THE SASKATCHEWAN ASSESSMENT APPRAISERS' ASSOCIATION

ADMINISTRATIVE BYLAWS

January 18, 2003 (Revised 2007, 2009, 2011, 2013, 2016)

BYLAW I – COUNCIL

Section 1 Composition

1. The affairs of the Association shall be managed by council that shall be composed of:
   a) not less than five (5) and not more than twelve (12) elected members, consisting of the president, vice-president, past-president, secretary, and treasurer and up to seven (7) directors, and who shall be the elected officers of the Association; and
   b) two (2) public representatives appointed pursuant to section 8 of *The Assessment Appraisers Act.*

Section 2 Eligibility

1. The following members of the Association may be elected as members of the council:
   a) Licensed members; or
   b) a maximum of two (2) candidate members.

Section 3 Term of Office

1. The term of office for the president, vice-president and past-president shall be two (2) years and shall begin at the close of the annual meeting immediately following the election process.

2. The term of office for the secretary and treasurer shall be two (2) years and shall begin at the close of the annual meeting immediately following the election process. The term of office for the treasurer shall expire on December 31st of the 2nd year of the term.

3. The term of office for directors shall be two (2) years with three directors elected one year and four (4) directors elected the year following, and the terms shall begin at the close of the annual meeting immediately following the election process. Vacancies will be filled at the next annual meeting to complete any unrealized term.

4. The vice-president succeeds the office of president:
   a) on the expiry of the president's term of office; or
   b) on the resignation or termination of the president's term of office and thereafter continues in office as president of the Association.

5. Vacancies are handled pursuant to section 10 of *The Assessment Appraisers Act*.

Section 4 Powers and Functions

1. Council shall govern, manage and regulate the affairs of the Association and, without restricting the generality of the foregoing shall, pursuant to section 14 of *The Assessment Appraisers Act*;
   a) establish policies necessary to further the goals of the Association;
   b) establish policies governing the professional conduct and discipline committees of the Association;
   c) establish policies governing the financial affairs of the Association, including the management of the surplus funds;
   d) establish policies respecting the acquirement and management of Association property;
   e) establish policies governing scholarships, bursaries and prizes;
   f) approve the appropriation, investment and disbursement of Association funds;
   g) review and approve the proposed budget of the Association according to Association policies;
   h) recommend to the Association membership revisions to, or amendments of, the bylaws;
   i) participate in public relations activities of the Association;
   j) submit to each annual meeting of the Association an audited financial statement of the operations of the Association for the past fiscal year of the Association;
   k) participate, as and when directed by council, as committee chairpersons or committee members on committees of the Association;
   l) determine, from time to time, the duties, responsibilities and remuneration of Association officers and employees; and
   m) approve and ensure the safekeeping of the Association Seal.

Section 5 Council Meetings

1. Meetings of council shall be called by the president with two (2) weeks notice or as arranged at a previous meeting of council with not less than four (4) meetings being held between annual meetings.

2. Meetings can be called by fax, telephone, mail or email.

3. A quorum of council shall be fifty percent (50%) of the voting members of the elected council.

Section 6 President

1. The president shall:
   a) preside at all general and special meetings of the Association, and of council;

b) perform all acts and deeds pertaining to this office;

c) exercise a general control and supervision over the affairs of council and the Association;

d) chair council; and

e) be an ex-officio non-voting member of all committees with exception of the nominations committee, professional conduct committee and discipline committee.

Section 7 Vice-President

1. The vice-president shall;

a) in the absence of the president perform the duties of the president;

b) act as chairperson of the legislation and bylaws committee; and

c) succeed to the office of president.

Section 8 Secretary

1. The secretary shall:

a) maintain records of all meeting of the Association and council;

b) circulate the minutes to council before the next regular meeting;

c) notify all members of all annual and special meetings, and circulate to members appropriate information and documentation prior to any special or annual meeting; and

d) issue all notices required by statute, by these bylaws, or by resolution of council.

Section 9 Treasurer

1. The treasurer shall:

a) ensure that complete and accurate financial records are maintained;

b) prepare a preliminary budget for approval by council; and

c) ensure the preparation of financial reports for presentation to the membership at the annual meeting.

Section 10 Past-President

1. The past-president shall:

a) act as a member of council on the next succeeding council after being president; and

b) be a member of the legislation and bylaws committee

Section 11 Public Representatives

1. The public representatives, in addition to the powers and functions identified in section 8 of *The Assessment Appraisers Act*, shall

   a) represent the views of the public on matters before council; and

   b) report to council on public concerns.

2. If public representatives are not appointed, the positions shall remain vacant.

Section 12 Registrar

1. Council shall appoint a registrar pursuant to subsection 11(2) of *The Assessment Appraisers Act*.

2. The registrar shall:

   a) collect the required fees;

   b) issue licences and memberships;

   c) keep a record of names and addresses of those granted licences and memberships and the category of memberships held as required by *The Assessment Appraisers Act*, and such other information as may be required; and

   d) perform other such duties as determined by council.

3. The term of office shall be two (2) years and may be renewed.

BYLAW II – ELECTIONS

Section 1 Nominations

1. Members are eligible to submit nominations to the Association.

2. All written nominations must be accompanied by a signed statement from the nominee, including two (2) signatures of members in good standing, and submitted two (2) weeks prior to the annual meeting.

3. All nominations from the floor must be accepted by the nominee and must be seconded in

order to be valid.

4. Where only one (1) nominee is nominated for a particular office, that nominee shall be elected by acclamation.

BYLAW III – MEETINGS OF THE ASSOCIATION

Section 1 Annual Meeting

1. Written notice of the annual meeting shall be given to all Association members at least thirty (30) days prior to the meeting.

2. Resolutions, minutes of the previous year, and the audited annual financial statement shall be circulated at least thirty (30) days prior to the annual meeting.

3. Council shall establish the rules and procedures for the conduct of the annual meeting.

Section 2 Special Meetings

1. Council may call special meetings of the Association, as required, at a time and place decided upon by council, stating the date, time and place of the meeting.

2. Council shall call a special meeting of the Association upon the written request of at least one third of the eligible voting members of the Association.

3. Written notice of a special meeting shall be given to all members at least thirty (30) days prior to the special meeting and will include the purpose of the meeting and any draft resolutions, if relevant.

4. Council shall establish the rules and procedures for the conduct of any special meeting.

Section 3 Quorum

1. Twenty-five (25) percent of the voting membership who are members in good standing, present in person or by proxy constitute a quorum for the transaction of business at all annual or special meetings of the Association.

Section 4 Voting

1. All questions voted on at a meeting of the Association, except as otherwise specified by section 13 of *The Assessment Appraisers Act*, shall be decided by a plurality of the votes of the Regular members present.

2. Each Regular member shall be entitled to one (1) vote.

3. The process for creating new bylaws or amending existing bylaws shall be governed by section 13 of *The Assessment Appraisers Act*.

4. Voting for elected members of council shall be by ballot at the annual general meeting.

5. Scrutinizers shall be appointed by the past-president prior to voting and shall not be voting members of the Association.

6. Spoiled ballots are defined by clause 2(1)(mm) of *The Election Act, 1996.*

Section 5 Proxy

1. Voting members may vote at meetings of the Association by proxy if:
    a) the voting member who cannot attend but wishes to exercise their vote notifies the Association in writing, on the prescribed form, no later than seven (7) days prior to any meeting of the Association of an appointment of a designate who is a voting member;
    b) the proxy is received by the designate prior to the start of the meeting;
    c) the proxy clearly states the date of the specific meeting; and
    d) the proxy clearly states to whom the proxy is given (a maximum of four (4) proxies per person).
2. The proxy is non-transferable.

Section 6 Parliamentary Authority

1. In all matters not regulated by these bylaws, Robert's Rules of Order shall govern.

BYLAW IV – ADMINISTRATION

Section 1 Seal

1. The Association shall have a seal in such form as approved by council.

2. Where the seal of the Association is required, it shall be affixed by the registrar, president or person authorized to perform the duties of the registrar.

3. Any document other than membership certificates required to be executed under seal shall be signed by the president or vice-president and registrar.

4. The seal shall be kept by the registrar.

Section 2 Fiscal Year

1. The fiscal year of the Association shall be the calendar year.

Section 3 Auditor

1. The auditor shall be appointed for the ensuing year at the annual meeting or by council.

2. The auditor so appointed shall examine the books and accounts of the Association and submit, in writing, the result of their examination to the annual meeting.

Section 4 Banking and Financial Dealings

1. Banking and financial dealings of the Association shall be with a financial institution approved by the council.

Section 5 Signing Authority

1. Signing officers of the Association shall be the president, the treasurer and the Executive Director.

2. Cheques shall be co-signed by two of the three signing officers of the Association.

3. Legal documents shall be signed in accordance with Association policies.

Section 6 Contributions, Donations or Bequests

1. The Association shall be responsible for the management of donations and bequests as approved by council.

Section 7 Head Office

1. The head office of the Association shall be at the direction of council.

BYLAW V – FEES

Section 1 Admission and Membership Fee

1. Application for admitting persons in the Association shall be fifty dollars ($50.00).

2. Application for a change in membership status shall be fifty dollars ($50.00).

3. The registrar shall mail notices for annual membership fees by January 15th of the membership year.

4. The annual membership fee for the year shall be payable by March 1st of the membership year.

5. A prorated membership fee equaling sixty (60) percent of the annual membership fee may be established to accommodate first time applicants seeking application after July 1st of the membership year and such fee shall cover membership for the remainder of the membership year.

6. All fees are subject to applicable taxes.

7. Members who have not paid the annual fees by April 1st shall cease to be members of the Association. Such applicants may be readmitted to their former membership status upon completing the prescribed forms and submission of the annual fees and/or any other fees prescribed by council

8. After March 1st, a late payment penalty of fifty dollars ($50.00) will be charged to the member.

9. Refusal to pay any of the prescribed fees may be deemed reason for expulsion from the Association.

Section 2 Annual Fees

1. The annual membership fee for Regular members shall be one hundred and seventy-five

dollars ($175.00).

2. The annual fee for a Licensed or Restricted Licensed members shall be two hundred and fifty dollars ($250.00).

3. The annual fee for a Designated member shall be two hundred and fifty dollars ($250.00).

4. The annual fee for a candidate member shall be two hundred and fifty dollars ($250.00).

5. No fee will be charged for honourary members.

Section 3 Reinstatement Fee

1. A member who has been expelled may apply to council to have his or her registration reinstated under section 35 of *The Assessment Appraisers Act*.

2. A member whose registration has expired for reasons other than Section 3.1 above, may apply to have his or her registration reinstated pursuant to the current bylaws and policies in effect at the date of reinstatement.

3. The reinstatement fee shall be one hundred and fifty dollars ($150.00).

Section 4 General

1. All fees are non-refundable.

2. Application for certification by the Association shall be two hundred and fifty dollars ($250.00).

BYLAW VI - STANDING COMMITTEES

Section 1 Standing Committees

1. The standing committees of the Association shall be:
   a) the education committee; and
   b) the legislation and bylaws committee

2. Each standing committee shall:
   a) perform its duties subject to the direction of council;

b) meet as frequently as required to fulfill its terms of reference; and

c) report to council on the business of each meeting of the committee.

3. All members of standing committees shall have voting power, unless otherwise specified.

4. A quorum for the standing committee shall be a majority of its members.

5. Meetings of the committees shall be called by the chairperson of the committee or as arranged at a previous meeting of the committee.

Section 2 Education Committee

1. The members of the education committee shall be composed of:

   a) seven (7) Licensed or Designated members; and

   b) one (1) public representative appointed pursuant to section 8 of *The Assessment Appraisers Act* unless the public representative positions are vacant.

2. The seven (7) Licensed or Designated members include:

   a) two (2) Licensed or Designated members holding a MRAAS designation;

   b) one (1) Licensed or Designated member holding a MAAS from the Saskatchewan Assessment Management Agency;

   c) one (1) Licensed or Designated member from the City of Regina

   d) one (1) Licensed or Designated member from the City of Saskatoon

   e) two (2) Licensed or Designated members elected from the membership at large to be voted on by the membership at the annual meeting

3. Each group responsible for electing a member to the education committee has the option of electing their member(s) no later than 30 days after the annual meeting. The chairperson of the education committee shall notify council of the Association of the name(s) of the member(s) within thirty (30) days of the annual meeting. If after thirty (30) days a member has not been elected, council shall appoint a member to fill the position.

4. The chairperson of the education committee shall be elected by the members of the education committee for a one (1) year term and may serve successive terms.

5. Appointments shall be for a three (3) year term for all committee members. Committee members may serve consecutive terms.

6. The duties of the committee shall be:

   a) to establish and maintain an education program for the Association;

b) to administer the accreditation program for the Association;

c) to establish and administer professional designations for the Association;

d) to establish and administer equivalent course recognition as offered in other provinces, or by other associations, organizations or educational institutions;

e) to make available a report, including minutes from committee meetings, at each year's annual meeting; and

f) to maintain a recertification program for the Association.

Section 3 Legislation and Bylaws Committee

1. The membership of the legislation and bylaws committee shall be:

   a) the vice-president, who shall be the chairperson;

   b) the past-president; and

   c) two (2) directors.

2. The duties of the committee shall be:

   a) to monitor federal, provincial and municipal legislation affecting mass assessment appraisers and the mass assessment appraisal profession, and to make recommendations to council for Association action when required;

   b) to review *The Assessment Appraisers Act* and bylaws of the Association and to make recommendations to council regarding necessary changes; and

   c) upon the direction of council, to draft changes in *The Assessment Appraisers Act* and bylaws.

BYLAW VII – AD HOC COMMITTEES OF THE ASSOCIATION

Section 1 General

1. Special committees may be appointed by council at any time to carry out the objectives of the Association, and may be dissolved by a resolution of council.

2. Unless established by bylaw, council shall establish for all special committees:

   a) terms of reference;

   b) membership and term of appointment;

   c) chairperson;

   d) quorum requirements; and

   e) budget allocation.

BYLAW VIII – CONFLICT OF INTEREST

Section 1 Conflict of Interest

1. Conflict of interest in matters involving Association representatives shall include:
   a) elected members of council;
   b) members appointed to serve as delegates, committee members or committee chairpersons; and
   c) employees of the Association acting in an official capacity.

2. Members serving in an official capacity shall declare a conflict of interest in matters under discussion or in decisions taken in which they have a vested interest.

3. It shall be the responsibility of the chairperson to ensure that members identifying a conflict of interest shall leave the meeting during consideration of the pertinent issue and that action shall be recorded.

4. A conflict of interest may be defined as, but is not limited to, the following:
   a) where the member is involved in negotiating wages and/or employment contracts, or completing performance appraisals for Association staff who may be related to that member;
   b) where the member is involved in determining/reviewing credentials and registration/licensing eligibility for an applicant or another member who may be related to that member;
   c) where the member is involved in the investigation and/or discipline process affecting another member who may be related to that member; and
   d) where the member is involved in the adjudication of an appeal of registration examination marks for a person related to that member.

Certified a True Copy



Marilyn Steranka, Executive Director
October 11, 2016

January 18, 2003 (Revised 2007, 2009, 2011, 2013, 2016)