skill, proficiency and competency of members in the professional practice of forestry;
 - (c) to promote and improve the knowledge, skill, proficiency and competency of members in all matters relating to the professional practice of forestry; and
 - (d) to foster the professional practice of forestry by members in a manner that is in the public interest of the people of Saskatchewan.
- (3) In recognition of the role of the Canadian Institute of Forestry - Saskatchewan Section in the development of the profession of forestry in Saskatchewan, the association's intention will be to work cooperatively on matters of forestry to the benefit of the members of both organizations.

Part III: Code of Ethics and Professional Accountability

Code of Ethics

- (4) A code of ethics to govern the discipline, conduct and control of members shall be drawn up under the direction of the council to be submitted to the members of the association for their approval and adoption.

Professional Seals

- (5) For the purposes of section 22(1.1) of the Act:
- (a) The association shall provide a professional seal to professional foresters, professional forest technologists, and restricted members upon registration and request. This seal shall remain the property of the association.
 - (b) The professional seal may be physical or electronic. Seals must incorporate:
 - (i) the name and registration number of the member to whom the seal is issued; and
 - (ii) the words "Registered Professional Forester", "Registered Professional Forest Technologist", or their abbreviations: "RPF" and "RPFT", respectively. Seals for restricted members not registered as Professional Foresters or Professional Forest Technologists shall only indicate "Restricted."
 - (c) The seal shall be manufactured in a style prescribed by the council.
 - (d) Cost of the seal and any replacement seal will be the responsibility of the member pursuant to the fee stated in Part VIII: Fees of the Association. Upon ceasing to be a member the same shall be returned to the association.

Part IV: Membership

Types of Membership

- (6) The association shall recognize the following types of membership:

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By-laws

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- (a) professional forester;
- (b) professional forest technologist;
- (c) forester-in-training
- (d) forest technologist-in-training;
- (e) restricted;
- (f) retired;
- (g) student;
- (h) honorary; and
- (i) life.

Eligibility

- (7) To be eligible for registration as a member of the association a person must have reached the age of majority, completed the required application forms, tendered the fees and dues as prescribed by the bylaws, and complied with the following requirements for their membership type:
- (a) Registered Professional Forester. A professional forester must have:
 - (i) obtained a baccalaureate degree from a school, college, or university whose curriculum of study in the science of forestry is recognized by the Canadian Forestry Accreditation Board, or if the Canadian Forestry Accreditation Board ceases to exist other equivalencies as determined by the Association, and accumulated two years of experience acceptable to the association as a forester-in-training, and have passed an examination pursuant to section 19(2)(d) of the Act; or
 - (ii) demonstrated competencies as prescribed by the association, and accumulated two years of experience acceptable to the association as a forester-in-training, and have passed an examination pursuant to section 19(2)(d) of the Act; or
 - (iii) provided verification of being the equivalent of a professional forester in good standing pursuant to the legislation of another jurisdiction that is recognized by the association.
 - (b) Registered Professional Forest Technologist. A professional forest technologist must have:
 - (i) obtained a diploma from a school, college, or university whose curriculum of study in the science of forestry is recognized by the association, and accumulated two years of experience acceptable to the association as a forest technologist-in-training, and have passed an examination pursuant to section 19(3)(d) of the Act; or
 - (ii) demonstrated competencies as prescribed by the association and accumulated two years of experience acceptable to the association as a forest technologist-in-training, and have passed an examination pursuant to section 19(3)(d) of the Act; or
 - (iii) provided verification of being the equivalent of a professional forest technologist in good standing pursuant to the legislation of another jurisdiction that is recognized by the association.
 - (c) Professional Forester-in-Training. A professional forester-in-training must have:
 - (i) obtained a baccalaureate degree from a school, college, or university whose curriculum of study in the science of forestry is recognized by the Canadian Forestry Accreditation Board, or if the Canadian Forestry Accreditation Board ceases to exist other equivalencies as determined by the Association; or
 - (ii) demonstrated competencies as prescribed by the association.

- (d) Professional Forest Technologist-in-Training. A professional forest technologist-in-training must have:
 - (i) obtained a diploma from a school, college, or university whose curriculum of study in the science of forestry is recognized by the association; or
 - (ii) demonstrated competencies as prescribed by the association.
- (e) Restricted Member.
 - (i) A restricted member must have demonstrated competencies in areas of expertise as prescribed by the association, and may be required to pass examinations as prescribed by the association.
 - (ii) Upon registering each restricted member the association shall set out the authorized scope or period of professional practice for that member.
- (f) Retired Member. A retired member must:
 - (i) have been a registered member of the association in good standing;
 - (ii) self declare that he/she is retired from the practice of professional forestry as defined in the Act by submitting a declaration. The declaration must indicate that the member intends to permanently retire from the practice of forestry and is not taking a leave of absence.
- (g) Student Member. A student member must:
 - (i) be currently enrolled in a post-secondary program in forestry or an allied science.
- (h) Honourary Member. An honorary member must:
 - (i) have, in the opinion of council, made an exemplary contribution to the profession of forestry;
 - (ii) have never been a practicing member of the association; and
 - (iii) have been nominated by 10 or more registered members of the association.
- (i) Life Member: A life member must:
 - (i) Have, in the opinion of council, made an exemplary contribution to the profession of forestry;
 - (ii) have been a practicing member of the association but is no longer practicing; and
 - (iii) have been nominated by 10 or more registered members of the association.

Maintenance of Membership for Transferring Members

- (7.1) (a) A member admitted subject to section 7(a)(iii) must, in order to maintain their designation, pass an examination pursuant to section 19(2)(d) of the Act in a manner prescribed by the Association.
- (b) A member admitted subject to section 7(b)(iii) must, in order to maintain their designation, pass an examination pursuant to section 19(3)(d) of the Act in a manner prescribed by the Association.

Members in Good Standing

- (8) Members shall be considered in good standing if they:

- (a) have signed and agree to be bound by the code of ethics,
- (b) have maintained their membership by payment of association dues,
- (c) have reported their continuing competency hours,
- (d) have complied with the bylaws of the association,
- (e) are not under suspension, or have not had their registration cancelled by an order of the discipline committee, and
- (f) otherwise qualify for membership.

Continued Competency

- (9) A continued competency program shall be established under the direction of the council.

Rights and Obligations of Members

- (10) The rights and obligations of members shall vary by membership type as follows:

- (a) Registered Professional Foresters and Registered Professional Forest Technologists shall:
 - (i) be entitled to engage in the professional practice of forestry as defined in the Act;
 - (ii) have right to title pursuant to section 23(1) or section 23(2) of the Act, as the case may be;
 - (iii) sign and seal all professional documents in accordance with the Act;
 - (iv) have full voting rights in the affairs of the association;
 - (v) be subject to the discipline provisions of the Act and the bylaws;
 - (vi) be entitled to apply for leaves of absence and reinstatement in accordance with policies set from time-to-time by the council;
 - (vii) be entitled to attend meetings of the association;
 - (viii) be entitled to make representations at meetings of the association;
 - (ix) be entitled to inspect the membership list and records of the association;
 - (x) be entitled to make representation to the council on issues regarding professional competency and conduct and the professional practice of forestry; and
 - (xi) be entitled to serve on standing and ad hoc committees.

- (b) Foresters-in-Training and Forest Technologists-in-Training shall:
 - (i) have right to title pursuant to section 23(3) or section 23(4) of the Act, as the case may be;
 - (ii) be subject to the discipline provisions of the Act and bylaws;
 - (iii) be entitled to apply for leaves of absence and reinstatement in accordance with policies set from time-to-time by the council;
 - (iv) be entitled to attend meetings of the association;
 - (v) be entitled to make representations at meetings of the association;
 - (vi) be entitled to inspect the membership list and records of the association;
 - (vii) be entitled to make representation to the council on issues regarding professional competency and conduct and the professional practice of forestry; and
 - (viii) be entitled to serve on ad hoc committees.

- (c) Restricted Members shall:
 - (i) be entitled to engage in the professional practice of forestry in accordance with any terms and conditions imposed by the council;

- (ii) have the right to use the title “Restricted Member,” or any other title authorized by the council;
- (iii) sign and seal all professional documents in accordance with the Act;
- (iv) have voting rights in the affairs of the association to the extent determined by council;
- (v) be subject to the discipline provisions of the Act and the bylaws;
- (vi) be entitled to apply for leaves of absence and reinstatement in accordance with policies set from time-to-time by the council;
- (vii) be entitled to attend meetings of the association;
- (viii) be entitled to make representations at meetings of the association;
- (ix) be entitled to inspect the membership list and records of the association;
- (x) be entitled to make representation to the council on issues regarding professional competency and conduct and the professional practice of forestry; and
- (xi) be entitled to serve on ad hoc committees.

(d) Retired and Life Members shall:

- (i) have the right to use the titles “Retired Professional Forester”, or “Retired Professional Forest Technologist” (as the case may be), or the designations “RPF (Ret)”, “R.P.F. (Ret.)”, “RPFT (Ret)”, or “R.P.F.T. (Ret)”;
- (ii) have voting rights in the affairs of the association to the extent determined by council;
- (iii) be subject to the discipline provisions of the Act and the bylaws;
- (iv) be entitled to attend meetings of the association;
- (v) be entitled to make representations at meetings of the association;
- (vi) be entitled to inspect the membership list and records of the association;
- (vii) be entitled to make representation to the council on issues regarding professional competency and conduct and the professional practice of forestry; and
- (viii) be entitled to serve on standing and ad hoc committees.

(e) Student Members shall:

- (i) be entitled to attend meetings of the association;
- (ii) be entitled to make representations at meetings of the association;
- (iii) be entitled to inspect the membership list and records of the association;
- (iv) be entitled to make representation to the council on issues regarding professional competency and conduct and the professional practice of forestry; and
- (v) be entitled to serve on ad hoc committees.

(f) Honourary Members shall:

- (i) have the right to use the title “ASFP Honourary Member”;
- (ii) be entitled to attend meetings of the association;
- (iii) be entitled to make representations at meetings of the association;
- (iv) be entitled to inspect the membership list and records of the association;
- (v) be entitled to make representation to the council on issues regarding professional competency and conduct and the professional practice of forestry; and
- (vi) be entitled to serve on ad hoc committees.

(11) For the purposes of these bylaws and any association related communications, the address of record of any member shall be the member's address as last notified, by the member, in writing to the

association. It shall be the responsibility of the member to notify the association of any change of address or other related information on a timely basis.

- (12) The council shall be responsible for determining the amount of any dues, fees or charges required to be paid by the members and for setting the timing, period and duration for which they apply. The council shall cause all members to be notified, at their address of record, of any such amounts at least two (2) full calendar months in advance of the due dates. Any such amount not paid in full on the due date shall be considered delinquent.
- (13) In order to maintain his or her registration as a member, a member shall, in a timely manner, pay the prescribed fee for annual membership (and any other fee prescribed in these bylaws).
- (14) A member may resign from the association at any time providing such resignation is made in writing.
- (15) The rights and privileges of any member may be suspended, or the member may be removed from the register, at any time
 - a) by the Registrar for non-payment of any fee (including the fee for annual membership) prescribed in these by-laws, after giving the member at least two months' notice of the default; or
 - b) by an order of the discipline committee, for any finding of professional misconduct or professional incompetence.
- (16) Notwithstanding sections 12, 13 or 14 above, such transfers, resignations or removals shall not relieve the member from payment of dues or other monies owed to the association at the time of the transfer, resignation or removal, or give any right to refund or rebate of dues or other moneys paid to the association or to any portion or share of the assets of the association.
- (17) Membership in the association shall cease immediately upon the death of the member.

Part V: Meetings of Members

Types of Meetings

- (18) There shall be annual and special meetings of members.

Annual Meeting

- (19) The annual meeting shall be held at a time and place in Saskatchewan as the council may determine within five (5) months after the end of each fiscal year of the association. This meeting will receive reports from the officers and committees of the association for the year immediately past, elect council members and officers as required and consider such other business of concern to the membership as the council determines.
- (20) The president of the association shall preside as chair at every annual meeting of the association. If there is no president or if the president is not present at the annual meeting at the scheduled time

of the meeting, the vice-president shall preside as chair. If there is no president or vice-president or if neither the president nor the vice-president is present at the annual meeting at the scheduled time of the meeting, the registrar shall preside over the meeting.

Special Meeting

- (21) The council may convene a special meeting of members at any time during the year. Members may request the council to hold a special meeting through a petition in writing signed by at least ten per cent (10%) of members in good standing.

Notice

- (22) For the purposes of subsection 7(4) of the Act, notice of annual or special meetings of the Association shall be sent by ordinary mail, facsimile or electronic mail transmission to the address or facsimile number or electronic address shown in the records of the Association.

- (23) (a) In this section, “business day” means a day other than a Saturday, Sunday or holiday.
(b) Any notice or other document that is required or permitted to be served or given to a person pursuant to the Act or the Association of Saskatchewan Forestry Professionals Bylaws is to be served personally, mailed by ordinary mail, sent by facsimile or electronic mail transmission to the address, facsimile number or electronic address shown in the records of the Association.
(c) Notices or documents served by facsimile or by electronic mail transmission, unless the contrary is proved, the service or receipt is presumed to be served on the date on which the notice was transmitted.
(d) A document served by ordinary mail or registered mail is deemed to have been received on the tenth business day following the day of its mailing, unless the person to whom it was mailed establishes that, through no fault of the person, he or she did not receive the document or that he or she received it at a later date.
(e) Irregularity in the service of a notice or decision does not affect the validity of an otherwise valid notice or decision.

Quorum

- (24) A quorum for the transaction of business at any annual or special meeting of members of the association shall be ten (10) voting members in good standing including one half of the council. If a quorum is not present within one half-hour from the time appointed for the meeting, the meeting shall automatically stand adjourned to such time and place as a majority of the members then present shall direct, and if at such adjourned meeting a quorum of members is not present, it shall be adjourned.

Voting

- (25) All resolutions or motions at an annual or special meeting of members of the association except for motions regarding dissolution, amendments to the bylaws, or changes to the code of ethics, shall be considered ordinary resolutions and shall require the approval of at least a simple majority of the votes of members. Resolutions or motions regarding dissolution, amendments to the bylaws and

changes to the code of ethics shall require the approval of at least a two-thirds majority of the votes of members

- (26) At the discretion of the council, votes may be cast in person at the meeting, or received by the secretary by mail or electronic transmission at least twenty-four (24) hours in advance of the meeting unless otherwise required by the bylaws of the association.
- (27) At the discretion of the council, meetings of the membership may be conducted in more than one location concurrently using web casting, teleconferencing or videoconferencing facilities.
- (28) No member shall be entitled to vote by proxy on any matter.

Part VI: Administration of the Organization

Books and Records

- (29) The council shall ensure that all necessary books and records of the association required by the Act and the bylaws are regularly and properly maintained.

Inspection by Members

- (30) The books and records of the association may be inspected by any member of the association at the annual meeting or at any time upon giving reasonable notice and arranging a suitable time with the secretary and treasurer. All members of the council shall have access to the books and records of the association upon arrangement of a suitable time with the registrar.

Register

- (31) A register consisting of member names, membership type and member addresses shall be maintained by the registrar and made available for inspection by anyone during normal office hours and at the annual meeting.
- (32) All information of a personal or confidential nature provided to the association, other than a member's name, membership type, and address, shall not be published in the register of the association. Such information required for the administration of the association shall be maintained by the registrar and held in strict confidence.

Head Office

- (33) The head office of the association shall be situated at a place in the Province of Saskatchewan as determined by the council.

Office Hours

- (34) The executive committee shall, from time to time, determine or alter the dates and times that will constitute the head office's normal office hours.

Fiscal Year

(35) Unless otherwise authorized by the council, the fiscal year of the association shall conclude on the thirty-first (31st) day of December of each year.

Budgets

(36) The executive committee shall prepare the operating budget to be reviewed and approved by the council prior to the start of the fiscal year. The executive committee may amend the budget at any time during the fiscal year with the prior approval of the council.

Use of Funds

(37) The executive committee may use the funds of the association in accordance with the approved budget and in furtherance of the objects of the association as set out in Section 4 of the Act.

Auditing

(38) The books, accounts and records of the association as maintained by the secretary and treasurer shall be audited or financially reviewed by an outside party at least once a year. Two (2) members of the association may be appointed by the council as a financial review committee to assist in the audit or review. The audit or financial review may be waived by passing a resolution at the annual meeting by 80% of the members present voting on the resolution.

Borrowing

(39) The council from time to time may enter into contracts or obligations on behalf of the association for the purpose of obtaining credit or borrowing funds. All such contracts and obligations shall be signed by two (2) members of the council, one of whom shall be an executive committee member, authorized by the council for that purpose, and are subject to the following conditions:

- (a) for the purpose of carrying out regular association business, the council and executive committee are empowered to obtain services on account with suppliers for such amounts as may be reasonably incurred in providing services to the association membership. Such accounts are to be paid in full within thirty (30) days of the event or purchase with which they are associated.
- (b) the council and executive committee are not empowered to borrow funds on behalf of the association where the payment obligations extend greater than one (1) year, except as specifically permitted by resolutions passed by the association membership, in accordance with the bylaws, at the annual meeting or a special meeting called for that purpose.

Banking and Bills of Exchange

(40) All cheques, bills of exchange, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the association shall be signed by two (2) members of the council duly authorized for that purpose by the council.

(41) Any one (1) of such designated council members may alone endorse notes and drafts for collection on account of the association through its bankers and endorse notes and cheques for deposit with the association. Any one (1) of such designated officers may arrange, settle, balance, and certify all books and accounts between the association and its bankers and may receive all paid cheques and vouchers and sign all bank forms for settlement of balances and verification slips.

Corporate Seal

(42) The association shall have a seal, which shall be affixed to documents only in the presence of two (2) members of the council duly authorized by the council to attest to its use. The seal of the association shall at all times remain in the custody of the secretary.

(43) In the absence of the seal, a document requiring certification by the association shall be deemed certified if signed by two (2) members of the council, one of whom shall be an executive committee member, duly authorized for that purpose by the council as if their signatures were under the seal of the association.

Indemnification of Officers and Councillors

(44) Each officer and councillor of the association, their heirs and assigns shall be indemnified and held harmless by the association from all claims, costs or expenses arising from any action brought against him/her as a result of the execution, in good faith, of their duties as an officer and councillor of the association. This indemnification does not include any claims, costs or expenses arising from that officer's or councillor's intentional wrongful acts or fraudulent activity.

Part VII: Organization of the Association

Council

(45) The council of the association shall include the elected members of the executive committee and, no less than three (3) and no greater than twelve (12) other council members, one of whom shall be publicly appointed pursuant to section 9 of the Act. Other than the publicly appointed council member, all members of the council shall be members from either the Registered Professional Forester or the Registered Professional Forest Technologist type of membership and be in good standing in good standing.

(46) The council shall appoint from the membership such other officers and employees as it may determine who shall perform duties as the Act, the bylaws and the council may prescribe. The term of any such appointment shall remain in effect until resigned by the incumbent or revoked by resolution of the council.

(47) The council shall be the governing body of the association responsible for setting direction and policy with full authority over all affairs of the association. Unless otherwise provided for in these bylaws, all actions and decisions of the council shall be final.

Election of Council Members and Length of Terms

- (48) At least thirty (30) days prior to the annual meeting, the president shall call for nominations to be made in writing for the council members to be elected at the annual meeting. The nomination period shall be held open up to and including the annual meeting and shall close at the annual meeting.
- (49) Except for those council members appointed pursuant to section 9 of the Act as public appointees to the council, the council members of the association shall be elected at an annual meeting of the association by a simple majority of the votes of members.
- (50) Where a vacancy exists on the council, the council may fill that vacancy pursuant to section 11 of the Act.
- (51) If there is no current vice-president, a president will be elected for a term of two years to the council, and serve the first year as president, the second year as past president.
- (52) A vice-president will be elected for a term of three years, and serve the first year as vice-president to the council, the second year as president and the third year as past president.
- (53) With the exception of the positions of vice-president, president, and past president, each council member shall be elected for a two-year term with the provision that one half of such terms shall expire at an annual meeting held in an odd-numbered year, and the remainder shall expire at an annual meeting held in an even-numbered year.
- (54) The vice-president, president and past president are members of the association with rights and obligations equal to those of the other members.

Quorum for the Council

- (55) A quorum for the transaction of business at any council meeting shall be one half of the council members. If a quorum is not present, the meeting shall be automatically adjourned and the council must convene another meeting within sixty (60) days.

Powers of the Council

- (56) In addition to the powers described in the Act or these bylaws, the council may from time to time set or alter policy concerning:
- (a) the corporate seal of the association;
 - (b) the banking and financial operations of the association including appropriate controls on the association's financial dealings;
 - (c) the management of property of the association;
 - (d) the duties, powers, and responsibilities of the members of the council, the executive committee, or the officers of the association;
 - (e) the prescribed registration and other fees of the association that it levies on members;
 - (f) the holding and procedures of meetings of the executive committee;
 - (g) the holding and procedures of annual and special meetings of the association;

- (h) scope of professional practice guidelines for member types;
- (i) the use of the professional seal; and
- (j) leave of absences and reinstatement of membership.

Executive Committee

(57) The executive committee shall be a committee of the Association and shall consist of the president, vice president, past president, secretary, treasurer and registrar. Upon the discretion of the council the duties of secretary and / or treasurer may be filled by another member of the executive committee. The executive committee shall be responsible for the day-to-day activities of the association and for carrying out the instructions and directions of the council.

President

(58) The president shall act as the executive head of the association and when present shall preside as chair over all meetings of the association, the council and the executive committee. The president shall exercise supervision over the affairs of the association. The president shall be responsible for enforcement of these bylaws and carrying out all orders and resolutions of the council. The president shall exercise such authority within limits as shall be set by the council from time to time. The president shall also have such additional responsibility as may be delegated by the council.

(59) The president reports and is responsible to the council. The president shall keep the council informed of all aspects of the association's affairs and shall consult with it on major activities. The president shall make reports to the general membership on behalf of the council at each annual meeting and as directed by the council.

Vice President

(60) The vice president is responsible to the president and shall assume the duties of the president in the absence or disability of the president. The vice president shall assist the president in the execution of the president's duties and responsibilities to the council. The vice president shall also have such additional responsibilities as may be delegated by the council or the president.

Past President

(61) The past president shall act as an advisor to the president and the council and shall undertake such special duties or assignments as requested by the council from time to time. The past president shall identify nominees for the positions of vice-president and council. The past president shall develop and/or annually review the association's risk management plan for presentation to the first Council meeting immediately after the AGM.

Secretary

(62) The secretary, a member of the council and appointed by the council, shall be responsible for the day-to-day affairs of the association. The secretary shall ensure that all meetings of the council, the executive committee and the annual and any special meetings of the association are properly and

accurately recorded. The secretary shall ensure maintenance of all association records and correspondence of a non-financial nature and shall be the custodian of the seal of the association.

Treasurer

(63) The treasurer, a member of council and appointed by council, shall be responsible for the financial affairs of the association. The treasurer shall ensure the maintenance the financial records of the association and shall submit financial statements to the council or any relevant governmental agency as directed by the council or required by law. The treasurer shall ensure the preparation, for submission to the annual meeting, of an audited or financially reviewed set of financial statements as provided for in these bylaws.

Registrar

(64) The registrar shall be responsible for ensuring the accuracy and completeness of the register of members including the addition and deletion of members to the register and the amendment of member information contained in the register.

(65) The registrar shall be a member of the admissions committee.

Meetings of the Council and its Committees

(66) The council and executive committee may decide to conduct their meetings in person, through teleconference, videoconference, or via the internet with the decisions made having equal validity regardless of the media used to conduct the meeting.

(67) Upon approval of the executive committee, a committee of the association may conduct its meetings in person, through teleconference, videoconference, or via the internet with the decisions made having equal validity regardless of the media used to conduct the meeting.

(68) The minutes of all meetings by the council and its committees shall include all decisions and actions by the respective council or committee and shall be approved by the respective council or committee before being filed with the secretary of the association.

Removal or Resignation

(69) The council may, by a two-thirds majority vote of council, declare vacant the office of any officer or councillor. Any officer or councillor may resign their position at any time providing the resignation is made in writing.

Remuneration and Reimbursement

(70) Council members and officers of the association shall be entitled to reimbursement of reasonable expenses as may be incurred in the course of association business. Except for such reimbursement, council members and officers of the association or members of its committees shall not be entitled

to other remuneration, consideration or per diem allowance unless such a policy or payment is authorized by the council.

Committees

(71) The council may appoint such members in good standing as necessary to form committees to manage certain activities of the association. All committee chairpersons shall be professional foresters or professional forest technologists and shall report to the council.

Standing Committees

(72) Three (3) standing committees shall be appointed by the council to serve as the admissions, professional conduct and discipline committees. At least one (1) member of the council shall be appointed by the council to each standing committee to act as its chair.

Admissions Committee

(73) The admissions committee shall consist of at least three (3) members appointed by the council pursuant to section 20 of the Act.

(74) The council delegates to the admissions committee its power to register persons as members of the association pursuant to section 19 of the Act.

(75) (a) The admissions committee shall:

- (i) set and conduct examinations of applicants for membership and file the results with the registrar;
- (ii) receive and consider applications from persons applying to become members of the association and may approve the certification, refuse to approve the certification or defer approval until the applicant has successfully achieved all eligibility requirements.

(b) In accordance with section 21(4) of the Act a person who is aggrieved by a decision of the admissions committee made pursuant to a delegated power may apply to the council to review that decision.

- (i) For the purposes of subsection 21(4) of the Act, an application to review a decision of the admissions committee must be made to the Council, within 60 days after a written copy of the decision is served, by sending or delivering a written request in the form of a letter to the Council, which must be received in the Association's head office within that time, setting out the grounds on which the applicant alleges that the admissions committee's decision is in error, together with any documentation necessary to support the allegation.
- (ii) The Council shall provide an applicant for review with an opportunity to make a verbal presentation to the Council, if desired by the applicant, as soon as possible after the application is received.

(76) The registrar shall send a written notice of any decision made by the admissions committee to the applicant. If the decision made by the admissions committee is to refuse the application for membership, written reasons for the decision shall be sent to the applicant.

(77) The admissions committee shall set the procedures required to govern the qualification of, registration of, and terms and conditions for members of the association pursuant to section 19 of the Act and obtain approval from the council for the procedures prior to effecting them.

Professional Conduct Committee

(78) (a) The professional conduct committee shall consist of at least three (3) members appointed by the council, pursuant to section 26 (1) of the Act. No member of the discipline committee is eligible to be a member of the professional conduct committee.

(b) In the event any member of the professional conduct committee has a conflict of interest with the matter that is the subject of an investigation, the council shall appoint on a temporary basis a member or members.

(79) The professional conduct committee shall set standards of professional conduct, competency, proficiency of members and procedures for the review, investigation and disposition of complaints against members of the association.

(80) The standards and procedures of the professional conduct committee shall be approved by the council prior to effecting them.

(81) (a) Upon receipt of a complaint against a member, or at the request by the council to consider a complaint against a member, the professional conduct committee:

(i) shall review the complaint; and

(ii) may investigate the complaint by taking any steps it considers necessary, including summoning before it the member whose conduct is the subject of the complaint.

(b) All members shall cooperate fully with the professional conduct committee in its investigation of a complaint.

(c) Upon completion of a review or investigation pursuant to section 80 (a), the professional conduct committee shall make a written report to the discipline committee recommending:

(i) that the discipline committee hear and determine the formal complaint set out in the written report; or

(ii) that no further action be taken with respect to the matter under investigation. In this case the professional conduct committee shall provide a copy of the written report to the council, the complainant, if any; and the member whose conduct is the subject of the complaint.

(82) A report signed by a majority of the professional conduct committee is the decision of that committee.

(83) Pursuant to section 29 (2) of the Act, the professional conduct committee shall prosecute or direct the prosecution of a formal complaint, but its members shall not participate in any other manner in the hearing of the formal complaint except as witnesses when required.

(84) Any member of the professional conduct committee who knowingly has a conflict of interest with the matter that is the subject of an investigation and/or disciplinary hearing shall excuse themselves from that investigation and /or disciplinary hearing, and the council shall appoint on a temporary basis a member or members.

Discipline Committee

(85) (a) The discipline committee shall consist of at least three (3) members appointed by the council, pursuant to section 28 (1) of the Act. One of the members shall be the public appointee appointed to the council pursuant to section 9 of the Act, if such an appointment has been made. No member of the professional conduct committee is eligible to be a member of the discipline committee.

(b) In the event any member of the discipline committee has a conflict of interest with the matter that is the subject of an investigation, the council shall appoint on a temporary basis a member or members.

(86) The discipline committee shall hear all formal complaints investigated and forwarded by the professional conduct committee, make determinations on such complaints and make orders associated with their rulings pursuant to sections 29 and 30 of the Act.

(87) A quorum for the transaction of business for the discipline committee meetings shall be half of its members plus the chair of the committee.

(88) Any member of the discipline committee who knowingly has a conflict of interest with the matter that is the subject of a disciplinary hearing shall excuse themselves from that disciplinary hearing.

(89) The discipline committee shall set policies and procedures for discipline hearings.

(90) The policies and procedures of the discipline committee shall be approved by council before effecting them.

(91) The member named in the complaint shall have the right to appeal any decision of the discipline committee to the council pursuant to section 34 of the Act.

Other Committees

(92) The council may create and empower other standing or ad hoc committees and appoint members to such committees as from time to time it sees fit.

Part VIII: Fees of the Association

Annual Membership Fees

Full membership fees are \$360.

Membership type	Proportion of full membership fees payable
Professional Forester	100%
Professional Forest Technologist	100%
Restricted Member	100%
Forester In Training	50%
Forest Technologist in Training	50%
Retired	25%
Student	0%
Honourary	0%
Life	0%

Administration Fees

Application Fee (non-refundable)	\$50.00
Reinstatement (Section 38 of <i>The Forestry Professions Act</i>)	\$50.00
Seal Purchase or Replacement:	Market price plus \$20.00
Examination Fees	\$100.00 per exam
Late Dues Payment Penalty	\$50.00

Other

Approved Leaves of Absence are charged at 50% of membership type.

Fees may be prorated to the quarter in which the applicant is registered.