

BYLAWS (2017)

Bylaws relating generally

to the transaction of the business and affairs of the

ASSOCIATION OF THE CHEMICAL PROFESSION OF ALBERTA

under the authority of the

PROFESSIONAL AND OCCUPATIONAL ASSOCIATIONS REGISTRATION ACT

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SECTION ONE – INTERPRETATION

1.01 **Definitions** – In the Bylaws of the Association, unless the context otherwise requires:

“Act” means the Professional and Occupational Associations Registration Act (POARA), R.S.A. 2000, c. P-26, and any statute that may be substituted therefor, as from time to time amended;

“appoint” does not include “elect” and vice versa;

“Association” means the Association of the Chemical Profession of Alberta;

“Board” means the board of directors of the Association;

“Bylaws” mean these bylaws and all other bylaws of the Association from time to time in force and effect;

“director” means a member of the Board;

“member” means a registered member of the Association;

“member in good standing” means a member who meets the specific conditions listed in Section Thirteen of the Bylaws;

“registered member” means a Professional Chemist or a Chemist-in-Training registered under the Act;

“Regulations” mean the Professional Chemists Regulation, Alberta Regulation 248/2001, and any regulations substituted therefore, as from time to time amended;

save as aforesaid, words and expressions defined in the Act and Regulation have the same meaning when used herein; words importing the singular number include the plural and vice versa; and words importing gender include masculine, feminine and neuter genders.

1.02 **Prior Bylaws** – The coming into force and effect of these Bylaws repeals and rescinds all prior bylaws made by the Association.

1.03 **Conflict With Act** – The Bylaws are subject to the provisions of the Act and in the event of a conflict between the provisions of the Bylaws and the provisions of the Act, the provisions of the Act shall prevail over those of the Bylaws.

1.04 **Headings** – The headings and indices used in the Bylaws are provided for convenience of reference only and do not affect the interpretation of the Bylaws or any part thereof.

SECTION TWO – BOARD OF DIRECTORS

2.01 Membership on the Board – A maximum of fifteen (15) directors shall be elected by registered members in good standing to sit on the Board. The Board shall consist of those directors elected by registered members in good standing and any directors appointed by the Minister. The Board shall have the following voting membership:

- (a) at least nine (9) registered Professional Chemists in good standing of the Association; and
- (b) the Public Members appointed by the Minister.

2.02 Powers of the Board – The Board shall, subject to the Bylaws and Regulations, manage and conduct the business and affairs of the Association and exercise the rights, powers and privileges of the Association in the name and on behalf of the Association.

2.03 Calling of Meetings – The Secretary shall upon the request of the President or any two (2) directors call a meeting of the Board as often as required, but at least once every four (4) months.

2.04 Notice of meetings – Notice of the time and place of Board meetings shall be given by electronic mail, facsimile communication or telephone to each director not less than seventy-two (72) hours before the time of the meeting. A notice of the meeting of the Board need not specify the purpose or the business to be transacted at the meeting, except where the Act or Regulations require otherwise. A director may in any manner waive notice of a meeting of the Board or otherwise consent thereto.

2.05 Meetings by Telephone – A director may participate in a Board meeting or a meeting of a committee of directors by means of such telephone, teleconference or other communications facilities as permit all persons participating in the meeting to hear each other, and a director participating in such a meeting by such means is deemed to be present at the meeting.

2.06 Chair – The chair of any meeting of the Board shall be the President. In the President's absence, the Past-president shall be chair. If neither is present, then the President-elect shall chair the meeting. If none of these officers are present, the directors shall choose one of their number to be chair.

2.07 Quorum -A majority of the number of directors then elected by the registered members or such greater or lesser number of directors as the Board may from time to time determine shall constitute a quorum for all meetings of the Board.

2.08 Votes to Govern – At all meetings of the Board, every question shall be decided by a majority of votes cast on the question. In the case of an equality of votes, the chair of the meeting shall not be entitled to a second or casting vote.

2.09 Resolution in Writing – A resolution in writing signed in counterpart or in one instrument by a majority of the directors entitled to vote at a meeting of the Board is as valid as if it had been passed at a meeting of the Board.

SECTION THREE – COMMITTEES

3.01 Committees of the Board – The Board shall appoint the following committees which shall have the powers and duties set forth in the Bylaws, Regulations and Act:

- (a) Nominating Committee;
- (b) Discipline Committee;
- (c) Registration Committee; and
- (d) Practice Review Committee.

3.02 Committee of Directors – The Board may appoint a committee of directors, however designated, and delegate to such committee any of the powers of the Board, except those which by law a committee of directors has no authority to exercise. Subject to the provisions of Section 2.05, the powers of a committee of directors may be exercised by a meeting at which a quorum is present or by a resolution in writing signed in counterpart or in one instrument by all the members on that committee who would have been entitled to vote on that resolution at a meeting of the committee.

3.03 Nominating Committee – A Nominating Committee consisting of three (3) registered members in good standing shall be appointed by the Board no later than five (5) months before the annual meeting to serve for the ensuing year. The Nominating Committee shall follow the procedure in Section 6.01 and shall nominate at least one nominee for each position of director. Failure of the committee to nominate the requisite number of directors shall not invalidate the election of any directors otherwise duly elected in accordance with Section Six. Vacancies on the committee occurring during the year shall be filled by the Board.

3.04 Advisory Committees – The Board may from time to time appoint such other committees as it may deem advisable, but the functions of any such other committees shall be advisory only.

3.05 Procedure – Unless otherwise determined by the Board, Bylaws, Regulations or Act, each committee shall have the power to fix its quorum at not less than a majority of its members, to elect its chair and to regulate its procedure.

SECTION FOUR – DIRECTORS

- 4.01 Qualification – Except for an appointee of the Minister, no person shall be eligible to be or shall be director of the Association unless that person is a Professional Chemist in good standing of the Association.
- 4.02 Election Procedure – The election of directors shall be by secret ballot in accordance with the procedure set out in Section Six.
- 4.03 Elections – The directors shall be elected for terms of three (3) years each and shall retire in rotation. The number of directors to be elected every year shall be one-third (1/3) of the number of directors then in office, unless the Board otherwise determines.
- 4.04 Term – The newly elected directors shall take office immediately following the close of the annual meeting at which the election results are announced and shall hold office until the close of the third (3rd) annual meeting following their election. Directors, if qualified, shall be eligible for re-election. After two consecutive terms in office, however, directors must retire from the Board for at least one year before running for re-election, unless the Board otherwise determines.
- 4.05 Removal – The registered members in good standing of the Association may remove any director elected by the Association by a majority vote at a meeting of members of the Association for any cause which the Association deems reasonable.
- 4.06 Vacation of Office – A director elected by the Association ceases to hold office when he or she dies, is removed from office, ceases to be qualified for office, or submits a written resignation to the Secretary, or if a time is specified in such resignation, at the time so specified.
- 4.07 Vacancy – Any vacancy created by removal of a director at a meeting of the registered members of the Association may be filled at that same meeting. Any vacancy not so filled or one created by death, retirement, suspension or expulsion shall be filled through appointment by the Board of a replacement, who shall fill such vacancy for the unexpired term of the director who has ceased to be a director and thus created a vacancy.

SECTION FIVE – OFFICERS AND AGENTS

5.01 Qualification – No person shall be eligible to be or shall be an officer or an assistant to an officer of the Association unless that person is a Professional Chemist in good standing of the Association.

5.02 Election of Officers – At the first Board meeting following an annual meeting of the Association, the Board shall elect from among its number a Past-president, President, President-elect, Secretary and Treasurer. These officers shall hold office until the close of the next annual meeting of the Association or their earlier resignation or removal by the Board. The offices of Secretary and Treasurer may be held by the same person.

5.03 Other Officers – The Board shall appoint an Association Registrar and such other officers as the Board may from time to time deem advisable. These officers shall hold office for a term specified by the Board or until their earlier resignation or removal by the Board. The Association Registrar and such other officers as are appointed by the Board may but need not be directors.

5.04 Powers of Officers – Subject to those powers and authority which by law may only be exercised by the directors, the officers may exercise respectively such powers and authority and shall perform such duties, in addition to those specified in the Bylaws and Regulations, as may from time to time be specified by the Board.

5.05 Absence – Where an officer is absent and there is either no assistant available or one has not yet been appointed, the Board may in its discretion delegate for the time being the powers and duties of that officer, excepting those that the officer has by virtue of also being a director, to any other officer or director. In no case will the delegate be able to exercise the officer's right to vote on any committee to which the officer has been appointed.

5.06 Assistants – The Board may appoint one or more assistants to any of the officers. Any of the powers and duties of an officer to whom an assistant has been appointed, excepting those that the officer has by virtue of also being a director, may be exercised by that assistant, unless the Board or the President directs otherwise. In no case will the assistant be able to exercise the officer's right to vote on any committee to which the officer has been appointed.

5.07 President – The President shall be the chief operating officer of the Association and, subject to the authority of the Board, shall have general supervision of the business and affairs of the Association; and shall have such other powers and duties as the Board may specify. The President shall preside at all meetings of the members and of the Board. The President is expected to serve as Past-president in the following year.

5.08 Past-President – The Past-president may exercise such powers and authority and shall perform such duties as may be specified by the Board. The Past-president shall also be responsible for making the Board aware of any provision in the Act, Regulations or Bylaws which could affect any resolution or decision being considered by the Board. The Past-president is also the chair of the Nominating Committee (Section Six). During the absence of the President or during the inability or failure of the President to act, the Past-president shall also have the powers and duties of the office of President.

5.09 President-Elect – The President-elect may exercise such powers and authority and shall perform such duties as may be specified by the Board. The President-elect is expected to serve as President in the following year. During the absence of the President and the Past-president or during the inability or failure of the President and the Past-president to act, the President-elect shall also have the powers and duties of the office of President and Past-president.

5.10 Secretary – The Secretary shall do the following: attend and be the secretary of all meetings of the Board and meetings of the members and enter or cause to be entered in records kept for that purpose minutes of all such proceedings; collect or receive or cause to be collected or received the annual dues or assessments levied by the Association and promptly turn such monies over to the Treasurer for deposit; give or cause to be given, as and when instructed, all notices to members, directors, officers, auditors and members of committees; and register or file or cause to be registered or filed all reports, certificates and documents required by law to be registered or filed. The Secretary shall be the custodian of the stamp or mechanical device, if any, generally used for affixing the seal of the Association and, except when some other officer or agent has been appointed for that purpose, the custodian of all books, papers, records, documents and instruments belonging to the Association. The Secretary shall have such other powers and duties as the Board or the President may specify.

5.11 Treasurer – The Treasurer shall keep or cause to be kept proper accounting records and shall be responsible for the deposit of money, the safekeeping of other valuable effects and the disbursement of the funds of the Association. The Treasurer shall render or cause to be rendered to the Board or the President whenever required an account of all his or her transactions as Treasurer and of the financial position of the Association. The Treasurer shall have such other powers and duties as the Board or the President may specify.

5.12 Association Registrar – The Association Registrar shall have the duties set out in the Regulations and Bylaws and such other duties as may be delegated by the Board.

5.13 Variation of Powers and Duties – The Board may from time to time vary, add to, or limit the powers and duties of any officer.

5.14 Removal and Discharge – The Board may remove any officer elected under Section 5.02, with cause, at any time. The Board may remove the Association Registrar or any other officer appointed under Section 5.03, with or without cause, at any time.

5.15 Vacation of Office – An officer ceases to hold office when he or she dies, is removed from office, ceases to be qualified for office, or submits a written resignation to the Secretary, or if a time is specified in such resignation, at the time so specified.

5.16 Vacancy – The Board shall elect a replacement from among their number to fill any vacancy in the office of President, Past-president, President-elect, Secretary or Treasurer. The replacement shall fill such vacancy until the close of the next annual meeting of the Association. The Board shall fill vacancies in other offices by appointment.

5.17 Agents, Lawyers and Employees – The Board shall have power from time to time to appoint agents, lawyers or employees for the Association in or outside Canada with such powers of management or otherwise (including the power to sub-delegate) as may be thought fit.

SECTION SIX – ELECTION OF DIRECTORS

6.01 Nominations – The chair of the Nominating Committee (normally the Past-president of the Board) shall provide to the Secretary a list of nominees, together with the written consent of each nominee to stand for election as a director at least three (3) months prior to the date set for the annual meeting. Not less than seventy-five (75) days prior to the annual meeting, the Secretary of the Association shall send by electronic mail, facsimile communication or post to each registered member in good standing a list of the nominations made by the Nominating Committee. Additional nominations may be received by the Secretary up to forty-five (45) days before the date set for the annual meeting, as long as the nominee consents in writing to the nomination, the nominee is a Professional Chemist in good standing and the nomination is signed by at least three (3) other registered members in good standing.

6.02 Letter Ballot – All elections of directors shall be conducted by letter ballot. The names of all persons nominated as directors shall be placed on the ballot form. The number to be elected and method of marking the ballots shall be made clear on the ballot forms. Ballot forms shall be mailed by the Secretary at least thirty (30) days prior to the annual meeting to the registered members in good standing whose names are recorded in the registers of members two (2) days prior to the day on which ballots are mailed.

6.03 Voting – Each registered member in good standing is entitled to vote for as many candidates as there are vacancies to be filled or for a lesser number. Ballots shall be returned to the Secretary of the Association not later than five (5) o'clock in the afternoon on the day immediately before the date set for the annual meeting or at some other date that the Board may specify. Any ballots received after this time will not be considered.

6.04 Returning Officers and Scrutineers – The Secretary may appoint registered members in good standing as returning officers to assist in the counting of ballots. Each candidate shall be entitled to have a scrutineer present while the ballots are being counted.

6.05 Counting of Ballots – The Secretary and the Secretary's delegate shall upon the closing of the poll count and record the votes cast for each nominee. The candidates receiving the highest number of votes will be declared elected. In the event of an equality of votes, the chair at the annual meeting shall have a second or casting vote.

6.06 Election Announcement – The chair shall announce the results of the election at the annual meeting and, where necessary to determine the elected candidate, exercise a second or casting vote.

6.07 Calling for a Recount – Any objection to the election results as announced by the chair will be valid only if made immediately after the announcement and a proper motion for recount will then be in order. If such a motion is made and carried a recount shall be undertaken immediately.

6.08 Recount – The chair shall appoint a ballot counting committee of not less than three (3) registered members in good standing who shall forthwith recount all the ballots. Candidates may be present or represented at the recount. On completion of the recount, the results shall be communicated to the chair in writing who shall immediately announce them to the annual meeting.

6.09 Destroying the Ballots – Following the announcement of the results of the recount or where no motion for a recount has been made and carried, the ballots and any tally sheets shall be destroyed.

SECTION SEVEN – INDEMNIFICATION

7.01 Indemnity – Except in respect of an action by or on behalf of the Association to procure a judgment in its favour, the Association shall indemnify a director, officer or member of a committee appointed under Section 3.01, or a former director, officer or member of a committee appointed under Section 3.01, or a person who acts or acted at the Association's request as a director, officer or member of a committee appointed under Section 3.01, and his or her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him or her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a director, officer or member of a committee appointed under Section 3.01 of the Association, if

- (a) he or she acted honestly and in good faith with a view to the best interests of the Association; and
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.

SECTION EIGHT – MEETINGS OF THE MEMBERS

8.01 Annual Meetings – The Association shall hold an annual meeting every year on or before June 30th of each year. The Board shall fix the location and the exact date of an annual meeting at least five (5) months in advance of that meeting. The Secretary shall call an annual meeting by notice in writing, clearly stating the business intended to be conducted at that meeting, sent by electronic mail, facsimile communication or post at least thirty (30) days prior to the date of the meeting. The annual meeting shall be held for the purpose of considering the Auditor's report, announcing the election of directors, appointing an Auditor, and for the transaction of such other business as may properly be brought before the meeting.

8.02 Special Meetings – Special meetings of the Association may be called at any time by the Secretary on the instructions of either the President or the Board. A special meeting shall be called by the Secretary upon receipt by the Secretary of a petition signed by one-quarter (1/4) of the registered members in good standing, setting forth the reasons for calling such a meeting. A special meeting shall be called by written notice clearly stating the intended purpose of the meeting, sent by electronic mail, facsimile communication or post at least fifteen (15) days prior to the date of the meeting.

8.03 Simultaneous Meetings – An annual or special meeting may be held simultaneously in more than one location as determined by the Board, with each location linked by such telephone, teleconference or other communications facilities as permit all participants in each location to hear participants in every other location. Each person participating at each such location shall be deemed to be present at the meeting.

8.04 Notice – The Auditor shall be entitled to notice of the annual meeting. Registered members in good standing whose names are recorded in the registers of members two (2) days prior to the day on which notices are mailed shall be entitled to notice of an annual or special meeting. Notice shall be sent to the last known address of those members. Failure of a member in good standing to receive notice shall not invalidate the proceedings or resolutions passed at the meeting.

8.05 Persons Entitled to be Present – The only persons entitled to be present at an annual or special meeting shall be those entitled to vote thereat, the directors, officers and auditors and others who, although not entitled to vote are entitled or required under any provision of the Act, Regulations or Bylaws to be present at the meeting. Any other person may be admitted only on the invitation of the Board or President or consent of the meeting.

8.06 Persons Entitled to Vote – Every registered member in good standing shall have the right to one vote on each question at any annual or special meeting, either in person or by proxy.

8.07 Proxies – Every registered member in good standing may appoint a proxy holder, who must also be a registered member in good standing, to attend and act at the meeting in the manner and to the extent authorized and with the authority conferred by the proxy. A proxy shall be in writing executed by the member or the member's lawyer. A proxy shall only be acted upon if it is received by the chair of the meeting or the Secretary prior to the time of voting.

8.08 Chair, Secretary and Scrutineers – The chair of an annual or special meeting shall be the President, and in the President’s absence, the Past-president or as a second alternative the President-elect. If no such officer is present within thirty (30) minutes after the time fixed for the commencement of the meeting, the persons present and entitled to vote shall choose one of their number to be chair. If the Secretary or the Secretary’s duly appointed assistant is absent, the chair shall appoint one of the members entitled to vote to be Secretary of the meeting. If desired, one or more scrutineers, selected from among the members entitled to vote, may be appointed by resolution or by the chair with the consent of the meeting to count and report upon the results of the voting which is done by a show of hands or ballot.

8.09 Quorum – Thirty (30) registered members in good standing or twenty-five (25) percent of the registered members in good standing, whichever is less, shall constitute a quorum at any annual or special meeting.

8.10 Votes to Govern – At every annual or special meeting every question shall, unless otherwise required by the Act or Bylaws, be determined by the majority of votes cast on the question. In the case of an equality of votes either upon a show of hands or upon a ballot, the chair of the meeting shall not be entitled to a second or casting vote.

8.11 Show of Hands – Any question at an annual or special meeting, shall be decided by a show of hands unless a ballot thereon is required or demanded as hereinafter provided. Upon a show of hands, every person who is present and entitled to vote shall have one vote. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot thereon is required or demanded, a declaration by the chair of the meeting that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against any resolution or other proceeding in respect of the said question, and the result of the vote so taken shall be the decision of the members voting upon the question.

8.12 Ballots – On any question proposed for consideration at an annual or special meeting, and whether or not a show of hands has been taken thereon, any member entitled to vote may require or demand a ballot. A ballot so required or demanded shall be taken in such manner as the chair shall direct. A requirement or demand for a ballot may be withdrawn at any time prior to the taking of the ballot. If a ballot is taken, each registered member in good standing who is present shall be entitled to one vote and in addition any other votes he or she is authorized to vote by proxy. The results of the ballot so taken shall be the decision of the members voting upon the question.

8.13 Voting by Mail – The Board may direct that a vote by mail of all registered members in good standing be conducted on any matter or question that would otherwise be decided at an annual or special meeting, including approval of the Bylaws or Regulations. The Board may from time to time establish such procedures as are necessary for governing the holding of any such vote by mail.

SECTION NINE – BUSINESS OF THE ASSOCIATION

9.01 Banking Arrangements – All monies received by or on behalf of the Association shall be deposited by the Treasurer in whatever chartered bank, credit union, treasury branch or trust company the Board may order.

9.02 Borrowing – The Association may in any manner it sees fit borrow, raise or secure the payment of money for the proper operation of the Association, provided that such borrowing shall be approved by the registered members in good standing of the Association.

9.03 Execution of Instruments – Unless otherwise determined by the Board or the Bylaws, all instruments of the Association may be signed and delivered on behalf of the Association by any person holding the office of President, Past-president, President-elect, Secretary or Treasurer. The Board may from time to time direct the manner in which and person or persons by whom any particular instrument or class of instruments may or shall be signed and delivered. Any person authorized to sign may affix the seal, if any, to any instrument requiring the same.

9.04 Execution of Cheques – The Board shall appoint up to six persons to sign all financial transactions of the Association, and the signature of any two of these persons shall be required on all cheques and other instruments disbursing funds.

9.05 Seal – The Board may adopt a seal for use by the Association. The stamp or mechanical device generally used for affixing the seal shall remain in the custody of the Secretary and be used in manner specified by Section 9.03.

9.06 Fiscal Year – The fiscal year of the Association shall terminate on the 31st day of December in each year or on such other date as the directors may from time to time by resolution determine.

9.07 Remuneration – No member, director or officer of the Association shall receive any remuneration unless they are also employees of the Association. Nevertheless, each director, officer or member of a committee appointed under Section 3.01 may be reimbursed for out-of-pocket expenses incurred by him or her in carrying out his or her duties on behalf of the Association to the extent that such expenses have been approved by the Board.

SECTION TEN – AUDITING

10.01 Auditors – The Auditor appointed shall be either a duly qualified accountant or two registered members in good standing of the Association. At each annual meeting, the members entitled to vote thereat will appoint an Auditor of the Association who will retire at the close of the following annual meeting, but if qualified will be eligible for re-appointment. Any vacancy occurring during the term of the Auditor will be filled by the Board.

10.02 Auditing – The books, accounts and records of the Secretary and Treasurer shall be audited once each year. A complete and proper statement of the standings of the books for the previous year shall be submitted by the Auditor at the annual meeting.

SECTION ELEVEN – AMENDMENT OF THE BYLAWS AND REGULATIONS

11.01 Amendments – All proposed additions to, amendments to, or rescissions of the Bylaws or Regulations must be approved by the Board before any further action is taken. Additions to, amendments to, or rescissions of the Bylaws or Regulations are not effective until they are approved by the registered members in good standing of the Association at an annual meeting, a special meeting or by mail as specified in Section Eight of these Bylaws.

SECTION TWELVE – NOTICE

12.01 Notice – Unless another method for notice has been set out in the Act, Regulations or Bylaws, any notice to be given pursuant to the Act, Regulations, Bylaws, or otherwise to a member, director, officer, auditor or member of a committee shall be sufficiently given if it is given to the person to whom it is intended by electronic mail, facsimile communication or telephone or if it is delivered personally to that person, delivered to that person's recorded address or mailed to that person's recorded address by prepaid ordinary post or airmail.

12.02 Deemed Notice – Any notice that is given by electronic mail or facsimile communication shall be deemed to have been given when it is sent; any notice that is given by telephone shall be deemed to have been given when it is communicated; any notice that is delivered shall be deemed to have been given when it is delivered personally or to the recorded address; any notice mailed shall be deemed to have been given when it is deposited at the post office or public letter box.

12.03 Waiver of Notice – Any member, director, officer, auditor or member of a committee may at any time waive any notice, or waive or abridge the time for any notice, required to be given to him or her under the Act, Regulations, Bylaws or otherwise. Such waiver or abridgement, whether given before or after the meeting or other event of which notice is required to be given, shall cure any defect in the notice.

SECTION THIRTEEN – MEMBERSHIP AND ITS RIGHTS AND OBLIGATIONS

13.01 Categories of Membership – Two (2) categories of registered members have been established under and are governed by the Regulations:

- (a) Professional Chemist (P.Chem. or PChem); and
- (b) Chemist-in-Training (C.I.T. or CIT).

13.02 Membership Registers – The Association Registrar shall in accordance with the instructions of the Board maintain a register for each category of membership.

13.03 Eligibility – Subject to the Regulations, the Board shall for each category of membership set the requirements for both admission and renewal of membership. Subject to the Regulations, the Board shall have the final decision as to whether an applicant meets the requirements for admission or renewal of membership.

13.04 Membership Fees – The Board shall fix an annual membership fee for each category of membership and may vary its amount from time to time. The annual membership fee shall become due and owing annually on January 1. Persons applying for a particular category of membership must submit the membership fee applicable to that category of membership, or if the Board so decides a pro-rated portion thereof, along with their application for admission to the Association. The membership fee submitted will be returned if admission to the Association as a registered member is denied.

13.05 Application Fee – The Board may in its discretion fix an application fee for each category of membership and vary its amount from time to time. Persons applying for a particular category of membership must submit the application fee applicable to that category of membership, if there is one, along with their application for admission to the Association. The application fee will not be returned if admission to the Association as a registered member is denied.

13.06 Late Renewal Fee – The Board may in its discretion fix a late renewal fee for each category of membership and vary its amount from time to time. A registered member who does not pay his or her annual membership fee by the annual renewal date prescribed by the Board shall pay in addition to the annual membership fee a late renewal fee, if the Board has set one.

13.07 Expiry of Membership – Membership in the Association expires every year on December 31st, unless the member renews his or her membership within sixty (60) days after the annual renewal date prescribed by the Board for the subsequent calendar year.

13.08 Annual Membership Card – The Association Registrar shall issue an annual membership card to each person upon admission to the Association as a registered member and annually to each member that renews his or her membership.

13.09 Member's Address – A registered member shall promptly notify the Association of a change of address.

13.10 Standards of Conduct and Competency – The Board may from time to time prescribe standards of conduct, including a code of ethics and standards of competency for registered members of the Association. Members of the Association shall follow the standards of conduct and the standards of competency prescribed by the Board.

13.11 Member in Good Standing – Any registered member who has not withdrawn, been suspended or expelled, or failed to pay his or her membership fee within sixty (60) days after the annual renewal date prescribed by the Board is a member in good standing. Only a member in good standing has any membership rights, privileges or powers.

13.12 Suspension and Expulsion – If a registered member is in default for the payment of annual fees or late renewal fees, if any, the Board may in its discretion at any time after the expiration of the sixty (60) day period following the annual renewal date prescribed by the Board serve on the member by registered mail or personally a written notice requiring payment of those fees within thirty (30) days following service of that notice. If the member fails to pay those fees within thirty (30) days following service of that notice, the Board may without further notice to the member direct the Association Registrar to cancel or suspend the membership of the member. Any member of the Association may be expelled by the Board for any cause which the Board deems reasonable. No such member shall be expelled by the Board unless that member has been given an opportunity to make a statement to the Board.

13.13 Withdrawal – Subject to the Regulations, any registered member wishing to withdraw from membership may do so upon notice in writing to the Board through the Secretary.

13.14 Inspection of Books and Records – The books and records of the Association may be inspected by any registered member in good standing of the Association at the annual meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the books or records that the member wishes to inspect.

SECTION FOURTEEN – NON-PRACTICING LEAVE OF ABSENCE

14.01 Non-Practicing Leave of Absence – The Board may in its discretion grant a registered member in good standing a non-practicing leave of absence. During a non-practicing leave of absence, the member

- (a) shall not engage in the practice of chemistry as a registered member;
- (b) shall not exercise any sign-off privileges granted to registered members; and
- (c) shall not use the professional stamp provided by the Association.

The Discipline Committee retains its power under the Act and the Regulations to investigate and discipline registered members who are on non-practicing leaves of absence.

14.02 Retained Membership Duties and Privileges – A registered member in good standing who is on a non-practicing leave of absence shall continue to be a member and to be bound by the Act, the Regulation, the Bylaws and the Code of Ethics of the Association. As such, a member on a non-practicing leave of absence shall, subject to Section 14.01, retain the following privileges of membership:

- (a) the use of his or her professional title;
- (b) the right to vote as a registered member; and
- (c) the eligibility to serve on the Board, on the Committees of the Board, and as an Officer or Agent of the Association.

14.03 Professional Development Credits – A registered member on a non-practicing leave of absence shall not be required to complete any professional development credits for that period.

14.04 Continuity of Membership – The duration of a non-practicing leave of absence shall be deemed as a continuing period of membership in the Association.

14.05 Justifications – The Board in its discretion may accept justifications for a non-practicing leave of absence that shall include not only retirement from active practice but also other justifications that are typically deemed acceptable by employers, such as the provision of essential care to a family member, maternity or paternity leave, jury duty, the opportunity to travel, and the loss of employment.

14.06 Declaration to the Registrar – A registered member who wishes to take a non-practicing leave of absence shall apply in writing to the Association Registrar one (1) month prior to the proposed starting date. Shorter notice periods may be allowed at the discretion of the Registrar. This application shall include a declaration in writing that the member will not actively engage in professional practice in Alberta for the duration of his or her non-practicing leave of absence.

14.07 Application Fee – The Board may in its discretion fix an application fee for a non-practicing leave of absence and vary its amount from time to time. This fee shall be payable to the Association at the time a registered member applies to the Association Registrar for a non-practicing leave of absence.

14.08 Modified Membership Fee – The Board may in its discretion fix a modified membership fee for a non-practicing leave of absence, or if the Board so decides a pro-rated portion thereof, and vary its amount from time to time. This modified fee shall be payable to the Association at each renewal of a non-practicing leave of absence.

14.09 Duration – A non-practicing leave of absence shall remain in effect until December 31st of the year in which the application is received by the Association Registrar. A registered member may renew his or her non-practicing leave of absence annually by submitting a new written declaration of non-practicing status to the Registrar along with his or her membership renewal.

14.10 Register of Members – The Association Registrar shall indicate in the register of members all those who are on non-practicing leaves of absence.

14.11 Reinstatement – If a registered member wishes to return to professional practice after a non-practicing leave of absence, the member shall send the Association Registrar a written request for reinstatement. The member shall contact the Registrar at least thirty (30) days prior to the proposed date of reinstatement and resumption of professional activities. The member shall comply with any conditions set by the Registrar and the Practice Review Committee before resuming active professional practice.

14.12 Reinstatement Fee – The Board may in its discretion fix a reinstatement fee and vary its amount from time to time. This fee shall be payable to the Association at the time a registered member applies to the Association Registrar for reinstatement.