BYLAWS OF THE
ALBERTA LAND SURVEYORS' ASSOCIATION

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

with amendments to October 3, 2019
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GENERAL BYLAWS
Pursuant to the Land Surveyors Act (RSA 2000 c L-4.1)

DEFINITIONS

1 (1) In this bylaw
(a) "Act" means the Land Surveyors Act, (RSA 2000 c L-4.1);
(b) "member" means an Alberta Land Surveyor, Honorary Life Member, Retired Member, Honorary Member, Pupil, Associate Member, or an Affiliate Member;
(c) "President", "Vice President", "Past President", "Secretary Treasurer", "Executive Director" and "Registrar", mean respectively the individuals elected or appointed to those offices under the act or this bylaw; and,
(d) “sole practitioner” means an Alberta Land Surveyor who is engaged in the practice of surveying and carries professional liability insurance in their own name.

(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 if the Secretary Treasurer is absent or unable to act, the President or an individual designated by the President shall have the custody of the Common Seal of the Association. The Common Seal of the Association shall be located at the head office of the Association, under the custody of the Registrar or such other person as may be designated by the Council.
   (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 Registrar or such other persons as may be designated by the Council.

4 (1) The official logo of the Association shall be located at the head office of the Association.
   (2) Any use of the official logo must be in compliance with policies as may be established by the Council.

PART 2 — OFFICES OF THE ASSOCIATION AND THE COUNCIL

Offices of the Association

5 (1) The offices of the Council are:
   (a) the President;
   (b) the Vice President;
   (c) the Past President;
   (d) the Secretary Treasurer;
   (e) six offices of Councillor
      of which the Vice President and Secretary Treasurer and six offices of Councillor are elected, and the President and Past President are appointed.

Elected Offices

6 Alberta Land Surveyors shall elect from among their number:
   (a) a Vice President who will hold office until the installation of new officers at the next Annual General Meeting,
   (b) two members of Council, each of whom shall hold office until the installation of new Councillors at the Annual General Meeting held in the third 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) The office of President is filled by the Alberta Land Surveyor who was the most recent Vice President but who no longer holds that office.
(2) 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.
(3) The President is an ex officio member of all committees of the Council and of the Association except the Discipline Committee, the Practice Review Board, the Registration Committee, and the Nominating Committee.

Vice President

8 (1) In the absence or inability of the President to act, 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, removal from office 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, the Practice Review Board and the Nominating Committee.

Past President

9 (1) 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.

Secretary Treasurer

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

Disqualification From Holding Office

11 (1) If an individual ceases to be an Alberta Land Surveyor, that individual is disqualified from continuing to hold office as a member of Council.
(2) If a member of Council is suspended from the practice of land surveying the individual is disqualified from continuing to hold office as a member of Council for the duration of the suspension.

Removal From Office

12 (1) A written motion to remove a member of Council can be made to the Executive Director.
(2) The motion must be signed by at least
   (a) three other members of Council, or
   (b) 10% of Alberta Land Surveyors
(3) The reasons for removing a member of Council may include, but are not limited to, the following:
(a) The Council member has demonstrated an inability to perform the duties of the office.
(b) The Council member has harmed the image or the objectives of the Association.
(c) The Council member has admitted to or is found guilty of an offence under the Criminal Code of Canada or the Controlled Drugs and Substances Act.
(d) The Council member has failed to comply with a code of conduct policy as established by Council.

Council may establish by policy a code of conduct for Council members.

(5) The Executive Director shall provide Council, including the subject Council member, with the motion at least seven (7) days prior to the date of the Council meeting at which the motion will be considered.

(6) The subject Council member may make submissions with regards to the motion and may debate the motion but may not vote on the motion.

(7) The motion to remove a Council member from Council must pass by two-thirds of the Council members not including the subject Council member.

Vacancies in Elected Offices

13 If the holder of an elected office dies, resigns, becomes disqualified or is removed from office, 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

14 (1) The Council shall be composed of at least 9 but no more than 20 Alberta Land Surveyors consisting of:
(a) the President;
(b) the Vice President;
(c) the Secretary Treasurer;
(d) 6 or more Councillors; and,
(e) the Past President.

(2) The Council shall also have at least one member of the public.

15 (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.

Registrar

16 The Registrar shall perform such duties as required under the act and regulations and these bylaws.

Acting Registrar

17 Council may appoint an Acting Registrar who has all of 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.
PART 3 — COUNCIL PROCEDURES

Council Meetings

18  (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.

(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.

(5) Council may establish a policy governing how electronic meetings may be conducted.

Voting

19  (1) Each member of Council has one vote.

(2) The individual acting as chair of a meeting of Council shall not vote on any matter unless there is a tie vote in which case the chair shall cast a vote.

Expenses

20  Travelling and living expenses shall be paid by the Association to elected members of Council in accordance with Association policy.

Rules of Procedure

21  The rules of order and procedure at a meeting of Council shall be those normally accepted rules of order and procedure governing meetings of a like nature, but if a dispute arises, the chair may declare that the most recent edition of Robert's Rules of Order applies to the meeting.

Reports

22  Council shall provide the membership of the Association a report on the operation of the Association which shall be prepared from the minutes of the meetings of Council.

PART 4 — ASSOCIATION MEETINGS

Annual General Meeting

23  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

24  (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

25 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

26 (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 chair of the meeting.

(3) The chair of the meeting shall decide whether the motion or resolution presented under subsection (1) or (2) 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 Robert's Rules of Order.

PART 5 – ELECTIONS

Nominating Committee

27 (1) Each year the Council shall appoint a Nominating Committee consisting of three (3) individuals who have held the office of President.

(2) The Council shall choose a chair from the members of the committee.

Nominations Open

28 (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.

Nomination Submissions

29 (1) Every nomination for a vacant elected office shall be made in writing to the Registrar by two (2) Alberta Land Surveyors and accompanied by:

(a) the written consent of the nominee; and,

(b) a resume of the nominee prepared in such form as the Council requires.

Nominees by Nominating Committee

30 At least 100 days before the Annual General Meeting the Nominating Committee shall provide the Registrar with a list of nominees for at least the number of vacancies in elected offices to be filled.

List of Nominees

31 At least 80 days before the Annual General Meeting, the Registrar shall provide a current list of the nominees to each Alberta Land Surveyor

Additional Nominations

32 (1) Any additional nominations to be added to the list of nominees 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 provide to each Alberta Land Surveyor
(a) a current list of nominees;
(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 nominees.

**Conduct of Election**

33 (1) Elections shall be conducted at an Annual General Meeting at the time and date named in the notice provided under Section 32(2)(c).
(2) Prior to the Annual General Meeting, the Registrar shall prepare a list of nominees for each elected office in groups relating to each office in a paper or electronic ballot, each group listed in alphabetical order of surname.
(3) Ballots shall allow for the addition of nominees.
(4) The term of office and the number of individuals to be elected shall be made clear on the ballot.
(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) The vote, whether through a paper or electronic ballot, shall remain anonymous.
(7) At the Annual General Meeting, the Registrar shall appoint at least three (3) Alberta Land Surveyors to act as scrutineers.
(8) Nominations close 24 hours prior to the election.
(9) Council may decide to conduct the election using paper ballots or electronic ballots or both.
   (a) Ballots shall be distributed in such a manner that each Alberta Land Surveyor receives only one ballot.
   (b) Paper ballots shall only be available to Alberta Land Surveyors that are present at the annual general meeting.
(10) An Alberta Land Surveyor who votes may
   (a) appropriately mark their ballot for the candidate of their choice shown on the ballot, or
   (b) in the case of a paper ballot, write in the name of a candidate added to the list of nominees after the ballot form was printed, and mark the ballot form appropriately.
(11) When the scrutineers are satisfied that all those Alberta Land Surveyors who wish to vote have voted the scrutineers shall count the votes.

**Acclamation or Election**

34 (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**

35 (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 three years.
(2) If there are any vacancies for Councillor to be filled under Section (10), the nominee or nominees 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 nominee or
nominees receiving the higher number of votes shall fill the vacancy or vacancies which have the
longer unexpired term or terms.

**Deciding Vote**

36 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 pieces of paper 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 pieces of paper, and the candidate whose name is written on it shall be the elected candidate.

**Result of Vote**

37 (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) any paper ballots used.

(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**

38 (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**

39 Following the announcement of the vote or the recount, as the case may be, any voting record shall be destroyed.

**Validating Procedures**

40 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**

41 (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, or

(c) voting in an election for Council membership.
PART 6 — FINANCIAL MATTERS

42 The bankers of the Association's funds shall be Alberta Treasury Branches or a Schedule I bank as specified by Council.

Expenditures

43 (1) The Executive Director may authorize withdrawals from the Association's accounts for amounts under $5,000 or, in the absence of the Executive Director, any two of the following officers: President, Vice President, Past-President, Secretary-Treasurer. Except as authorized by Council, amounts for $5,000 or over must be authorized by any two of the following: Executive Director, President, Vice President, Past-President, 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

44 The Council may invest any sum not required by the Association for its immediate purposes in securities with a view to obtaining a reasonable return while avoiding undue risk 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

45 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

46 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

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

Bond

48 The Association shall obtain a bond in the amount of $100,000, or such other amount as may be set by Council, in case of the loss of money, securities and other property due to dishonest or fraudulent acts.

PART 7 — COMMITTEES

49 (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 chair and where necessary, the vice chair 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**

50 (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 chair or vice chair revoked, as the case may be.

(3) If under this bylaw a person is required to take some action and is absent, unable or unwilling, Council may appoint another person.

**Ex Officio Members**

51 (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 the individual 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.

**Chair**

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

**Travelling and Living Expenses**

53 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 in accordance with Association Policy.

**Executive Committee**

54 The Executive Committee is a committee reporting to Council. Reporting through the chair, the Executive Committee monitors and supervises the ongoing management of the Association's affairs and ensures that the work of standing, statutory and ad hoc committees is complete before being submitted to Council for a decision.

(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 the President's 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) Minutes of Executive Committee meetings shall be kept and sent to all members of Council.
PART 8 — MEMBERSHIP CATEGORIES

Membership Categories

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

(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 society.

(b) An Honorary Life Member is not required to pay an annual fee or any levy payable to the Association.

(c) An Honorary Life 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.

(d) An Honorary Life Member who does not hold an annual certificate may sit as a member on any non-statutory committee of the Association but cannot hold an elected office. If an Honorary Life Member holds an annual certificate they may sit on any committee or hold an elected office.

(e) An Honorary Life Member may use the designation “ALS (Honorary Life)” or “ALS (Hon. Life).”

(f) Membership may be cancelled by Council.

(g) An Honorary Life Member, who does not hold an annual certificate, must apply to Council for reinstatement to engage in the practice of land surveying.

(h) An Honorary Life Member is permitted to engage in the practice of land surveying provided they have been issued an annual certificate by the Registrar.

(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.

(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 non-statutory committee and cannot hold an elected office.

(e) A Retired Member may use the designation “ALS (Retired)” or “ALS (Ret.).”

(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) An Honorary Member is not required to pay an annual fee or any levy payable to the Association.
(d) 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.

(e) An Honorary Member may sit as a member on any non-statutory committee of the Association.

(f) An Honorary Member may use the designation “Honorary Member/Alberta Land Surveyors' Association” or “(Honorary Member/ALSA).”

(g) Membership may be cancelled by Council.

(h) An Honorary Member is not entitled to be registered as an Alberta Land Surveyor.

(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” or “Associate Member/ALSA.”

(f) Membership may be cancelled by Council.

(5) Affiliate Member

(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 Canadian 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” or “Affiliate Member/ALSA.”

(f) Membership may be cancelled by Council.
(6) Pupil

(a) The Registration Committee on behalf of Council shall, upon application, 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/Alberta Land Surveyors’ Association” or “Pupil/ALSA.”

(f) Membership may be cancelled upon the articles being terminated pursuant to the Examination and Training Regulation under the Land Surveyors Act.

PART 9 — FEES, DUES & LEVIES

56 (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 ........................................................ $750.00 or a lesser sum as may be fixed by the Council;

(b) on application for registration of surveyor’s branch office ............................................. $150.00 or a lesser sum as may be fixed by the Council;

(c) for registration with the Association as an Alberta Land Surveyor, surveyor’s corporation or surveyor’s partnership .............................................................. $300.00 or a lesser sum as may be fixed by the Council;

(d) for an Alberta Land Surveyor, a sum not exceeding annually ....................................... $3,200.00 or a lesser sum as may be fixed by the Council;

(e) for retired membership, a sum not exceeding annually .................................................. $100.00 or a lesser sum as may be fixed by the Council;

(f) for associate membership, a sum not exceeding annually............................................... $200.00 or a lesser sum as may be fixed by the Council;

(g) for affiliate membership, a sum not exceeding annually ................................................ $200.00 or a lesser sum as may be fixed by the Council;

(h) 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;

(i) for the filing of articles of service........................................................ $500.00 or a lesser sum as may be fixed by the Council;

(j) for the filing of each transfer of articles of service................................................ $250.00 or a lesser sum as may be fixed by the Council;

(k) for late payment of any fees, dues or levies................................................................. $1,000.00 or a lesser sum as may be fixed by the Council;

(l) for late submission of application for renewal as a surveyor’s corporation or renewal as a surveyor’s partnership ................................................................. $1,000.00 or a lesser sum as may be fixed by the Council;

(m) for reinstatement, in addition to other fees, dues and levies payable.............................. $1,000.00 or a lesser sum as may be fixed by the Council;
(n) for pupils, a sum not exceeding annually ................................................................. $400.00
or a lesser sum as may be fixed by the Council;

(o) for branch offices, a sum not exceeding annually .................................................. $1,250.00
or a lesser sum as may be fixed by the Council;

(p) for a penalty under Section 62(2) of the bylaws, a maximum of ............................ $500.00
or a lesser sum as may be fixed by the Council;

(2) Each Alberta Land Surveyor shall pay to the Association, in addition to their 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) In addition to any annual levy in Section 52(2), each Alberta Land Surveyor shall pay to the Association, a special annual “Professional Surveyors Canada levy” to be calculated annually and equal the amount of the individual annual membership fee of Professional Surveyors Canada for the existing year, plus tax.
   (a) The special annual Professional Surveyors Canada levy shall expire on April 30, 2024.
   (b) Upon receipt, the Alberta Land Surveyors' Association shall forward the special annual levy to Professional Surveyors Canada on the basis that there is no additional cost to any Alberta Land Surveyor who wishes to enroll and/or renew their individual membership with Professional Surveyors of Canada.

(4) Not later than March 15th in each year, the Association shall provide notices to all members, stating
the amounts of the membership fees and the levy payable for the next year.

(5) The annual membership fees and annual levies must be paid on or before April 30 each year.

PART 10 — REGISTERS AND RECORDS

Establishment of Registers

57 (1) The following registers are established:
   (a) the register of Alberta Land Surveyors;
   (b) the register of Surveyor's Corporations and Surveyor's Partnerships;
   (c) the annual register.

(2) All registers shall be open for public inspection at the office of the Association during normal office hours and available on the Association website.

Register of Alberta Land Surveyors

58 The Register of Alberta Land Surveyors shall contain:
   (a) a record of the names of all persons ever registered as Alberta Land Surveyors;
   (b) the date of registration; and,
   (c) the registration number assigned to the member.

Register of Surveyor's Corporations and Surveyor's Partnerships

59 (1) The Register of Surveyor's Corporations shall contain a record of:
   (a) the full name of the corporation as approved by the Council of the Alberta Land Surveyors' Association;
   (b) the date of registration with the Alberta Land Surveyors' Association; and,
   (c) the names of the one or more Alberta Land Surveyors employed at each registered office of the Corporation.

(2) The register of Surveyor's 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 practicing of surveying by the partnership.

**Annual Register**

60 (1) The Annual Register shall contain the names, current addresses, and date of registration for all members, surveyor's corporations and surveyor's partnerships that have paid the annual fee for the current fiscal year.

(2) The Registrar shall prepare a supplement to the Annual Register to include all members, surveyor's corporations or surveyor's partnerships registered after the Annual Register was published, to be made available on the Association's website.

(3) Additions or deletions to the Annual Register shall be published in the Association newsletter and posted on the Association's website.

(4) On or before June 15, in each year, the Registrar shall make available on the Association's website a copy of the Annual Register. The Association's website will contain web links to the Annual Register, as well as providing a current searchable database of all members, corporations, and partnerships.

(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.

(6) An annual certificate expires on June 15 of the year following its issue.

**Membership Files**

61 (1) For each Alberta Land Surveyor, Surveyor's Corporation, and Surveyor's Partnership the Registrar shall maintain a membership file containing such information to ensure compliance with the *Land Surveyors Act* and regulations thereunder.

(2) A member's file may be inspected by the member.

**Mailing Address**

62 (1) Every Alberta Land Surveyor, surveyor's corporation or surveyor's partnership practicing in Alberta shall:

(a) maintain a current mailing address, email addresses, telephone numbers, and

(b) notify the Registrar in writing of their mailing address, email addresses and telephone numbers and of any change to it within five business days after a change occurs.

(2) If an Alberta Land Surveyor, surveyor's corporation or surveyor's partnership fails to notify the Registrar of a change in their current mailing address, email addresses and telephone numbers within twenty (20) business days, a fine of $50 per business day shall be payable to the Association.

**Notice of Cancellation or Suspension**

63 (1) If the registration of a practitioner is suspended or cancelled, notice to that effect may be published in such manner as the Council directs.

**Listing of Students**

64 (1) The Listing of Students shall be a listing of those students who wish to receive information from the Association in a digital format.

(2) The Listing of Students shall contain full name and email address.

(3) The Registrar shall approve entries into the Listing of Students.
An individual may be added to the Listing of Students if they are enrolled as a full time student and who currently complies with one of the following criteria:

(a) enrolled in a geomatics program or a related academic program; or
(b) enrolled in a high school with the intentions of entering a geomatics program or related academic program.

The individual may be removed from the Listing of Students at the discretion of the Registrar.

PART 11 — STAMPS

Permit Stamps

1. The permit stamp of a surveyor's corporation or surveyor's partnership shall be engraved with or contain the following information:
   (a) the name of the surveyor's corporation or surveyor's partnership to which the stamp is issued,
   (b) the permit number of the surveyor's corporation or surveyor's 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 rubber permit stamps to be issued to it.

6. The Registrar may grant approval to a surveyor's corporation or surveyor's partnership to integrate the permit stamp design issued by the Registrar into their computer assisted drafting system.

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. The surveyor's corporation or surveyor's partnership must return any rubber permit stamps and confirm that it has stopped using a digital permit stamp if the registration of the surveyor's corporation or surveyor's partnership is suspended or cancelled.

8. A surveyor's corporation or surveyor's partnership shall not use a stamp that references the Alberta Land Surveyors' Association except the stamp issued by or approved by the Registrar.

9. The stamp of a surveyor's corporation or surveyor's partnership shall be used 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 stamp was issued.
Sole Practitioner's Stamps

66 (1) The stamp of a sole practitioner shall be engraved with or contain the following information:
   (a) The name of the Alberta Land Surveyor to which the stamp is issued
   (b) The registration number of the Alberta Land Surveyor, and
   (c) The words "ALBERTA LAND SURVEYORS' ASSOCIATION".

(2) The sole practitioner's stamp shall be designed in the following form:

3 The Registrar is the only person entitled to issue a sole practitioner's stamp to an Alberta Land Surveyor.

4 The cost of the sole practitioner's stamp shall be borne by the practitioner to whom it is issued.

5 The Registrar may grant approval to an Alberta Land Surveyor to integrate the sole practitioner's stamp design issued by the Registrar into their computer assisted drafting system.

6 The sole practitioner's stamp is owned by the Association. The practitioner must return any rubber sole practitioner's stamps and confirm that they have stopped using a digital sole practitioner's stamp if the Alberta Land Surveyor no longer holds an annual certificate.

7 A sole practitioner shall not use a stamp that references the Alberta Land Surveyors' Association except the stamp issued by or approved by the Registrar.

PART 12 — MISCELLANEOUS MATTER

Employees

67 (1) The Council shall appoint an Executive Director 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.

Forms

68 (1) Articles of service, transfers of articles of service, discharge from articled service and affidavit of service of an articled 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 any other document as may be required.

Mail Votes

69 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.
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.

The Council shall appoint at least three (3) scrutineers to count the mail votes.

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**

(1) All practitioners shall carry professional liability insurance for the practice of surveying under the act.

(2) 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 within five days of the change.

(3) Notwithstanding Section 1, the Registrar 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 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 the member 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**

(1) When notice 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 annual register, 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**

(1) For the purposes of these bylaws, all timeframes specifying a certain number of days refers only to days that the Association office is open for business.
(2) When action is required pertaining to this bylaw for which a completion timeframe has been attached, where, the body performing the action will not be able to meet the deadline, the body may make application to Council for an extension.

**Amendment to Bylaws**

73 (1) 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.

(2) 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.

(3) 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).
FORM A

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

ARTICLES OF PUPIL TO AN ALBERTA LAND SURVEYOR

THIS 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")

The Pupil agrees that the Pupil will:

Complete at least two years of articled service to the Surveyor or such longer period of time as may be required under the provisions of the Land Surveyors Act and regulations thereunder;

Faithfully and diligently serve the surveyor as Pupil in the practice of an Alberta Land Surveyor;

Obey the lawful and reasonable commands of the Surveyor;

Not be absent from the service of the Surveyor at any time during the said period without the Surveyor's consent;

Be of good character and act in accordance with the Code of Ethics.

The Surveyor agrees that the Surveyor will:

Provide at least two years of articled service to the Pupil or such longer period of time as may be required under the provisions of the Land Surveyors Act and regulations thereunder;

Instruct the pupil in the course of study required under the provisions of the Land Surveyors Act and regulations thereunder;

Instruct the Pupil in the art, practice and profession of an Alberta Land Surveyor;

Be personally responsible for the training given and experience received.

The Pupil will pay the sum of $1.00 to the Surveyor to bind these articles of agreement.

SIGNED in the presence of

______________________________________
Witness

______________________________________
(Surveyor)

______________________________________
Witness

______________________________________
(Pupil)

Approved by the Registration Committee
this_____ day of______________,______.

______________________________________
For the Registration Committee
of the Alberta Land Surveyors' Association

RETURN THIS FORM WITH THE APPLICABLE FEES AND LEVIES AS LISTED ON THE ASSOCIATION'S WEBSITE
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 transfer of articles, 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")

The Pupil served the First Surveyor from the date of the articles of agreement until the _____ day of

_______________________, ______ and now wishes to transfer articles to the Second Surveyor. The First Surveyor

agrees to the transfer of articles of a pupil to the Second Surveyor.

The transfer of articles of a pupil from the First Surveyor to the Second Surveyor releases the First Surveyor from any

further obligation to the Pupil.

The Pupil agrees that the Pupil will:

Complete at least two years of articed service to the Second Surveyor or such longer period of time as may be

required (less the articed service to the First Surveyor) under the provisions of the Land Surveyors Act and

regulations thereunder;

Faithfully and diligently serve the Second Surveyor as Pupil in the practice of an Alberta Land Surveyor;

Obey the lawful and reasonable commands of the Second Surveyor;

Not be absent from the service of the Second Surveyor at any time during the said period without the Second

Surveyor's consent;

Be of good character and act in accordance with the Code of Ethics.

The Second Surveyor agrees that the Second Surveyor will:

Provide articed service to the Pupil as may be required under the provisions of the Land Surveyors Act and

regulations thereunder;

Instruct the pupil in the course of study required under the provisions of the Land Surveyors Act and regulations

thereunder;

Instruct the Pupil in the art, practice and profession of an Alberta Land Surveyor;

Be personally responsible for the training given and experience received.

SIGNED in the presence of

___________________________________

(witness)

___________________________________

(First Surveyor)

___________________________________

(witness)

___________________________________

(Second Surveyor)

___________________________________

(witness)

___________________________________

(Pupil)

Approved by the Registration Committee

this_____ day of______________________.

For the Registration Committee

of the Alberta Land Surveyors' Association

RETURN THIS FORM WITH THE $200 TRANSFER FEE (plus GST)
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; 
Complied with all the requirements under the articles of agreement; 
Demonstrated to be a person of good character; and is hereby discharged honourably from the articles of agreement.

DATED THIS _____day of _____________________, ___________.

SWORN before me at ____________________________ in the Province of Alberta this _______________ day of __________________________, _____________.

(Alberta Land Surveyor)

A Commissioner for Oaths in and for Alberta
(sign, print name. and provide expiry date)
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.
(2) THAT the pupil 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)

A Commissioner for Oaths in and for Alberta
(sign, print name. and provide expiry date)

FOR REGISTRATION COMMITTEE USE ONLY

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<th>Service Time Approved for the year</th>
<th>Field Time:_____(months)</th>
<th>Office Time:____ (months)</th>
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Approved by the Registration Committee on:__________________________

COMMENTS:

See attached form for recording details, only 12 months of service shall be granted per calendar year.
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*Categories to be determined by the Registration Committee*