



**BYLAWS
OF THE
ALBERTA LAND SURVEYORS' ASSOCIATION**

**Pursuant to the
Land Surveyors Act
(RSA 2000 c L-4.1)**

*Printed by:
The Alberta Land Surveyors' Association
(with amendments to May 21, 2008)*

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Since July 1, 1996

6(c)	Secretary Treasurer Term (1997)
51(4)	Associate Members (1997)
1(b)	Add Pupil to Definition of Member (2000)
51	Add Pupil to Category Listing (2000)
51(6)	Pupil Category (2000)
52(1)(l)	Pupil Fee (2000)
51(4)	Associate Member Category (2002)
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GENERAL BYLAWS

Pursuant to the Land Surveyors Act (SA 1981 c L-4.1)

- 1 (1) In this bylaw
 - (a) "Act" means the Land Surveyors Act, (SA 1981 c L-4.1):
 - (b) "member" means an Alberta Land Surveyor, Honorary Life Member, Retired Member, Honorary member, Pupil, Associate Member, Affiliate Member, or a Student Member;
 - (c) "President", "Vice President", "Past President", "Secretary Treasurer", "Registrar", mean respectively the individuals elected or appointed to those offices under the Act or this bylaw.
- (2) Unless the contrary intention appears The Interpretation Act, RSA 2000 applies to this bylaw.

PART 1 HEAD OFFICE, SEAL AND LOGO

- 2 The head office of the Association shall be located in Edmonton, Alberta.
- 3 (1) The Common Seal of the Association shall contain the words "Alberta Land Surveyors' Association".
 - (2) The Secretary Treasurer, or in his absence or inability to act, the President or an individual designated by the President shall have the custody of the Common Seal of the Association.
 - (3) When the Common Seal of the Association is required to be fixed to any document, the seal shall be accompanied by the signatures of the President and Secretary Treasurer or such other persons as may be designated by the Council.
- 4 (1) The official logo of the Association shall be lodged at the head office of the Association and dictates the proportions and reproduction of each element thereof.
 - (2) Any use of the official logo must be in compliance with advertising guidelines as may be established by the Association from time to time to govern its members.

PART 2 OFFICES OF THE ASSOCIATION AND THE COUNCIL

Offices of the Association

- 5 (1) The offices of the Association are:
 - (a) the President;
 - (b) the Vice President;
 - (c) the Past President;
 - (d) the Secretary Treasurer;
 - (e) six offices of councillor,of which the President, Vice President, and Secretary Treasurer and six offices of councillor are elected, and the Past President is appointed.
- (2) The office of Past President is filled by the Alberta Land Surveyor who was the most recent President but who no longer holds that office.

Elected Offices

- 6** Alberta Land Surveyors shall elect from among their number:
- (a) a President and a Vice President each of whom hold office until the installation of new officers at the next annual general meeting,
 - (b) 3 members of Council, each of whom shall hold office until the installation of new councillors at the annual general meeting held in the second year following the year of their election, and
 - (c) a Secretary Treasurer who shall be elected at an Annual General Meeting and hold office for a three-year term, and
 - (d) such additional members of the Council as may be required, each of whom hold office until the conclusion of the term of the vacancy for which they are elected.

President

- 7** (1) It is the duty of the President:
- (a) to preside at all meetings of the Association and the Council, and
 - (b) to perform such other functions as are required under these bylaws or by the Council.
- (2) The President is an ex-officio member of all committees of the Council and of the Association except the Discipline Committee, the Registration Committee, and the Nominating Committee.

Vice President

- 8** (1) In the absence or inability to act of the President it is the duty of the Vice President to act as President.
- (2) When the Vice President acts as President, the Vice President has all the powers, duties and obligations of the President.
- (3) In the event of death, disqualification or resignation of the President, the Vice President becomes President for the remainder of the term of office.
- (4) The Vice President is an ex officio member of all committees of the Council and of the Association except the Discipline Committee, the Registration Committee, and the Nominating Committee.

Secretary Treasurer

- 9** (1) The Secretary Treasurer shall carry out the duties and responsibilities which are established for this office by Council.

Vacancies in Elected Offices

- 10** If the holder of an elected office dies, resigns or becomes disqualified, the Council may:
- (a) appoint an Alberta Land Surveyor to the office until the next annual general meeting, or
 - (b) leave the office vacant.

Council

- 11** The Council shall be composed of at least 9 but no more than 20 elected Alberta Land Surveyors consisting of:
- (a) the President;
 - (b) the Vice President
 - (c) the Secretary Treasurer
 - (d) 6 or more Councillors
 - (e) the Past President, and
 - (f) at least one member of the public.

- 12 (1) If the President and Vice President are absent or unable to act, the Council may appoint one of their number to act as President during the absence or inability of the President or Vice President.
- (2) When a Council member acts as President that person has all the powers, duties and obligations of the President.

Council Meetings

- 13 (1) Meetings of the Council shall be held at the call of the President or pursuant to subsections (2) and (3).
- (2) Three members of Council may, by notice in writing to the Executive Director, request that a meeting of the Council be called.
- (3) Immediately following a request under subsection (2), the Executive Director shall call a meeting for a date within 21 days of receipt of the request by the Executive Director.
- (4) Unless otherwise agreed by every member of Council, written notice of each Council meeting shall be sent by the Executive Director to each Council member at least seven (7) days before the date of the meeting.

Voting

- 14 (1) Each member of Council has one vote.
- (2) The individual acting as chairman of a meeting of Council shall not vote on any matter unless there is a tie vote in which case the Chairman shall cast a vote.

Registrar

- 15 The Registrar shall perform such duties as required under the Act and Regulations and these bylaws.

Acting Registrar

- 16 Council may appoint an Acting Registrar who has all the powers and may perform all of the duties of the Registrar when the Registrar is absent, unable to act or when there is a vacancy in the office.

Expenses

- 17 Travelling and living expenses shall be paid by the Association to elected members of Council that are incurred by the member for attendance at a meeting of Council away from the member's usual place of residence.

Rules of Procedure

- 18 The rules of order and procedure at a meeting of Council shall be those normally accepted rules of order and procedure governing meetings of alike nature, but if a dispute arises, the chairman may declare that the most recent edition of Roberts Rules of Order applies to the meeting.

Reports

- 19 Council shall present to the annual general meeting of the Association a report on the operation of the Association which shall be prepared from the minutes of the meetings of Council held during the preceding year.

**PART 3
ASSOCIATION MEETINGS**

Annual General Meeting

- 20** An annual general meeting of the members of the Association shall be held once each year, not later than May 31st, at a date and place as prescribed by Council.

Special Meetings

- 21** (1) A special meeting of the Association shall be held
- (a) at the call of the Council, or
 - (b) on the petition of at least 10% of Alberta Land Surveyors and delivered to the Executive Director.
- (2) A special meeting called by the Council shall be held on such date and at such place as the Council determines.
- (3) A special meeting called by petition shall be held within 60 days of the date of receipt of the petition by the Executive Director at such place as the President determines.

Calling of Meetings

- 22** The Executive Director shall give at least 21 days notice of Annual General Meetings and Special Meetings of the Association to each member showing the date, time, and place of the meeting.

Procedure at Meetings

- 23** (1) All matters at an annual general meeting or at a special meeting shall be introduced as motions or resolutions, duly seconded.
- (2) Any matter of new business that an Alberta Land Surveyor, Honorary Life Member, or Retired Member wishes to introduce shall be in the form of a written motion or resolution, duly seconded, submitted to the chairman of the meeting.
- (3) The chairman of the meeting shall decide whether the motion or resolution presented under subsection (1) is in order before admitting it for discussion.
- (4) Except as otherwise provided in this bylaw or in regulations made under the Act, the conduct of business at a meeting of the Association shall be governed by the most recent edition of Roberts Rules of Order.

**PART 4
ELECTIONS**

Nominating Committee

- 24** (1) Each year the Council shall appoint a nominating committee consisting of three (3) individuals who have held the office of President.
- (2) The nominating committee shall choose a chairman from the members of the committee.

Nominations Open

- 25** (1) At least 120 days before the annual general meeting the Registrar shall notify every Alberta Land Surveyor
- (a) that nominations for election to an elected office of the Association are open, and
 - (b) the nature and number of elected offices to be filled.
- (2) No Alberta Land Surveyor may be nominated for more than one elected office at any election.

Method of Making Nominations before AGM

- 26 (1) Every nomination for a vacant elected office made prior to an annual general meeting, shall be made in writing to the Registrar by two (2) Alberta Land Surveyors accompanied by the written consent of the nominee to take office if elected, signed by the nominee.
- (2) A nomination made under section (1) shall be accompanied by a resume of the nominee prepared in such form as the Council requires.

Nominees by Nominating Committee

- 27 At least 100 days before the annual general meeting the nominating committee shall provide the Registrar with a slate of nominees for at least the number of vacancies in elected offices to be filled.

List of Nominees

- 28 At least 80 days before the annual general meeting, the Registrar shall mail to each Alberta Land Surveyor a list of the nominations made to the date the list is mailed.

Additional Nominations

- 29 (1) Any nominations to be added to the list of nominees mailed to Alberta Land Surveyors under Section 28 must be received by the Registrar at least 55 days before the annual general meeting.
- (2) At least 21 days before the annual general meeting, the Registrar shall mail to each Alberta Land Surveyor
- (a) a list of nominations made up to 55 days preceding the annual general meeting,
 - (b) a resume of each nominee, and
 - (c) a notice as to the time, date, and place of the election.
- (3) At the annual general meeting, two (2) Alberta Land Surveyors may, with the consent of the nominee in each case, make further nominations, which shall be added to the list of nominations previously made.

Conduct of Election

- 30 (1) Elections shall be conducted at an annual general meeting at the time and date named in the notice mailed under Section 29(2)(c).
- (2) Prior to the annual general meeting, the Registrar shall cause to be printed a ballot form with the names of the persons nominated for each elected office in groups relating to each office, each group listed in alphabetical order of surname.
- (3) Following each group of names on the ballot form there shall be blank spaces in order to accommodate the names of those nominations made after the forms are printed.
- (4) The term of office and the number of individuals to be elected shall be made clear on the ballot form.
- (5) Each Alberta Land Surveyor is entitled to vote for as many candidates as there are vacancies to be filled for each office or for a lesser number.
- (6) In order to maintain a secret ballot no identifying mark shall be placed on the ballot.
- (7) At the annual general meeting, the Registrar shall appoint at least three (3) Alberta Land Surveyors to act as scrutineers.
- (8) At the time and date named for the election in the notice mailed in accordance with Section 29(2)(c) nominations close and the scrutineers shall distribute to each Alberta Land Surveyor present a ballot.
- (9) An Alberta Land Surveyor who votes may
- (a) appropriately mark his ballot for the candidate of his choice shown on the ballot, or
 - (b) write in the name of a candidate added to the list of nominations after the ballot form was printed, and mark the ballot form appropriately.
- (10) When the scrutineers are satisfied that all those Alberta Land Surveyors present at the meeting who wish to vote have voted the scrutineers shall collect the ballots in sealed ballot box or sealed envelope and count the votes.

Acclamation or Election

- 31 (1) If there are the same number of individuals nominated for office as there are vacancies, those people shall be declared to be elected by acclamation.
- (2) If there are more persons nominated for an office than there are vacancies, the candidate who receives the highest number of votes for the office shall be elected to the office.

Councillor Elected

- 32 (1) The candidates for councillor who receive the highest number of votes for the office of councillor shall be elected as councillors for a term of 2 years.
- (2) If there are any vacancies on Council to be filled under Section 38(1)(d), the person or persons receiving the next highest number of votes for the office of councillor shall be elected as councillors for the balance of the unexpired term or terms to be filled, and as among them, the person or persons receiving the higher number of votes shall fill the vacancy or vacancies which have the longer unexpired term or terms.

Deciding Vote

- 33 When the casting of an equal number of votes for two (2) or more candidates leaves the election of an officer, or Council member undecided,
- (a) the scrutineers shall write on separate ballot papers the names of the candidates who have received the equal number of votes and shall place the papers in a ballot box, and
- (b) the Registrar in the presence of the scrutineers, shall draw from the ballot box one of the ballot papers, and the candidate whose name is written on it shall be the elected candidate.

Result of Vote

- 34 (1) On completing the count of the votes cast for each elected office the scrutineers shall deliver to the Registrar:
- (a) the results of the vote, and
- (b) the ballots and any voting records, in a sealed box or sealed envelope.
- (2) Prior to the commencement of new business at the annual general meeting, the Registrar shall announce the results of the election and the new officers shall be installed.

Recounts

- 35 (1) An objection to the vote as announced is valid only if it is made immediately after the announcement of the results of the election and a proper motion for a recount is then in order.
- (2) If a motion is made and carried, the President shall appoint a committee of scrutineers, of not less than four (4) Alberta Land Surveyors who were not formerly the scrutineers at the election who shall forthwith recount all ballots.
- (3) Candidates may be present or represented at a recount.
- (4) On completion of a recount, the results shall be communicated in writing to the President who shall announce it to the annual general meeting immediately.
- (5) The recount is final and binding.

Destruction of Ballot Papers

- 36 Following the announcement of the vote or the recount, as the case may be, the ballots and any voting record shall be destroyed.

Validating Procedures

- 37 In the event of a failure to comply with any procedure relating to an election, the Council may take any action or make any direction that it considers necessary to validate the nomination, the counting of the ballots or the election.

Disqualification

- 38 (1) If an individual ceases to be an Alberta Land Surveyor, that individual is disqualified from
- (a) nominating or being nominated as a candidate for election to an office of the Association,
 - (b) continuing to stand as a candidate for election,
 - (c) voting in an election for Council membership, or
 - (d) continuing to hold office as a member of Council as the case may be.
- (2) If a member of Council is suspended from the practice of land surveying he ceases to hold office on the Council for the duration of the suspension.

PART 5 FINANCIAL MATTERS

- 39 The bankers of the Association's funds shall be an Alberta Treasury Branch or a chartered bank specified by Council.

Expenditures

- 40 (1) Except as authorized by Council, no money shall be withdrawn from the Association's account except by cheque signed by the Executive Director for amounts under \$5,000 or, in the absence of the Executive Director, by any two of the following officers: President, Vice-President, Past-President or Secretary-Treasurer. A cheque for \$5,000 or over must be signed by any two of the following: the Executive Director, the President, Vice-President, Past-President or Secretary-Treasurer.
- (2) Monies belonging to the Association shall only be expended on the authority of the Council, but a majority of Alberta Land Surveyors at an annual general meeting or special meeting may make recommendations to the Council advocating expenditures for purposes connected with the objects of the Association.

Investments

- 41 The Council may invest any sum not required by the Association for its immediate purposes in such securities as are approved for the investment of trust funds under The Trustee Act, or for:
- (a) the rental or purchase of land or premises.
 - (b) the building of premises to serve as offices, lecture rooms or libraries,
 - (c) the printing and publication of a land surveying manual or any other book or periodical containing material relating to surveying, and
 - (d) such other expenditures as may be authorized by the Council from time to time.

Accounts

- 42 In accordance with Council Policy, Council shall enter or cause to be entered in books kept for that purpose a true account of all sums of money received and paid by the Association.

Auditors

- 43 Council shall appoint a recognized accounting firm to conduct an annual review or audit of the Association's financial records and management practices.

Director's and Officer's Liability Insurance

- 44 The Alberta Land Surveyors' Association shall annually carry and keep in good standing Director's and Officer's Liability Insurance.

**PART 6
COMMITTEES**

- 45** (1) The Council, in addition to those Statutory Committees as defined in the Act and Regulations, may appoint such committees of the Association as the Council considers necessary and shall designate the chairman and where necessary, the vice chairman of each committee so appointed.
- (2) The function, duties and responsibilities of the committees shall be determined by Council from time to time.
- (3) Except where the Act otherwise provides, a committee of the Council or a committee of the Association shall be composed of such individuals as the Council considers necessary and may include persons who are not members of the Association.

Appointments

- 46** (1) Individuals appointed to a committee may be appointed for a fixed period or period of time but not all members need be appointed for the same period of time.
- (2) Individuals appointed to a committee may have their appointments terminated at any time by the Council or have the designation of chairman or vice chairman revoked, as the case may be.
- (3) If under this bylaw a person is required to take some action or do something and is absent, unable or unwilling to take the action or do the thing, the Council may appoint another person to take the action or do the thing.

Ex Officio Members

- 47** (1) An individual who is appointed or entitled to attend a meeting of the Council, a committee of Council or a committee of the Association as an ex officio member
- (a) may speak on any matter before the meeting at which he attends, but
- (b) is not entitled to vote on any matter.
- (2) Notwithstanding subsection (1), an individual who is an ex officio member of the Council or of any committee of the Council or the Association, except the President or Vice President, shall at the direction of the Council or the committee, as the case may be, leave the meeting for the period required.

Chairman

- 48** In the absence or inability to act of the chairman of a committee, a vice chairman shall act as a chairman and in the absence or inability of a vice chairman the members present at the meeting shall elect a member to act as chairman for that meeting.

Travelling and Living Expenses

- 49** At the discretion of Council, appointed representatives of the Association, members of committees of the Association, members invited for special purposes and the representative of other organizations may be paid their reasonable travelling and living expenses for meetings of the Council or of the Association or when travelling on the business of the Association.

Executive Committee

- 50** The Executive Committee is a committee reporting to Council. Reporting through the chairperson, the Executive Committee assists Council in the functions of organization and advocacy governance.
- (1) The Executive Committee of Council consists of the President, Past President, Vice President, and Secretary Treasurer.
- (2) In the event of a vacancy, in any of the foregoing positions, Council may appoint a member of Council to fill the vacancy as required.
- (3) The President shall be the chair of the committee and may appoint one of the other members to act as chair in his/her place when unable to preside personally.
- (4) The committee shall meet at the call of the chair and three members shall constitute a quorum.

- (5) In the interval between meetings of Council, the Executive Committee shall supervise the management of the Association, shall actively pursue its objectives and shall oversee the financial affairs of the Association, subject to such directions, restrictions, and limitations as may from time to time, be given or imposed by Council. The Executive Committee shall possess and exercise all the powers and authority of Council except when the latter is in session. Decisions of the Executive Committee are subject to ratification by Council at its next regularly scheduled meeting.
- (6) Minutes of Executive Committee meetings shall be kept and sent to all members of Council.

**PART 7
MEMBERSHIP CATEGORIES**

Membership Categories

- 51** In addition to the category of Alberta Land Surveyor established by the Act, the following categories of membership are established in the Association:
- Honorary Life Member
 - Retired Member
 - Honorary Member
 - Pupil
 - Associate Member
 - Affiliate Member
 - Student Member
- (1) Honorary Life Member
 - (a) Council, in its discretion, may confer honorary life membership in the Association upon any Alberta Land Surveyor or retired member who has rendered signal service to the Association and the betterment of mankind.
 - (b) An honorary life member is not required to pay an annual fee or any levy payable to the Association.
 - (2) Retired Member
 - (a) Council may, upon application, confer retired membership in the Association upon any person who has been an Alberta Land Surveyor for at least one year, and does not hold an annual certificate to practice.
 - (b) A Retired Member is required to pay an annual fee in accordance with Council policy.
 - (c) A Retired Member may attend any annual general meeting or special meeting of the Association and is entitled to propose or discuss any motion or resolution before the meeting, and may vote on all matters except professional legislation.
 - (d) A Retired Member may sit as a member on any committee, except the Practice Review Board and Discipline Committee, of the Association, and cannot hold an elected office.
 - (e) A Retired Member may use the designation ALS(Retired).
 - (f) Membership may be cancelled by Council.
 - (3) Honorary Member
 - (a) Council may confer honorary membership in the Association upon any person who, through their own initiative and leadership, has rendered eminent service relating to the profession of surveying.
 - (b) There shall at no time be more than 5 honorary members of the Association.
 - (c) An honorary member is not required to pay an annual fee or any levy payable to the Association.
 - (d) Unless Council otherwise directs, an honorary member is entitled to receive all publications, reports, and notices that are available to Alberta land surveyors generally.
 - (e) An honorary member may attend an annual general meeting or special meeting of the Association and is entitled to discuss any motion or resolution before the meeting, but no honorary member may propose a motion or resolution or vote at a meeting of the Association.
 - (f) An honorary member is not entitled to be registered as an Alberta land surveyor.
 - (g) Membership may be cancelled by Council.

(4) Associate Member

- (a) Council may, upon application, confer membership in the Association as an Associate Member to any individual who is sponsored by two Alberta Land Surveyors and who currently complies with one or more of the following criteria:
 - (i) holds a commission as a land surveyor in another province or as a Canada Lands Surveyor;
 - (ii) registered as a member of the Alberta Society of Surveying and Mapping Technologies (ASSMT);
 - (iii) registered as a member of an ALSA recognized geomatics related professional group;
 - (iv) holds a degree or diploma certificate from an ALSA recognized university or technical school;
 - (v) holds a teaching position at an ALSA recognized university or technical school;
 - (vi) has an interest in the field of geomatics.
- (b) An Associate Member is required to pay an annual fee in accordance with Council policy.
- (c) An Associate Member may attend any Annual General Meeting or special meeting of the Association and is entitled to discuss any motion or resolution before the meeting and may vote on all matters except professional legislation and standards of practice but may not propose any motion or resolution to the meeting.
- (d) An Associate Member may sit as a member on any non-statutory committee of the Association.
- (e) An Associate Member may use the designation “Associate Member/Alberta Land Surveyors’ Association” (Associate Member/ALSA).
- (f) Membership may be cancelled by Council.

(5) Affiliate Members

- (a) The Registration Committee on behalf of Council shall, upon application, confer membership in the Association as an Affiliate Member to any individual who holds a license in good standing as a land surveyor in another province or as a Canada Lands Surveyor and is applying for a license as an Alberta Land Surveyor.
- (b) An Affiliate Member is required to pay an annual fee in accordance with Council policy.
- (c) An Affiliate Member may attend any Annual General Meeting or special meeting of the Association and is entitled to discuss any motion or resolution before the meeting and may vote on all matters except professional legislation and standards of practice but may not propose any motion or resolution to the meeting.
- (d) An Affiliate Member may sit as a member on any non-statutory committee of the Association.
- (e) An affiliate member may use the designation “Affiliate Member/Alberta Land Surveyors’ Association.” (Affiliate Member/ALSA)
- (f) Membership may be cancelled by Council.

(6) Pupil

- (a) Council shall confer membership in the Association as a Pupil to any individual whose articles have been approved by the Registration Committee pursuant to Section 3 of the Examination & Training Regulation under the Land Surveyors Act.
- (b) A Pupil is required to pay an annual fee in accordance with Council policy.
- (c) A Pupil may attend any Annual General Meeting or special meeting of the Association and is entitled to discuss any motion or resolution before the meeting and may vote on all matters except professional legislation and standards of practice but may not propose any motion or resolution to the meeting.
- (d) A Pupil may sit as a member on any non-statutory committee of the Association.
- (e) A Pupil may use the designation (Pupil/ALSA).
- (f) Membership may be cancelled upon the articles being terminated pursuant to the Examination and Training Regulation under the Land Surveyors Act.

- (7) Student Member
- (a) Council may upon application, confer membership in the Association as a Student Member to any individual who is enrolled as a full time student and who currently complies with one or more of the following criteria:
 - (i) enrolled in a geomatics program or a related academic program;
 - (ii) enrolled in a high school with the intentions of entering a geomatics program or related academic program;
 - (iii) has an interest in geomatics.
 - (b) A Student Member is not required to pay an annual fee
 - (c) A Student Member may attend any annual general meeting, special meeting or regional meeting of the Association and is entitled to discuss any motion or resolution before the meeting, but may not vote and may not propose any motion or resolution to the meeting.
 - (d) A student Member may sit as a member on any non-statutory committee of the Association.
 - (e) A Student Member may use the designation "Student Member/Alberta Land Surveyors' Association" (Student Member/ALSA)
 - (f) Membership may be cancelled by Council

**PART 8
FEES, DUES & LEVIES**

- 52 (1) The following fees, dues and levies shall be paid to the Association:
- (a) on application for registration as an Alberta Land Surveyor, surveyor's corporation or surveyor's partnership;\$500.00
 - (b) for registration with the Association as an Alberta Land Surveyor, surveyor's corporation or surveyor's partnership;\$200.00
 - (c) for an Alberta Land Surveyor, a sum not exceeding annually\$1,200.00 or a lesser sum as may be fixed by the Council;
 - (d) for retired membership, a sum not exceeding annually\$100.00 or a lesser sum as may be fixed by the Council;
 - (e) for associate membership, a sum not exceeding annually ...\$200.00 or a lesser sum as may be fixed by the Council;
 - (f) for affiliate membership, a sum not exceeding annually\$200.00 or a lesser sum as may be fixed by the Council;
 - (g) for a surveyor's corporation or surveyor's partnership, a sum not exceeding annually\$1,200.00 or a lesser sum as may be fixed by the Council
 - (h) for the filing of articles of service.....\$100.00 or a lesser sum as may be fixed by Council until the articles are terminated,
 - (i) for the filing of each transfer of articles of service\$100.00
 - (j) for late payment of any fees, dues or levies\$200.00
 - (k) for reinstatement, in addition to other fees, dues and levies payable,.....\$500.00
 - (l) for pupils, a sum not exceeding annually\$200.00 or a lesser sum as may be fixed by Council.
 - (m) for branch offices, a sum not exceeding annually.....\$1,000.00 or a lesser sum as may be fixed by Council
- (2) Each Alberta Land Surveyor shall pay to the Association, in addition to his annual fee for active membership, an annual levy of \$500 or such lesser amount, if any, as may be fixed for any year by the Council.

- (3) Not later than March 15th in each year, the Association shall mail notices to all members, stating the amounts of the membership fees and the levy payable for the next year.
- (4) The annual membership fees and annual levies become due on April 1 in each year and are payable on or before April 30.
- (5) Student memberships are valid for one year and applications become due on October 31. Students must reapply annually.

PART 9 REGISTERS AND RECORDS

- 53** The following registers are established:
- (a) the register of Alberta Land Surveyors;
 - (b) the register of Surveyors' Corporations and Surveyors' Partnerships;
 - (c) the annual register.
- 54** The Register of Alberta Land Surveyors shall contain
- (a) a record of the names of all persons accepted for registration as Alberta land surveyors,
 - (b) the date of registration, the address of the member, and
 - (c) the registration number assigned to the member.
- 55** (1) The Register of Surveyor's Corporations shall contain a record of:
- (a) the full name of the corporation registered under The Companies Act;
 - (b) the date of registration under The Business Corporations Act;
 - (c) the total number of voting shares issued by the corporation;
 - (d) the names of the Alberta Land Surveyors or the corporations the majority of whose voting shares of the surveyor's corporation and the number of voting shares issued to each of them;
 - (e) the name of the officers and directors of the corporation;
 - (f) the names of the one or more Alberta Land Surveyors assuming personal supervision, direction, and control of the practice of surveying by the corporation;
 - (g) in the case of a surveyor's corporation the majority of whose voting shares are held by a corporation or corporations controlled by one or more Alberta Land Surveyors the following additional information:
 - (i) the total number of voting shares issued by the corporation which holds the shares in a surveyor's corporation.
 - (ii) the names of the Alberta Land Surveyors holding the voting shares and the number issued to each of them.
 - (iii) the names of the officers and directors of the corporation.
- (2) The register of Surveyors' Partnerships shall contain a record of:
- (a) the name of the partnership,
 - (b) the names of the partners, and
 - (c) the names of the one or more Alberta Land Surveyors assuming personal supervision, direction, and control of the practising of surveying by the partnership.

Annual Register

- 56** (1) The Annual Register shall contain the names, current addresses, and date of registration for all members, surveyor's corporations and surveyor's partnerships registered as of April 30.
- (2) The Registrar shall prepare a supplement to the Annual Register to include all members, surveyor's corporations or surveyor's partnerships registered after April 30 in any year and send a copy to the Registrar of each Land Titles Office and the Director of Surveys.

- (3) Additions or deletions to the Annual Register shall be published in the Association newsletter.
- (4) On or before June 1, in each year, the Registrar shall send a copy of the Annual Register to each member, to the Director of Surveys and to the Registrar of each Land Titles Office.
- (5) When a member dies, is suspended or has their registration cancelled, the Registrar shall strike that member's name from the Annual Register and shall forthwith notify the Director of Surveys and the Registrar of each Land Titles Office.

Membership Files

- 57** For each Alberta Land Surveyor, Surveyor's Corporation, and Surveyor's Partnership the Registrar shall maintain a membership file containing such of the following particulars as are appropriate:
- (a) full name;
 - (b) date of birth or registration under The Business Corporations Act or The Partnership Act (if so registered);
 - (c) registration number;
 - (d) date of registration as an Alberta Land Surveyor, surveyor's corporation or surveyor's partnership;
 - (e) complete address
 - (f) academic background
 - (g) any suspension or cancellation of registration;
 - (h) such other information as Council may direct.

Mailing Address

- 58** Every Alberta Land Surveyor, surveyor's corporation or surveyor's partnership practicing in Alberta shall:
- (a) maintain a current mailing address, and
 - (b) notify the Registrar in writing of their mailing address and of any change to it forthwith after a change occurs.

Public Inspection

- 59** (1) All registers shall be open for public inspection at the office of the Association during normal office hours.
- (2) Membership files shall be open for inspection at the discretion of Council.

Notice of Cancellation or Suspension

- 60** (1) If the registration of a practitioner is suspended or cancelled, notice to that effect shall:
- (a) be published in Part 1 of the Alberta Gazette and elsewhere as Council may direct,
 - (b) contain the name of the individual or corporation whose registration is cancelled or suspended, and
 - (c) in the case of a suspension, state the period of the suspension.
- (2) If a member is reprimanded or disciplined other than by suspension or cancellation of registration, notice to that effect may, at the discretion of the Discipline Committee of the Council, be published in such manner as the Council directs.

**PART 10
STAMPS**

Permit Stamps

- 61 (1) The permit stamp of a surveyor's corporation or surveyor's partnership shall be a rubber stamp engraved with:
- (a) the name of the corporation or partnership to which the stamp is issued,
 - (b) the permit number of the corporation or partnership, and
 - (c) the words "ALBERTA LAND SURVEYORS' ASSOCIATION".
- (2) The permit stamp shall be designed in the following form:



- (3) The Registrar is the only person entitled to issue a stamp to a surveyor's corporation or surveyor's partnership.
- (4) The cost of the permit stamp shall be borne by the surveyor's corporation or surveyor's partnership to whom it is issued.
- (5) A surveyor's corporation or surveyor's partnership may apply to the Registrar for one or more duplicate stamps to be issued to it.
- (6) The Registrar may grant approval to a surveyor's corporation or partnership to integrate the permit stamp design issued by the Registrar into their computer assisted drafting system to facilitate the use of the stamp on plans, drawings and documents, being certified by an Alberta Land Surveyor who is a member or an employee of the surveyor's corporation or surveyor's partnership to whom the permit was issued.
- (7) The permit stamp of a surveyor's corporation or surveyor's partnership is owned by the Association and is issued to a surveyor's corporation or surveyor's partnership in accordance with the Act and must be returned,
 - (a) if the corporation or partnership ceases to comply with the Act, regulations or bylaws,
 - (b) if the corporation or partnership is wound up or otherwise ceases to be a surveyor's corporation or surveyor's partnership, and
 - (c) if the registration of the corporation or partnership is suspended or cancelled.
- (8) A surveyor's corporation or partnership shall not use a stamp in the practice of surveying except the stamp issued to it by the Registrar.
- (9) The stamp of a surveyor's corporation or surveyor's partnership shall be used on plans, drawings or documents that are certified by an Alberta Land Surveyor who is also a member or employee of the surveyor's corporation or surveyor's partnership to whom the permit stamp is issued.

PART 11
MISCELLANEOUS MATTERS

Employees

- 62** (1) The Council shall appoint an Executive Director and such other employees as it considers necessary to conduct the business of the Association, and shall prescribe the remuneration and conditions of employment.
- (2) An employee appointed by the Council may only have their employment terminated by Council.
- (3) As soon as the Executive Director is appointed and before issuing any cheques on the account of the Association, such person shall furnish a bond for the proper execution duties in such form as may be required by the Council, said bond to be for the sum of \$100,000 or such other amount as may be set by Council, and shall be obtained at the expense of the Association.

Forms

- 63** (1) Articles of service, transfers of articles of service, discharge from articulated service and affidavit of service of an articulated pupil respecting practice under articles shall be executed in Forms A, B, C, and D respectively of the Schedule to these bylaws.
- (2) The Council is authorized to prescribe the form of a certificate of registration, a permit, an annual certificate and such other forms as may be required for the purposes of the Act, regulations or bylaws.

Mail Votes

- 64** If the Council wishes to hold a mail vote on any matter, it shall be conducted in accordance with this Part.
- (1) The form of the matter to be put to a mail vote of members shall be determined by the Council.
- (2) When the form of the matter has been settled it shall be sent to each member with:
- (a) directions as to voting,
- (b) such information as background or explanation as the Council directs, and
- (c) a date and time, specified by the Council, before which the mail vote must be received by the Registrar.
- (3) The Council shall appoint at least three (3) scrutineers to count the mail votes.
- (4) Immediately following the date and time specified for closing of the mail vote, the scrutineers shall count the votes and certify the results to the Council who shall notify the membership accordingly.

Mandatory Insurance

- 65** (1) All practitioners shall carry professional liability insurance for the practice of surveying under the Act.
- (2) On or before the 31st day of July in each year, each practitioner shall provide the Registrar with proof of insurance in accordance with this bylaw. If there are any changes in a practitioner's insurance coverage, that practitioner shall notify the Registrar in writing forthwith.
- (3) Notwithstanding Section 1, Council of the Alberta Land Surveyors' Association may exempt a practitioner from the provision of Section 1.
- (4) If a practitioner exempted from this bylaw wishes to commence the practice of surveying in Alberta in circumstances to which the exemption previously granted is no longer applicable,
- (a) the practitioner shall forthwith notify the Registrar, and
- (b) the practitioner shall immediately take steps to obtain professional liability insurance in accordance with this bylaw and provide proof of same to the Registrar.
- (5) The minimum limit of liability shall be \$500,000 per loss and \$500,000 per policy period.

- (6) A member who applies to Council for retired membership pursuant to Section 51(2) of the general bylaws, or requests Council to cancel the member's registration pursuant to Section 28 of the Land Surveyors Act, must establish to Council's satisfaction that he has provided for adequate insurance coverage.
- (7) The Registrar shall not issue an annual certificate to a practitioner who is not in compliance with this bylaw.

Notices

- 66** (1) When a notice or any other thing is permitted or required to be given to
 - (a) an Alberta Land Surveyors, a surveyor's corporation or surveyor's partnership or other member of the Association, the notice may be given
 - (i) by delivering the notice to that person's address shown on the appropriate register or record of the Association, whether by mail, courier, fax or electronic means, or
 - (ii) by personal service;
 - (b) the Council, Association, Secretary Treasurer, Registrar or other officer of the Association, the notice may be given by delivering or mailing it to the head office of the Association.
- (2) If one or more Alberta Land Surveyors do not receive a notice served in accordance with subsection (1), an annual general meeting or special meeting that is the subject of the notice may nevertheless be held as if the notice or notices had been received.

Time Variations

- 67** (1) Where by this bylaw a certain day is fixed on which or by which certain things are to be done or proceedings had or taken and the day so fixed is a Saturday, Sunday or holiday, the things or proceedings shall be done, had or taken on or by the next day that follows the fixed day and is not a holiday.
- (2) If any thing to be done by the Council or individual within a number of days or at a time fixed by or under these bylaws, cannot be or is not so done, the Council, in its sole discretion, from time to time may appoint a further or other time for doing it, whether the time at or within which it ought to have been done has or has not arrived or expired, as the case may be.
- (3) Any thing done at or within the time specified by the Council is as valid as if it had been done at or within the time fixed by or under this bylaw.
- (4) Where by this bylaw a certain day is fixed on or by which certain things are to be done or proceedings taken, if it appears that the date was fixed having regard to an earlier fixed date on or by which certain other things are to be done or proceedings taken then, notwithstanding anything in this bylaw, if default is made in respect of the earlier date a like delay may be permitted by the Council in respect of the later date.

Amendment to Bylaws

- 68** (1) Subject to this section, new bylaws may be enacted, this bylaw may be amended or a bylaw may be repealed by a simple majority of those Alberta Land Surveyors present at an annual general meeting or a special meeting of the Association.
- (2) If an Alberta Land Surveyor wishes to propose enactment, amendments or repeal of bylaws at the annual general meeting or a special meeting they must, at least 60 days before the annual general meeting or special meeting,
 - (a) give notice of motion in writing to the Registrar, and
 - (b) provide the Registrar with a copy of the new bylaws or the amendments as repealed or proposed.
- (3) The Registrar, on receipt of a motion to enact, amend or repeal bylaws, shall send a copy of the proposed enactment, amendments or repeal to each Alberta Land Surveyor at least 30 days before the annual general meeting or a special meeting at which the motion is to be proposed.
- (4) If the Council wishes to enact new bylaws, propose amendments to these bylaws or repeal bylaws, the President may do so on behalf of Council in accordance with subsection (2).

Coming into Force

69 This bylaw comes into force and all previous bylaws of the Association are rescinded on July 1, 1996.

FORM A

**THE LAND SURVEYORS ACT
(RSA 2000 c L-3)**

ARTICLES OF PUPIL TO AN ALBERTA LAND SURVEYOR

These articles of agreement, made this _____ day of _____, _____,

BETWEEN _____ of the _____ of _____

in the Province of Alberta.

(hereinafter called "the Surveyor")

AND _____ of the _____ of _____

in the Province of Alberta.

(hereinafter called "the Pupil")

WITNESS AS FOLLOWS:

The pupil is hereby bound to the surveyor from the date hereof for a period of two years or such longer period as may be required under the provisions of The Land Surveyors Act and the regulations pursuant thereto;

And the pupil covenants with the surveyor that the pupil shall faithfully and diligently serve the surveyor as his pupil in the practice of an Alberta land surveyor and shall continue with the surveyor during the said period, and that if the surveyor shall suffer any loss or damage through the neglect or improper conduct of the pupil, the pupil will indemnify the surveyor, the surveyor's executors, administrators and assigns.

And further that the pupil shall at all times be true and just to the surveyor, and shall readily obey the lawful and reasonable commands of the surveyor, and shall not be absent from the service of the surveyor at any time during the said period without the surveyor's consent and shall at all times during the said period conduct themselves with all due diligence, honesty and sobriety.

In consideration whereof and of the sum of One Dollar of lawful money paid to the surveyor by the pupil at or before the sealing and delivery of these presents, (the receipt thereof is hereby acknowledged), the surveyor covenants with the pupil that the surveyor will accept the pupil as a pupil, and that the surveyor, will by the best ways and means within the surveyor's power, and with the utmost skill and knowledge, instruct the pupil, or cause the pupil to be instructed, in the course of study required under the provisions of The Land Surveyors Act, and regulations pursuant thereto, and generally in the art, practice and profession of an Alberta land surveyor; that the surveyor will provide the pupil with all necessary and reasonable expenses incurred in transacting the business of the surveyor; and at the end of the said period the surveyor will make the affidavit of service required by the Regulations provided the pupil shall have faithfully and diligently served the said intended pupilage.

And for the true performance of all and every, the covenants and agreements aforesaid, according to the true intent and meaning thereof, the surveyor and the pupil, each binds themselves, their heirs, executors and administrators unto the other, their heirs, executors, administrators and assigns, in the penal sum of one thousand dollars, firmly by these presents.

IN WITNESS WHEREOF, the parties aforesaid have hereunto set their hands and seals the day and year first above written.

SIGNED, SEALED and DELIVERED
in the presence of

Witness

Seal _____
(Surveyor)

Witness

Seal _____
(Pupil)

Approved this _____ day of _____, _____.

For the Registration Committee
of the Alberta Land Surveyors' Association

PLEASE RETURN THREE FORMS WITH \$50 ARTICLING FEE PLUS \$100 ANNUAL LEVY (plus GST)

FORM B

**THE LAND SURVEYORS ACT
(RSA 2000 c L-3)**

**TRANSFER OF ARTICLES OF A PUPIL
FROM ONE ALBERTA LAND SURVEYOR TO ANOTHER**

THIS INDENTURE made this _____ day of _____, _____,
BETWEEN _____ of the _____ of _____ in the Province of Alberta.
(hereinafter called "the first surveyor")
AND _____ of the _____ of _____ in the Province of Alberta
(hereinafter called "the second surveyor")
AND _____ of the _____ of _____ in the Province of Alberta.
(hereinafter called "the Pupil")

WHEREAS by articles of agreement dated the _____ day of _____, _____, made between the first surveyor and the pupil, the pupil did bind himself pupil to the first surveyor to serve him as such from the date thereof during the period required by the provisions of The Land Surveyors Act.

AND WHEREAS the pupil has served the first surveyor from the date of the said articles of agreement until the day of _____, _____.

AND WHEREAS it has been agreed that the first surveyor shall assign to the second surveyor all benefit and advantage of him the first surveyor, under the said articles of agreement for all the residue now to come and unexpired of the said period of service as pupil, and it has been further agreed that the pupil shall bind himself pupil to the second surveyor from the date of these presents for the remainder of the said period;

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement, the first surveyor at the request and with the consent of the pupil, testified by his being a party to these presents, hereby assigns, transfers and sets over to the second surveyor all benefit and advantage, interest, claim and demand whatsoever of the first surveyor under the aforesaid articles of agreement and the service of the pupil under the same;

AND THIS INDENTURE FURTHER WITNESSETH that the pupil of his own free will, testified as aforesaid, by these presents binds himself to the second surveyor to serve him from the date of these presents for and during the remainder of the said period of service.

AND the pupil hereby covenants with the second surveyor, that he, the pupil, shall and will, faithfully and diligently serve the second surveyor as his pupil in the practice and profession of an Alberta land surveyor from the date hereof for the remainder of the said period according to the terms and conditions of the said articles of agreement.

IN CONSIDERATION WHEREOF, the second surveyor, hereby covenants with the first surveyor and the pupil, that he, the second surveyor, will accept and take the pupil as his pupil and will observe and be bound by the terms and conditions of the said articles of agreement, so far as the same were binding upon the first surveyor.

IN WITNESS WHEREOF the said parties have hereunto set their hands and seals.

SIGNED, SEALED and DELIVERED
in the presence of

(witness) Seal _____ (first surveyor)

(witness) Seal _____ (second surveyor)

(witness) Seal _____ (pupil)

Approved this _____ day of _____, _____,

For Council of the Alberta
Land Surveyors' Association

PLEASE RETURN 4 FORMS WITH \$50 TRANSFER FEE PLUS G.S.T.

FORM C

**THE LAND SURVEYORS ACT
(RSA 2000 c L-3)**

**DISCHARGE FROM ARTICLES
AS PUPIL OF AN ALBERTA LAND SURVEYOR**

I, _____ Alberta land surveyor of the
of _____ in the Province of Alberta MAKE OATH AND SAY:
THAT _____ has regularly and faithfully served under me from
, to _____, inclusive as an articulated pupil under the provisions of the Land Surveyors Act, and in accordance with the
articles of agreement dated _____, _____; that during the said period he has served for not less than _____ months in
actual practice in the field and at least _____ months in actual practice in the office; that he has complied with all the requirements made of him
under the articles of agreement and has served his period of articles well, faithfully and diligently and has shown himself to be a person of good
character, and that he is now honourably discharged from the aforesaid articles.

DATED THIS _____ day of _____, _____.

SWORN before me at _____)
in the Province of Alberta this _____)
day of _____, _____) _____
(Alberta land surveyor)

Commissioner for Oaths in and for the Province of Alberta

FORM D

**THE LAND SURVEYORS ACT
(RSA 2000 c L-3)**

AFFIDAVIT OF SERVICE OF AN ARTICLED PUPIL

I, _____ Alberta Land Surveyor of the _____ of _____ in the Province of Alberta MAKE OATH
AND SAY:

(1) THAT _____ has regularly and faithfully served as my
articled pupil under articles of agreement dated _____,

(2) THAT he has been engaged in actual surveying operations in the field and in the office on the following
surveys and for the periods of time set down opposite them, that is to say for the period _____ to
_____.

SWORN before me at _____)
in the Province of Alberta this _____)
day of _____, _____) _____
(Alberta Land Surveyor)

Commissioner for Oaths in and for the Province of Alberta

SEE ATTACHED FORM FOR RECORDING DETAILS

Application for Service Time for the year _____
Field Time: _____(months) Office Time: _____(months)

FOR REGISTRATION COMMITTEE USE ONLY:

Service Time Approved for the Year _____
Field Time: _____(months) Office Time: _____(months)

_____ months of field service granted on _____(date) **Approved by:**
_____ months of field time served to _____(date) _____
(print name and initial)
_____ months of office time served to _____(date)
Date: _____

COMMENTS: