

ARCHITECTS ACT 2000

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DEFINITIONS

1.0 In this bylaw

- (a) "**Act**" means The Architects Act, RSA 2000 Chapter A-44 as amended;
- (b) "**Executive Director**" means the individual employed as Executive Director of the Association by resolution of the Council;
- (c) "**Voting Member**" means a registered architect or licensed interior designer entitled to vote or act on matters pursuant to these bylaws;

2.0 Unless the contrary intention appears, The Interpretation Act, RSA 2000, Chapter I8 as amended, applies to this bylaw.

3.0 Any terms used in this bylaw that have been defined in the Act or in any regulation under the Act shall have the same meaning ascribed to them in the Act or regulation as the case may be.

PART 1

HEAD OFFICE AND COMMON SEAL OF THE ASSOCIATION

1.1 The head office of the Association shall be located in Edmonton.

1.2 The Common Seal of the Association shall contain the words "The Alberta Association of Architects, Incorporated 1906".

1.3 The Executive Director or in the Executive Director's absence or inability to act, the President or an individual designated by the President, shall have custody of the Common Seal of the Association.

PART 2

ASSOCIATION MEETINGS

2.1 Annual General Meeting

- (1) The Association shall hold an annual general meeting each year.
- (2) The Council shall set the date of the annual general meeting.
- (3) The Council shall determine the format of the annual general meeting, including:
 - (a) meeting in person, including the place of the meeting;
 - (b) meeting by electronic means; or
 - (c) a combination of meeting in person or by electronic means.

2.2 Notice

- (1) At least fifteen (15) days before an annual general meeting the Executive Director shall send to each voting member:
 - (a) notice of the meeting; and
 - (b) a copy of audited financial statements of the Association for the preceding year or notice of a means of electronically accessing audited financial statements of the Association for the preceding year.
- (2) Except when these bylaws otherwise provide; only voting members are entitled to vote at an annual general meeting.

2.3 Special General Meeting

- (1) The Council may call a special general meeting of voting members at any time.
- (2) The Council shall call a special general meeting of voting members if:
 - (a) a request to do so is submitted to the Council by at least twenty-five (25) voting members; and
 - (b) the purpose of the meeting is specified in the request.
- (3) Upon receipt of a request under subsection (2), the Council shall call a special general meeting within 45 days of receipt of the request.
- (4) If the Council calls a special general meeting to consider enactment, amendments or repeal of bylaws, at least 15 days' notice of the date, time, place and purpose of the meeting must be given to each voting member.
- (5) If the Council calls a special general meeting to consider a subject other than enactment, amendment or repeal of bylaws, at least 7 days' notice in writing must be given to each voting member of the date, time, format and purpose of the meeting.
- (6) In calling a special general meeting under this section, Council may determine the format of the meeting, including
 - (a) meeting in person, including the place of the meeting;
 - (b) meeting by electronic means; or
 - (c) a combination of meeting in person or by electronic means.
- (7) Except when these bylaws otherwise provide; only voting members are entitled to vote at a special general meeting.

Quorum

2.4 Fifty (50) voting members constitute a quorum for the annual general meeting or a special general meeting of the Association.

Rules of Procedure

2.5 The rules of order and procedure at an annual general meeting or special general meeting shall be those normally accepted rules of order and procedure governing meetings of a like nature, but if a dispute arises, the dispute shall be settled by the chair of the meeting and the chair's decision is final.

**PART 3
ELECTION TO THE COUNCIL**

Disqualification

3.1 If an individual ceases to be a voting member, that person is disqualified from:

- (a) nominating or being nominated as a candidate for election to the Council;
- (b) continuing to stand as a candidate for election to the Council; or
- (c) voting in an election for the Council membership, as the case may be.

Nominating Committee

3.2(1) Each year the Council shall establish a nominating committee composed of:

- (a) a chair who shall be appointed by the Council;
- (b) at least one registered architect appointed by the chair of the nominating committee who is resident in the area lying north of a line drawn east and west on the southernmost limits of the City of Red Deer;
- (c) at least one registered architect appointed by the chair of the nominating committee who is resident in the area lying south of the line referred to in clause (b);
- (d) at least one licensed interior designer appointed by the chair of the nominating committee; and
- (e) such other registered architects or licensed interior designers as the chair of the nominating committee considers necessary.

(2) The nominating committee shall prepare a list of nominees as candidates for the Council membership consisting of at least that number of individuals required to fill the vacancies on the Council.

(3) The list of candidates compiled by the nominating committee shall be sent to each voting member at least ninety (90) days before the annual general meeting.

(4) During the period between ninety (90) days and sixty (60) days before the annual general meeting any combination of four (4) or more voting members may nominate a registered architect or licensed interior designer who is not on the list of candidates compiled by the nominating committee if:

- (a) the nomination is in writing and is received by the Executive Director at least sixty (60) days before the annual general meeting; and
- (b) the nominee consents in writing to stand as a candidate for election.

Withdrawal of Nominations

3.3(1) Any individual nominated may withdraw provided written notification is received by the Executive Director at least thirty-five (35) days before the Annual General Meeting.

(2) If, after one or more candidates have withdrawn, become disqualified or died, the number of candidates does not exceed the number of vacancies on the Council to be filled, no further withdrawals shall be made or accepted.

Disqualification or Death after Nominations Close

3.4(1) Subject to subsection (2), if a candidate becomes disqualified or dies between the date nominations close and the date the election results are announced by the President and the disqualification or death results in fewer candidates than there are vacancies to be filled on the Council, the election shall proceed in all respects as if the candidate had not become disqualified or died until immediately after the individual was elected as a member of the Council.

(2) An individual elected by virtue of the operation of subsection (1) shall not be considered as having been elected to or as having served on the Council except for the purpose of section 4.9 (4)

Late Nominations

3.5 If a candidate becomes disqualified or dies before nominations close, and as a result the number of candidates is less than the number required to fill the vacancies on the Council, the nominating committee shall nominate one or more other registered architects or licensed interior designers to replace the former candidate or candidates.

Election by Acclamation

3.6 If on the date nominations close there are the same number of candidates nominated for election to the Council as there are vacancies to be filled, the President shall, at the annual general meeting, declare those candidates elected and no vote is required to be held.

Ballots Mailed

3.7(1) At least thirty (30) days before the annual general meeting the Executive Director shall send to each voting member a ballot in the form prescribed by resolution of the Council which may include an electronic ballot.

(2) Each ballot shall contain:

- (a) the name of each nominated candidate with the names arranged alphabetically by surname and, if two (2) or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names; and
- (b) a brief explanatory note stating the maximum number of candidates for which a vote may be cast to make the ballot valid.

(3) When a ballot is sent out, it may be accompanied by a brief biography of each candidate for election containing such information about each candidate as the Council prescribes.

Voting

3.8(1) Voting for membership on the Council commences on the day the ballots are mailed to voting members and ends on noon of the fifth (5) day before the annual general meeting or such other date as may be set by the Council.

(2) No candidate or other individual shall campaign for or against any candidates for election to the Council during the period that voting is permitted.

(3) Each voting member has the same number of votes as there are vacancies for membership on the Council.

(4) Not more than one vote may be cast by a voting member for a candidate.

(5) A voting member need not cast all the votes that the member is entitled to cast.

(6) A voting member that uses a paper ballot shall mark it in accordance with section 3.9 and those votes shall be processed in accordance with sections 3.10 to 3.13.

(7) Alternatively, a voting member may use an electronic ballot provided by the Association.

(8) The scrutineers shall add the electronic ballot results to the paper ballot results to determine the results of the election under section 3.15.

Marking Ballots

3.9(1) A voting member who votes shall mark the ballot paper by placing an "X" on the right hand side of the ballot opposite the name of the candidate or candidates for whom the member wishes to vote.

(2) The marked ballot shall be enclosed in a sealed envelope identified on the outside with only the word "Ballot".

(3) The envelope marked "Ballot" shall be placed in another envelope signed by the voter on the outside of the envelope in the place indicated on the envelope.

(4) In order to maintain a secret ballot, no identifying mark shall be placed on the ballot.

(5) The envelopes containing the marked ballot shall be sent or delivered to the Executive Director.

Ballot Box

3.10(1) Upon receipt of an envelope signed in accordance with section 3.9 the Executive Director shall deposit the unopened envelope or cause it to be deposited, in a locked ballot box.

(2) An envelope not signed in accordance with section 3.9 that contains or purports to contain a ballot envelope shall be destroyed unopened.

(3) The ballot box shall be lockable, made of durable material, and constructed so that the envelopes containing the ballots can be deposited in it through a slot but cannot be withdrawn from it unless the box is unlocked.

(4) The Executive Director shall retain possession of the key during the period that the ballot box must be locked.

(5) The ballot box shall not be unlocked or opened during the period that voting is permitted.

Close of Voting

3.11(1) At noon on the fifth day before the annual general meeting or such other date as is fixed by the Council, the ballot box shall be sealed.

(2) An envelope marked in accordance with section 3.9 that is received by the Executive Director after noon on the date specified or referred to in subsection 3.9(1) shall be destroyed unopened.

Scrutineers Count Ballots

3.12(1) A Past President who is a voting member and two (2) other scrutineers appointed by the Council shall meet for the purpose of counting the ballots. At the appointed time of the vote count, the Executive Director shall unlock the ballot box in the presence of the scrutineers.

(2) The 3 scrutineers shall:

- (a) open the envelopes signed on the outside by the voters and extract the envelope marked "Ballot";
- (b) mix the unopened envelopes marked "Ballot" to maintain a secret ballot;
- (c) count the votes; and
- (d) maintain such records as are necessary to ensure that the ballots have been properly cast and counted.

(3) An envelope in the envelope signed by the voter that is not marked "Ballot", which purports to contain a ballot paper, shall be destroyed unopened.

(4) A ballot paper improperly marked or marked with more than the maximum number of votes permitted shall be marked "spoiled" and shall not be counted.

Secrecy

3.13(1) After the ballot box has been sealed a Past President, who is a voting member and two (2) other scrutineers appointed by the Council shall meet for the purpose of counting the ballots.

(2) The three (3) scrutineers and any other person requested to be present during the counting of the ballots shall keep secret the counting of the votes and the election records until the President announces the results of the election.

Tie Vote

3.14 In the event of a tie vote the most recent Past President who is a voting member shall cast a vote to break the tie.

Election Results Certified

3.15(1) The three (3) scrutineers shall, on determining the results of the election prepare a list of the elected candidates and certify the results as correct.

(2) The list of elected candidates shall be placed in a sealed envelope and given to and retained by the Executive Director until the opening of the annual general meeting.

(3) During the annual general meeting the Executive Director shall give the envelope containing the election results to the President.

Election Announcement

3.16 The President shall announce the results of the election at the annual general meeting and shall call for a motion for destruction of the ballots and associated election records and material.

**PART 4
THE COUNCIL**

Composition

4.1(1) The Council shall be composed of:

- (a) nine (9) elected Registered Architects who are ordinarily resident in Alberta;
- (b) the Immediate Past President;
- (c) one (1) elected Licensed Interior Designer who is ordinarily resident in Alberta; and
- (d) in accordance with section 8(1)(b) of the Act, one member of the public;

(2) The Executive Director is an ex officio, non-voting member of Council.

Other Representatives

4.2(1) The following representatives may be appointed by the Council as ex officio members:

- (a) the Dean, Faculty of Environmental Design, University of Calgary, but if unable to consistently fulfill the obligations of this appointment, the Dean shall forward to the Association the name of an individual to act as replacement for the term;
- (b) the Chair, Department of Interior Design, Mount Royal University, but if unable to consistently fulfill the obligation of this appointment, the Chair shall forward the name of an individual to act as replacement for the term;
- (c) intern member in good standing, and
- (d) one Licensed Interior Designer.

(2) The following student representatives:

- (a) a student enrolled in their final year with the Faculty of Environmental Design, Architecture Program at the University of Calgary;
- (b) a student enrolled in their final year in the Interior Design Program at Mount Royal University.

Ex Officio Members

4.3(1) An individual who is appointed or entitled to attend a meeting of the Council, a committee of the Council or a committee of the Association as an ex officio member may speak on any matter before the meeting at which this individual attends, but 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, shall at the direction of the Council or a committee, as the case may be, leave the meeting for the period required.

Officers

4.4 The following are the officers of the Council:

- (a) the President;
- (b) the Vice President;
- (c) the Treasurer;
- (d) the Executive Director, ex officio and non-voting.

Taking Office

4.5 A newly-elected Council takes office immediately following the close of the annual general meeting at which the election results are announced and holds office until the close of the next annual general meeting.

Election of Officers and Chair Appointments

4.6(1) The Council shall meet as soon as reasonably possible after the annual general meeting to attend to the business of election of officers and chair appointments. Subject to any provision of this by-law to the contrary:

- (a) the individual who acts as Vice President in any Council year becomes President the following year, without the need to be re-elected to the Council;
- (b) the individual who acts as President in any Council year becomes Immediate Past President the following year without the need to be re-elected to the Council;
- (c) the Council shall elect a Vice-President from existing Council members;
- (d) the Council shall elect a Treasurer from existing Council members;
- (e) the Council shall appoint Council as chairs to committees as required.

(2) The Council members not holding an office shall be known as "Councilors".

Length of Office

- 4.7(1)** The person elected as Vice President holds that office until the annual general meeting following election as Vice President and shall become President in the immediately following term.
- (2)** The individual holding the office of President holds that office until the next annual general meeting regardless of the term for which the individual was elected to the Council and then becomes Immediate Past President for a one-year term. The Council may, at its discretion, extend the term of office of any President for a maximum of one additional year.
- (3)** The Immediate Past President holds office until the close of the annual general meeting. The Council may extend the term of office of the Immediate Past President for one additional year provided it has also extended the term of office of the President.
- (4)** The Treasurer holds office until a replacement Treasurer is elected by Council
- (5)** Councilors hold office until the close of the annual general meeting two years following their election.
- (6)** Notwithstanding anything in this bylaw:
- (a) if a member of the Council ceases to be a registered architect or licensed interior designer that person's membership on the Council automatically terminates; or
 - (b) if a member of the Council is suspended, that person's membership on the Council is suspended for the same period of time as the registration is suspended; or
 - (c) if a member of the Council elects to take a leave of absence in accordance with the Association's leave policy, the person's membership on Council is suspended for the same period of time as the leave, unless the member requests in writing that the Council membership continue during the leave period and the Council accepts and authorizes the continuation on conditions acceptable to the Council.

Temporary Absences

4.8 In the event of a temporary absence or the President's inability to act, the Vice President has all the powers, duties and responsibilities of the President and in the absence or inability of the President and the Vice President to act, the Council shall appoint a member of the Council to serve as acting President for so long as is required. The person so appointed shall have all the powers, duties and responsibilities of the President.

Vacancies on Council

- 4.9(1)** If the President dies or is otherwise unable to retain office the Vice President becomes President for the remainder of the term of office and remains President for the following consecutive term of office.
- (2)** If the Vice President dies or is otherwise unable to retain the office or become President in the following year, the Council shall elect another in that party's place to act as Vice President for the remainder of that term of office and to become President the immediately following term of office.
- (3)** If an officer of the Council, other than the President or Vice President, dies or is otherwise unable to retain the office the Council may:
- (a) elect from among themselves a person to fill the office for the remainder of the term; or
 - (b) leave the office vacant.
- (4)** Following an election, if there is a vacancy on Council for any reason, the Council may:
- (a) appoint another registered architect or licensed interior designer, as the case may be, to fill the vacancy for the remainder of the term; or
 - (b) leave the vacancy unfilled for the remainder of the term; or
 - (c) fill the vacancy through the established election process at the next scheduled annual Council election; or
 - (d) provide for a special election process to fill the vacancy for the remainder of the term.

Failure to Attend Council Meetings

4.10 If an elected member of the Council fails to attend three (3) consecutive meetings of the Council, that individual becomes disqualified as a member of the Council and a vacancy on the Council is created, unless the Council otherwise directs.

Council Meetings

4.11(1) The Council must meet at least six (6) times per year on such dates and at such times and places as it decides. The President may call a meeting of the Council at any time.

(2) Notice of the date, time and place of the Council meetings shall be given by the Executive Director to each member of the Council at least 24 hours before the meeting.

Rules of Procedure

4.12(1) The rules of order and procedure at a meeting of the Council shall be those normally accepted rules of order and procedure governing meetings of a like nature, but if a dispute arises it shall be settled by the chair of the meeting. The chair's decision is final.

(2) When called upon by the President to do so, the Council may make a resolution through the process of e-mail voting.

Quorum

4.13 The quorum for meetings of the Council is:

- (a) six (6) elected members of the Council, or
- (b) five (5) elected members of the Council and one member of the public appointed to the Council.

Duties of Officers

4.14(1) It is the duty of the President:

- (a) to preside at all meetings of the Association and the Council;
- (b) to sign certificates of registration issued pursuant to the Act and General Regulation;
- (c) to perform such other functions as are required under these bylaws or by the Council.

(2) Except for the Complaint Review Committee, the President is an ex officio member of all committees of the Council, committees of the Association and the Practice Review Board.

(3) It is the duty of the Vice President to:

- (a) sit as an ex officio member of the Registration Committee, Complaint Review Committee and the Practice Review Board;
- (b) perform such other functions as are required under these bylaws or by the Council.

(4) It is the duty of the Treasurer to:

- (a) sign such documents as are necessary when the Common Seal of the Association is affixed unless the Treasurer is absent or otherwise unable to do so;
- (b) report to the Council on the finances of the Association when requested to do so;
- (c) present a financial statement to the annual general meeting of the Association; and
- (d) perform such other functions as are required under these bylaws or by the Council.

(5) The Executive Director reports to and is responsible to the Council and shall:

- (a) prepare an agenda for meetings of the Council, attend the meetings and record the proceedings of meetings of the Council and the Association or cause a record to be made;
- (b) receive and manage the correspondence of the Association;
- (c) have custody of books of account and property of the Association and ensure that moneys due to the Association are collected and appropriately deposited in an Association account;
- (d) furnish the Council with such information and reports as may be requested by the Council;
- (e) with the approval of the Council, employ such persons as are necessary for the purposes of the Association, fix their remuneration and when necessary their terms and conditions of employment.

Appointments

4.15(1) The Council shall appoint:

- (a) an auditor who shall be a member in good standing with the Institute of Chartered Accountants of Alberta.
- (b) an individual as Registrar in accordance with section 7 of the Act.

(2) Unless a contract of employment otherwise provides, every person appointed by the Council holds office at the pleasure of the Council.

Auditor

4.16 The auditor shall examine the books, accounts and assets and liabilities of the Association and audit the financial records of the Association as at December 31 each year, or more often if so required by the Council, and present a statement and report of the financial position of the Association to the Council for presentation to each annual general meeting.

Duties of the Registrar

4.17(1) The Registrar shall:

- (a) perform such duties as are specified in the Act
- (b) keep the Registers and records up to date; and
- (c) perform such other duties as are assigned by the Council.

(2) The Council may appoint an individual as acting Registrar who shall act as the Registrar in the absence or inability of the Registrar to act or when the office of Registrar is vacant.

(3) An acting Registrar, so appointed, has all the powers and duties of the Registrar under the Act, General Regulation and this bylaw.

(4) The Registrar reports to and is responsible to the Council.

**PART 5
COMMITTEES**

Standing Committees

5.1(1) The standing committees of the Association are the Registration Committee, the Practice Review Board, the Complaint Review Committee, and the Joint Board. Except as otherwise specifically provided in this Part, nothing in this Part applies to the standing committees.

(2) In accordance with section 12 of the Act, the Registration Committee is hereby established;

(3) For the purpose of section 12(3) of the Act, notice by the Registration Committee of its approval of the registration of an individual as a registered architect or licensed interior designer shall be made available to the membership through such printed or electronic communication as determined by the Council.

Education Committee

5.2 In accordance with section 47 of the General Regulation the Education Committee is hereby established to administer the compulsory continuing education program in accordance with the program rules established by the Council and as specified in section 47 of the General Regulation.

Executive Committee

5.3(1) An executive committee of the Council may be established to act as a committee tending to the affairs of the Association arising from and between meetings of the Council, in accordance with direction and terms of reference provided by the Council.

(2) The Executive Committee shall be comprised of at least four (4) Council members elected by the Council and shall include the President, the Vice President, the Past President, the Treasurer, and the Executive Director ex officio and non-voting. Should any one of these members be unable to serve, Council may appoint another member of Council to take their place.

Other Committees

5.4(1) The Council shall:

- (a) determine the membership requirements and term of office of committees of the Council;
- (b) designate the chair and, if necessary, vice-chair of the committees; and
- (c) determine the functions, duties and responsibilities of the committees.

(2) The Council may appoint such other committees of the Council or establish committees of the Association as the Council considers necessary and shall designate the chair and if necessary, the vice-chair of each committee so appointed.

(3) A committee of the Council or a committee of the Association may be composed of such individuals as the Council considers necessary and may include persons who are not registered architects, licensed interior designers or members of the Association.

- (4) Individuals appointed to a committee may be appointed for a fixed period or periods of time but not all members need be appointed for the same period of time.
- (5) 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.
- (6) Notwithstanding anything in this section, the Council may delegate to the chair of any committee that is not a standing committee, the ability to appoint or dismiss members of that committee.
- (7) The Council may establish rules of order and procedure for the conduct of business of a committee established by it.
- (8) If no rules of order and procedure are established by the Council the order and procedure at meetings of a committee shall be those normally accepted rules of order and procedure governing meetings of a like nature, but if a dispute arises the dispute shall be settled by the chair of the meeting and the chair's decision is final.

Vacancies

- 5.5(1)** If a vacancy occurs on a committee of the Council or a committee of the Association, the Council or if so delegated by Council, the chair, may:
- (a) appoint an individual as member of the committee for the remainder of the term, or
 - (b) leave the vacancy unfilled.
- (2) Pending the appointment of an individual by the Council or chair under subsection (1), the President may make a temporary appointment.
- (3) Notwithstanding a vacancy in the membership of a committee of the Council or a committee of the Association, the remaining members, if at least a quorum remain on the committee, have and may exercise the functions and responsibilities of the committee.
- (4) In the absence or inability to act of the chair of a committee, a vice-chair shall act as chair and in the absence or inability to act of a vice-chair the members present at the meeting shall elect a member to act as chair for that meeting.

Expenses

- 5.6(1)** Except for the members of the public appointed by the Minister, a member of the Council or a member of a committee of the Council is entitled to be reimbursed for reasonable travelling, living and accommodation expenses while engaged in the business of the Association, other than in connection with annual general meetings or special general meetings.
- (2) Notwithstanding subsection (1), the President is entitled to be reimbursed for travelling, living and accommodation expenses at annual general meetings and special general meetings.

Costs from an Investigation, Review, Hearing or Appeal

- 5.7** If the Complaint Review Committee, the Practice Review Board or the Council makes an order as to the payment of costs of the investigation, review, hearing or appeal or any of them under section 51(1)(a) of the Act, those costs may include all or any of the following costs and expenses:
- (a) any transportation, accommodation and living expenses paid to a person conducting a preliminary investigation or a practice review or a member of the Complaint Review Committee, the Practice Review Board or the Council involved in investigating or hearing the matter;
 - (b) any honorarium or payment made to a person referred to in clause (a) for participating in the matter;
 - (c) cost of any transcript;
 - (d) witness fees;
 - (e) cost of renting rooms, renting recording equipment or hiring a reporter to take a transcript of the evidence;
 - (f) fees payable to the solicitor acting on behalf of the Association or the investigated person, as the case may be;
 - (g) cost of the staff time in preparing for and attending the hearing and in preparing and distributing the decision;
 - (h) any other expenses incurred that are attributable to the investigation, review, hearing or an appeal resulting from it.

Appointment to Other Bodies

- 5.8** When a request is made to the Association for the appointment or nomination of a registered architect or other person to a committee, panel or any other body, the Council shall make the appointment or nomination if it agrees that the appointment or nomination should be made.

**PART 6
REGISTERS**

6.1 The following registers are established:

- (a) a Register of Registered Architects;
- (b) a Register of Visiting Project Architects;
- (c) a Register of Architects Corporations;
- (d) a Register of Architecture Firms (sole proprietor or partnership)
- (e) a Register of Joint Firms;
- (f) a Register of Restricted Practitioners;
- (g) a Register of Licensed Interior Designers;
- (h) a Register of Visiting Project Interior Designers;
- (i) a Register of Interior Design Corporations; and
- (j) a Register of Interior Design Firms (sole proprietor or partnership)

Register of Registered Architects

6.2(1) The Register of Registered Architects shall contain:

- (a) at least one (1) page for each individual registered as a registered architect, and
- (b) the following information with respect to each registered architect:
 - (i) full name;
 - (ii) date of birth;
 - (iii) registration number;
 - (iv) whether a seal has been issued to the registered architect;
 - (v) date the person becomes a registered architect;
 - (vi) business address;
 - (vii) date of death;
 - (viii) any suspension or cancellation date of the registered architect;
 - (ix) where the professional records of the registered architect are kept;
 - (x) such other information as the Council may direct.

(2) If the Registrar makes any change to the information in the Register, the Registrar shall notify the registered architect accordingly.

(3) The Registrar shall maintain information as to whether the registered architect is a sole practitioner, in partnership, a director of an architects corporation or an employee.

(4) The information entered in the Register of Registered Architects under subsection 1(b)(viii) may only be removed if the Council so directs.

Register of Visiting Project Architects

6.3(1) The Register of Visiting Project Architects shall contain:

- (a) at least one page for each individual registered as a visiting project architect;
- (b) the following information with respect to the visiting project architect:
 - (i) full name;
 - (ii) license or registration number issued to the architect in the architect's principal place of practice;
 - (iii) license number in respect of the project for which the architect is a visiting project architect;
 - (iv) date the individual becomes a visiting project architect;
 - (v) date the visiting project architect ceases to be licensed following the expiration of one year after the completion of the project;
 - (vi) name and location of the project in respect of which the visiting project architect is licensed;
 - (vii) name of the registered architect with whom the visiting project architect is collaborating;
 - (viii) business address;

- (ix) where the professional records of the relevant project are to be kept;
- (x) any suspension or cancellation date of the visiting project architect or the collaborating registered architect;
- (xi) date of death of the visiting project architect if it occurs during the course of the project;
- (xii) such other information as the Council may direct.

(2) Information entered in the Register of Visiting Project Architects under subsection (1)(b)(x) may only be removed if the Council so directs.

(3) If the Registrar makes any change to the information in the Register, the Registrar shall notify the visiting project architect accordingly.

Register of Architects Corporations

6.4(1) The Register of Architects Corporations shall contain:

- (a) at least one page for each architect's corporation;
- (b) the following information with respect to each architect's corporation:
 - (i) full name;
 - (ii) permit number;
 - (iii) date of registration;
 - (iv) business address;
 - (v) such other information as the Council requires for the purpose of the Regulation;
 - (vi) any suspension or cancellation date of the architect's corporation;
 - (vii) such other information as the Council may direct.

(2) Information entered in the Register of Architects Corporations under subsection (1)(b)(vi) may only be removed if the Council so directs.

(3) If the Registrar makes any change to the information in the Register, the Registrar shall notify the architects corporation accordingly.

Register of Joint Firms

6.5(1) The Register of Joint Firms shall contain:

- (a) at least one page for each joint firm, and
- (b) the following information with respect to each joint firm:
 - (i) name;
 - (ii) date of registration as joint firm;
 - (iii) such information as is necessary to determine whether the requirements of sections 17 to 19 of the Act are continuing to be met;
 - (iv) business address;
 - (v) any suspension or cancellation date of the joint firm;
 - (vi) such other information as the Council may direct.

(2) Information entered in the Register of Joint Firms under subsection (1)(b)(v) may only be removed if the Council so directs.

(3) If the Registrar makes any change to the information in the Register, the Registrar shall notify the joint firm accordingly.

Register of Restricted Practitioners

6.6(1) The Register of Restricted Practitioners shall contain:

- (a) at least one page for each restricted practitioner; and
- (b) the following information with respect to each restricted practitioner:
 - (i) full name;
 - (ii) date of birth;
 - (iii) registration number as a professional engineer;
 - (iv) registration number as a restricted practitioner;
 - (v) date of registration as a restricted practitioner;
 - (vi) business address;

- (vii) any suspension or cancellation of registration as a restricted practitioner;
- (viii) where the professional records of the restricted practitioner are kept;
- (ix) the restricted scope of the practice of architecture in which the individual is permitted to engage;
- (x) such other information as the Council may direct.

(2) Information entered on the Register of Restricted Practitioners under subsection (1)(b)(vii) may only be removed if the Council so directs.

(3) If the Registrar makes any change to the information in the Register, the Registrar shall notify the restricted practitioner accordingly.

Register of Licensed Interior Designers

6.7(1) The Register of Licensed Interior Designers shall contain:

- (a) at least one (1) page for each individual registered as a licensed interior designer, and
- (b) the following information with respect to each licensed interior designer:
 - (i) full name;
 - (ii) date of birth;
 - (iii) registration number;
 - (iv) whether a seal has been issued to the licensed interior designer;
 - (v) date of registration as a licensed interior designer;
 - (vi) business address;
 - (vii) date of death;
 - (viii) any suspension or cancellation of registration as a licensed interior designer;
 - (ix) where the professional records of the licensed interior designer are kept;
 - (x) such other information as the Council may direct.

(2) If the Registrar makes any change to the information in the register, the Registrar shall notify the licensed interior designer accordingly.

(3) The Registrar shall maintain information as to whether the licensed interior designer is a sole practitioner, in partnership, a director of a licensed interior design corporation or an employee.

(4) The information entered in the Register of Licensed Interior Designers under subsection 1(b)(viii) may only be removed if the Council so directs.

Register of Interior Design Corporations

6.8(1) The Register of Interior Design Corporations shall contain:

- (a) at least one (1) page for each interior design corporation;
- (b) the following information with respect to each interior design corporation:
 - (i) full name;
 - (ii) permit number;
 - (iii) date of registration;
 - (iv) business address;
 - (v) such other information as the Council requires for the purpose of the Regulation;
 - (vi) any suspension or cancellation of the interior design corporation;
 - (vii) such other information as the Council may direct.

(2) Information entered in the Register of Interior Design Corporations under subsection (1)(b)(vi) may only be removed if the Council so directs.

(3) If the Registrar makes any change to the information in the Register of Interior Design Corporations, the Registrar shall notify the interior design corporation accordingly.

Register of Visiting Project Interior Designers

6.9(1) The Register of Visiting Project Interior Designers shall contain:

- (a) at least one page for each individual registered as a visiting project interior designer;
- (b) the following information with respect to the visiting project interior designer:

- (i) full name;
- (ii) license or registration number issued to the designer in the jurisdiction in which the designer practices interior design, if any;
- (iii) permit number in respect of the project for which the designer is visiting project interior designer;
- (iv) date the individual becomes a visiting project interior designer;
- (v) date the visiting project interior designer ceases to be registered following the expiration of one year after the completion of the project;
- (vi) name and location of the project in respect of which the visiting project interior designer is registered;
- (vii) name of the registered architect or licensed interior designer with whom the visiting project interior designer is collaborating;
- (viii) business address;
- (ix) where the professional records of the relevant project are to be kept;
- (x) any suspension or cancellation of the visiting project interior designer or the collaborating registered architect or collaborating licensed interior designer
- (xi) date of death of the visiting project interior designer if it occurs during the course of the project;
- (xii) such other information as the Council may direct.

(2) Information entered in the Register of Visiting Project Interior Designers under subsection (1)(b)(x) may only be removed if the Council so directs.

(3) If the Registrar makes any change to the information in the Register of Visiting Project Interior Designers, the Registrar shall notify the visiting project interior designer accordingly.

Inspection of Registers and Records

6.10 The Registrar shall, during regular office hours, permit any member of the Association to inspect the applicable register or record to determine the information recorded about that member, or the firm or corporation of which the individual is a principal.

PART 7 MEMBERSHIP CATEGORIES

Membership Records

7.1(1) The Registrar shall maintain a record of the members of the Association in the categories of membership established by this bylaw.

(2) The record shall contain, unless the Council otherwise directs, with respect to each individual,

- (a) full name;
- (b) address;
- (c) date of membership;
- (d) category of membership;
- (e) date of cessation of membership;
- (f) such other information as the Council may direct.

(3) If any of the information recorded in the membership records changes, the individual shall notify the Registrar in writing accordingly each time a change occurs.

(4) In addition to authorized entities established by the Act, the following categories of membership are established in the Association:

- (a) Associate Member;
- (b) Intern Architect;
- (c) Intern Interior Designer;
- (d) Student Member;
- (e) Retired Member;
- (f) Honorary Member;
- (g) Life Member;
- (h) Affiliate Member;
- (i) Syllabus Student in Training.

Persons holding any of the membership categories established under subsection (4) other than 4(g) Life Member, are not permitted to engage in the practice of architecture or interior design.

Registered Architects

7.2(1) An individual who is a registered architect is entitled:

- (a) to attend annual general meetings and special general meetings and to vote at them;
- (b) to receive the newsletter published by the Association;
- (c) to receive such information as the Council may direct from time to time;
- (d) to the benefits conferred and the duties and responsibilities imposed under the Act, General Regulation and bylaws; and
- (e) to use the words "architect" or "registered architect" after his/her name to indicate that the person is a registered architect and a member of the Association.

(2) A registered architect shall pay such fees, dues and levies as are specified by the Council pursuant to this bylaw.

Licensed Interior Designers

7.3(1) An individual who is a licensed interior designer is entitled:

- (a) to attend annual general meetings and special general meetings and to vote;
- (b) to receive the newsletter published by the Association;
- (c) to receive such information as the Council may direct from time to time;
- (d) to the benefits conferred and the duties and responsibilities imposed under the Act, General Regulation and bylaws; and
- (e) to use the words "licensed interior designer" after his/her name to indicate that the person is a licensed interior designer and a member of the Association.

(2) A licensed interior designer shall pay such fees, dues and levies as are specified by the Council.

Restricted Practitioners

7.4(1) An individual who is a restricted practitioner is entitled:

- (a) to attend annual general meetings and special general meetings, unless the meeting votes to exclude those persons who are not registered architects or licensed interior designers, but is not entitled to vote;
- (b) to receive the newsletter published by the Association;
- (c) to receive such information as the Council may direct from time to time;
- (d) to the benefits conferred and the duties and responsibilities imposed under the Act, General Regulation and bylaws; and
- (e) to use the words "restricted practitioner in architecture" after his/her name to indicate that the person is a restricted practitioner member of the Association.

(2) A restricted practitioner shall pay such fees, dues and levies as are specified by the Council.

Associate Members

7.5(1) An individual may apply for membership in the Association as an Associate Member if the applicant:

- (a) resigns as a registered architect or licensed interior designer and agrees to take on a category change to associate member status;
- (b) immediately returns all stamps/seals to the Association;
- (c) pays all outstanding charges, including administration fees, in full at the time of change to Associate Member status; and
- (d) agrees to pay the annual dues of associate membership as determined by the Association.

(2) On payment of the appropriate fee, the Council may approve the entry in the records of the Association of an individual referred to in subsection (1) in the category of Associate Member.

(3) An Associate Member is entitled:

- (a) to attend annual general meetings and special general meetings, unless the meeting votes to exclude those persons who are not registered architects or licensed interior designers, but is not entitled to vote;
- (b) to receive the newsletter published by the Association;
- (c) to receive such information as the Council may direct from time to time; and
- (d) to use the words "AAA, Associate Member" after his/her name to indicate that the person is an associate member of the Association.

(4) An Associate Member shall pay such annual dues as are specified by the Council.

Intern Architects

- 7.6(1)** An individual may apply for membership in the Association as an Intern Architect if the applicant:
- (a) is about to commence or has commenced the practical training referred to in the General Regulation, and
 - (b) has been issued a log book by the Registrar pursuant to the General Regulation.
- (2)** An Intern Architect is entitled:
- (a) to attend annual general meetings and special general meetings, unless the meeting votes to exclude those persons who are not registered architects or licensed interior designers, but is not entitled to vote;
 - (b) to receive the newsletter published by the Association;
 - (c) to receive such information as the Council may direct from time to time; and
 - (d) to use the words “Intern Architect” after his/her name to indicate that the person is an intern architect member of the Association.
- (3)** An Intern Architect shall pay such annual dues as are specified by the Council under this by-law.

Intern Interior Designers

- 7.7(1)** An individual may apply for membership in the Association as an Intern Interior Designer if the applicant:
- (a) is about to commence or has commenced the practical training referred to in the General Regulation; and
 - (b) has been issued a log book by the Registrar under the General Regulation.
- (2)** An Intern Interior Designer is entitled:
- (a) to attend annual general meetings and special general meetings, unless the meeting votes to exclude those persons who are not registered architects or licensed interior designers, but is not entitled to vote;
 - (b) to receive the newsletter published by the Association;
 - (c) to receive such information as the Council may direct from time to time; and
 - (d) to use the words “Intern Interior Designer” after his/her name to indicate that the person is an intern interior design member of the Association.
- (3)** An Intern Interior Designer shall pay such annual dues as are specified by the Council.

Student Members

- 7.8(1)** An individual may apply for membership in the Association as a Student Member if the applicant is engaged in a course of study, recognized by the Council, in the practice of architecture or interior design.
- (2)** On payment of the appropriate fee, if any, the Council may approve the entry of an individual referred to in subsection (1) in the records of the Association in the category of Student Member and issue this individual a certificate of membership.
- (3)** A Student Member is entitled:
- (a) to attend annual general meetings and special general meetings, unless the meeting votes to exclude those persons who are not registered architects or licensed interior designers, but is not entitled to vote;
 - (b) to receive the newsletter published by the Association;
 - (c) to receive such information as the Council may direct from time to time; and
 - (d) to use the words “AAA, Student Member” after his/her name to indicate that the person is a student member of the Association.
- (4)** A Student Member shall pay such annual dues as are specified by the Council.

Retired Members

- 7.9(1)** An individual wishing to retire from the practice of architecture or interior design may apply for membership in the Association as a Retired Member if the applicant:
- (a) resigns as a registered architect or licensed interior designer and agrees to take on a category change to Retired Member status;
 - (b) immediately returns all stamps/seals to the Association;
 - (c) pays all outstanding charges, including administration fees, in full at the time of change to Retired Member status; and
 - (d) agrees to pay the annual dues of retired membership as determined by the Association.
- (2)** On payment of the appropriate fee, the Council may approve the entry in the records of the Association of an individual referred to in subsection (1) in the category of Retired Member.
- (3)** A Retired Member is entitled:

- (a) to attend annual general meetings and special general meetings, unless the meeting votes to exclude those persons who are not registered architects or licensed interior designers, but is not entitled to vote;
- (b) to receive the newsletter published by the Association;
- (c) to receive such information as the Council may direct from time to time; and
- (d) to use the words "Architect (Retired)" or "Licensed Interior Designer (Retired)" after the individual's name to indicate Retired Member status.

(4) A Retired Member shall pay such annual dues as are specified by the Council.

Honorary Members

7.10(1) The Council may elect an individual who has rendered valuable service to the profession of architecture or interior design or has notably contributed to the advancement of architecture or interior design as an Honorary Member of the Association.

(2) An Honorary Member is entitled:

- (a) to attend annual general meetings and special general meetings, unless the meeting votes to exclude those persons who are not registered architects or licensed interior designers, but is not entitled to vote;
- (b) to receive the newsletter published by the Association;
- (c) to receive such information as the Council may direct from time to time; and
- (d) to use the letters "AAA (Honorary)" after his/her name to indicate that the individual is an Honorary Member of the Association.

Life Members

7.11(1) Council may confer Life Membership on a Registered Architect or a Licensed Interior Designer in Alberta who has been an active member of the Association for at least 30 years and is in good standing.

(2) A life member is entitled to use the letters and words "AAA (Life Member)" after the individual's name to indicate Life Member status.

(3) A Life Member is not authorized to engage in the practice of architecture or practice as a Licensed Interior Designer unless they continue to be a Registered Architect or a Licensed Interior Designer, as the case may be.

NOTE: A retired Life Member is not required to pay any fees, dues or levies. All other Life Members will pay fees, dues or levies and be subject to all professional regulatory requirements

(4) Council can revoke the award of Life Membership by a majority vote if Council is of the opinion that it is in the best interests of the public or the profession to do so.

Affiliate Members

7.12(1) An individual who is a member of a profession or discipline that the Council by resolution has approved as being allied to the profession of architecture or interior design may apply for membership in the Association as an Affiliate Member.

(2) On payment of the appropriate fee, the Council may approve the entry in the records of the Association of an individual referred to in subsection (1) in the category of Affiliate Member and issue this individual a certificate of membership.

(3) An Affiliate Member is entitled:

- (a) to attend annual general meetings and special general meetings, unless the meeting votes to exclude those persons who are not registered architects or licensed interior designers, but is not entitled to vote;
- (b) to receive the newsletter published by the Association;
- (c) to receive such information as the Council may direct from time to time; and
- (d) to use the words "AAA, Affiliate Member" after his/her name to indicate that the person is an affiliate member of the Association.

(4) An Affiliate Member shall pay such annual dues as are specified by the Council.

Syllabus Student in Training

7.13(1) An individual may apply for membership in the Association as a Syllabus Student in Training if the applicant:

- (a) has successfully completed all courses in Program Part 1 (Level 5) of the RAIC Syllabus Program or equivalent; and
- (b) is about to commence or has commenced the practical training referred to in the General Regulation.

(2) A Syllabus Student In Training is entitled:

- (a) to attend annual general meetings and special general meetings, unless the meeting votes to exclude those persons who are not registered architects or licensed interior designers, but is not entitled to vote at them;
- (b) to receive the newsletter published by the Association; and
- (c) to receive such information as the Council may direct from time to time.

(3) A Syllabus Student in Training shall pay such annual dues as are specified by the Council.

(4) A Syllabus Student in Training must continue enrolment in the RAIC Syllabus program or equivalent in order to maintain Syllabus Student in Training status.

Members of Good Standing

- 7.14(1)** An authorized entity shall be considered to be a member in good standing of the Association if the following criteria are met;
- (a) all fees, dues, costs or levies payable by it under the Act, regulations or bylaws are paid in full;
 - (b) the shareholders, owners, officers and directors of corporate entities and firms remain in compliance with the requirements established in the Act and general regulations
 - (c) the member is in compliance with the requirements of the mandatory continuing education program; and
 - (d) there are no outstanding suspensions pursuant to an Order of the Complaint Review Committee or by Council
- (2)** If at the date of request made by the public, association or other member, a member has met the criteria of 7.14(1), the Association may provide confirmation that the member is in good standing.

**PART 8
MANAGEMENT AND CONDUCT OF THE AFFAIRS OF THE ASSOCIATION**

Use of Common Seal

8.1 When the Common Seal of the Association is required to be affixed to a document, the seal shall be accompanied by the signatures of the President and VP Finance or such other members of the Council as the President designates.

Banking

- 8.2 (1)** The bank of the Association shall be such chartered bank or Province of Alberta Treasury Branch as is designated by the Council.
- (2)** Moneys of the Association deposited in the Association's bank shall be withdrawn or paid out by cheque or other negotiable instrument:
- (a) signed by two (2) members of the Council designated to sign cheques, or
 - (b) by such other method as is prescribed by resolution of the Council.
- (3)** The Executive Director shall keep in a book or books provided for that purpose a record of all moneys received or paid.

Insurance

8.3 The Association shall purchase and maintain directors and officer's liability insurance.

**PART 9
SEALS AND STAMPS**

Registered Architect Seal

- 9.1(1)** The seal of a registered architect shall be engraved with:
- (a) the name of the registered architect to whom the seal is issued;
 - (b) the words "**Registered Architect**"; and
 - (c) the word "Alberta".
- (2)** The seal shall be engraved in the following form:



- (3)** The seal of a registered architect may be made of metal, rubber or other suitable material.

Licensed Interior Designer Seal

- 9.2(1)** The seal of a licensed interior designer shall be engraved with:
- (a) the name of the licensed interior designer to whom the seal is issued;
 - (b) the words "**Licensed Interior Designer**"; and
 - (c) the word "Alberta".
- (2)** The seal shall be engraved in the following form:



- (3)** The seal of a licensed interior designer may be made of metal, rubber or other suitable material.

Issue of Seal

- 9.3(1)** In accordance with section 20(1)(b) and 20(4.1)(b) of the Act the Registrar shall only issue a seal to a registered architect or licensed interior designer on the request of the member.
- (2)** The Registrar is the only person entitled to issue a seal to a registered architect or licensed interior designer.

Return of Seal

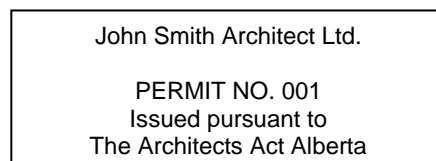
- 9.4** The seal of a registered architect or licensed interior designer is owned by the Association and must be returned to the Association:
- (a) in any of the circumstances described in the Act,
 - (b) if the member no longer wishes to hold a seal, or
 - (c) on the death of the member.

Use of Seal

- 9.5(1)** The registered architect or licensed interior designer shall not use a seal in the practice of architecture or licensed interior design except for the seal issued to the member:
- (a) by the Registrar; or
 - (b) pursuant to former bylaws of the Association.
- (2)** Each time a seal is used:
- (a) it shall be impressed on the signature of the member whose seal it is; or
 - (b) the member whose seal it is shall sign over the seal, so that the signature and seal are combined.

Architect's Corporation Stamp

- 9.6(1)** The stamp of an architect's corporation shall be a rubber stamp engraved with:
- (a) the name of the architect's corporation to which the stamp is issued;
 - (b) the permit number of the architect's corporation; and
 - (c) the words "issued pursuant to The Architects Act Alberta".
- (2)** The stamp shall be designed in the following form:



- (3)** The Registrar is the only person entitled to issue a stamp to an architect's corporation.

(4) The stamp of an architect's corporation is owned by the Association and is issued to an architect's corporation in accordance with the Act and must be returned:

- (a) in any of the circumstances described in the Act; or
- (b) if the corporation is wound up or otherwise ceases to be an architect's corporation.

(5) An architect's corporation shall not use a stamp in the practice of architecture except the stamp issued to it by the Registrar.

(6) The stamp of an architect's corporation may only be used when a registered architect also impresses his seal in association with the stamp of the architect's corporation.

Visiting Project Architect's Stamps

9.7(1) The stamp of a visiting project architect shall be a rubber stamp engraved with:

- (a) the name of the visiting project architect to whom the stamp is issued; and
- (b) the following information:
 - (i) the license number of the visiting project architect;
 - (ii) the location and name of the project in respect of which the visiting project architect is licensed; and
 - (iii) the name of the registered architect or architect's corporation collaborating with the visiting project architect.

(2) The stamp shall be designed in the following form:

Visiting Project Architect	
George Brown, Manitoba	
License No. 700-4-001	Senior Citizens Complex
Issued: Dec 1 / 84	118 Avenue & 60 Street Edmonton, Alberta
Collaborating Architect John Smith Architect Ltd. THE ALBERTA ASSOCIATION OF ARCHITECTS	

(3) The Registrar is the only person entitled to issue a stamp to a visiting project architect.

(4) The stamp of a visiting project architect is owned by the Association and is issued to a visiting project architect in accordance with the Act and must be returned:

- (a) in any of the circumstances described in the Act; or
- (b) upon expiry of one year following completion of the project for which the visiting project architect was licensed.

(5) When a visiting project architect uses his/her own stamp the visiting project architect shall also affix the seal, if any, issued to him in the jurisdiction in which the visiting project architect is entitled to engage in the practice of architecture.

Restricted Practitioner's Stamp

9.8(1) The stamp of a restricted practitioner shall be a rubber stamp engraved with:

- (a) the name of the restricted practitioner to whom the stamp is issued; and
- (b) the restricted scope of practice in which the restricted practitioner is permitted to engage.

(2) The stamp shall be designed in the following form:

RESTRICTED PRACTITIONER Registration No. 003 Peter White, P.Eng Scope of Practice noted on Certificate of Authorization No. 999 THE ALBERTA ASSOCIATION OF ARCHITECTS

(3) The Registrar is the only person entitled to issue a stamp to a restricted practitioner.

(4) The stamp of a restricted practitioner is owned by the Association and is issued to a restricted practitioner in accordance with the Act and must be returned:

- (a) in any of the circumstances described in the Act; or
- (b) if the individual ceases to be a restricted practitioner.

Use of Stamp

9.9(1) The restricted practitioner shall not use a seal or stamp within the restricted scope of architecture in which the individual is permitted to practice except the stamp issued by the Registrar.

(2) Each time the stamp is used:

- (a) it shall be stamped over the signature of the restricted practitioner whose stamp it is; or
- (b) the restricted practitioner whose stamp it is shall sign over the stamp, so that the stamp and signature are combined.

Joint Firms

9.10(1) The stamp of a joint firm shall be a rubber stamp engraved with:

- (a) the name of the joint firm to whom it is issued; and
- (b) the words "Architect and Engineer" or "Engineer and Architect" or in plural form.

(2) The stamp shall be designed in the following form:



(3) The Registrar is the only person entitled to issue a stamp to a joint firm in accordance with the Act and must be returned:

- (a) in any of the circumstances described in the Act; or
- (b) if the joint firm is wound up or otherwise ceases to be a joint firm.

Control of Seals and Stamps

9.11(1) A seal or stamp issued to an authorized entity under section 20 of the Act must at all times remain under the direct control of the authorized entity and must be applied by the authorized entity or by a person acting under the immediate and direct control of the authorized entity to all plans, specifications, reports or documents of a professional nature that have been authored by the authorized entity or which have been prepared under the supervision of the authorized entity and for which the authorized entity assumes professional responsibility.

(2) A seal or stamp must be accompanied by the signature of the authorized entity to whom it is issued and the date on which it is applied. The seal or stamp must be produced solely for the purpose of the project documents to which it is applied as evidence that the documents were prepared under the direct supervision and control of the authorized entity.

(3) A seal or stamp may only be used while the authorized entity is registered pursuant to the Act.

PART 10 FEES, DUES AND LEVIES

Registered Architects, Licensed Interior Designers, Architects Corporations, Licensed Interior Design Corporations, and Firms

10.1(1) Each registered architect and licensed interior designer shall pay the Association such sum in respect of each of the following matters as is prescribed by resolution of the Council:

- (a) a registration fee payable on registration as a registered architect or licensed interior designer; and
- (b) an annual fee payable on registration and thereafter due and payable on or before December 15 in each year for the following calendar year.

(2) Each architect's corporation, licensed interior design corporation and firm shall pay the Association such fee in respect of each of the following matters as is prescribed by resolution of the Council:

- (a) a registration fee payable on registration as an architect's corporation, licensed interior design corporation or firm; and
- (b) an annual fee payable on registration and thereafter on or before December 15 in each year for the following calendar year.

(3) The fees prescribed by the Council under (1) and (2) for licensed interior designers, licensed interior design corporations and licensed interior design firms shall not exceed the equivalent fees prescribed by the Council with respect to registered architects, architects corporations and architects firms.

Joint Firms

10.2 Each joint firm shall pay the Association such fee in respect of each of the following matters as is prescribed by resolution of the Council:

- (a) a registration fee payable on registration as a joint firm; and
- (b) an annual fee payable on registration and thereafter on or before December 15 in each year for the following calendar year.

Other Members

10.3 An Associate Member, Intern Architect, Intern Interior Designer, Retired Member, Student Member, Affiliate Member and Syllabus Students in Training shall pay the Association such sum in respect of each of the following matters as is prescribed by resolution of the Council:

- (a) a registration fee payable on registration as a member; and
- (b) an annual fee payable on registration and thereafter due and payable on or before December 15 in each year for the following calendar year.

Restricted Practitioners

10.4(1) Each restricted practitioner shall pay the Association an annual fee payable on or before December 15 in each year for the following calendar year.

(2) The sum prescribed by the Council under subsection (1) shall not exceed the equivalent sum prescribed by the Council with respect to a registered architect with a seal.

Visiting Project Architect

10.5(1) Each visiting project architect shall pay to the Association:

- (a) a registration fee payable on registration as a visiting project architect of such sum as is prescribed by the Council but not exceeding the sum established by the Council for the registration of a registered architect; and
- (b) an annual fee based on the cost of project construction. Dues are required on a per project basis for visiting licenses.

(2) Visiting licenses must be kept in force for one year following completion of a project. The annual fee is applicable and due for each of these years on December 15 for the following calendar year.

Visiting Project Interior Designers

10.6(1) Each visiting project interior designer shall pay to the Association:

- (a) a registration fee payable on registration as a visiting project interior designer of such sum as is prescribed by the Council but not exceeding the sum established by the Council for the registration of a licensed interior designer; and
- (b) an annual fee based on the cost of project construction. Dues are required on a per project basis for visiting licenses.

(2) Visiting licenses must be kept in force for one year following completion of a project. The annual fee is applicable and due for each of these years on December 15 for the following calendar year.

Pro-Rated Fees

10.7 If an individual registers with the Association in a category of membership on or after July 1 in any year, the annual fee payable for that year shall be half the annual fee due or levy payable pursuant to the applicable resolution of the Council. This discount does not apply to corporate or firm registrations.

Late Payment

10.8 If the annual dues are not paid by December 15, a penalty may be assessed and added to the balance owing, as determined by the Council.

Special Levy

10.9 If special circumstances arise requiring additional funding for the Association, the Council may impose a special levy of not more than \$100 per year on each registered architect, restricted practitioner and licensed interior designer.

Administration Fees

10.10 The Association may charge an administration fee directed toward recovery of costs expended by the Association to provide services specific to members including, without limitation:

- a) initial registration administration costs;
- b) amendments or changes to existing registrations including individual, firm or corporate registrations; and
- c) management of delinquent continuing competence program member files.

Special Considerations

10.11 Notwithstanding the time specified for the payment of fees, dues or levies the Council may for compassionate reasons or for any other reason it considers appropriate set another time or times for payment.

Reinstatement

10.12(1) If a registered architect, architect's corporation, architects firm, joint firm, licensed interior designer, interior design corporation or interior design firm whose registration is cancelled is subsequently reinstated that individual, corporation or firm shall pay the same registration fee payable as if that individual, corporation or firm were registering for the first time together with any fees, dues or levies currently due from that individual, corporation or firm.

(2) An Associate Member, Intern Architect, Intern Interior Designer, Student Member, Retired Member, Syllabus Student in Training or Affiliate Member whose registration is cancelled by virtue of non-payment of fees, dues or levies may have their name reinstated to the records of the Association by applying in writing to the Council and paying the unpaid sum which resulted in the individual's cancellation together with any fees, dues or levies currently due from that individual.

**PART 11
AMENDMENTS TO BYLAWS AND REGULATIONS**

Procedure

11.1(1) Subject to this section, new bylaws may be enacted, existing bylaws may be amended or existing bylaws may be repealed by a simple majority of voting members present at an annual general meeting or special general meeting.

(2) If a voting member wishes to propose enactment, amendments or repeal of bylaws at the annual general meeting or at a special general meeting that individual must

- (a) give notice in writing to the Executive Director, and
- (b) provide the Executive Director with a copy of the new bylaws, the amendments or repeal the individual will propose.

(3) The Executive Director, on receipt of a motion to enact, amend or repeal bylaws, shall send a copy of the proposed enactment, amendments or repeal to each voting member or advise each voting member as to the availability of an electronic version of the document at least 15 days before the annual general meeting or the special general 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 the Council in accordance with subsection (2).

(5) The Council may authorize a remote vote to obtain ratification by the voting members of amendments to the Bylaws as required under 11.1. Such a vote shall be conducted in accordance with Part 12 of these Bylaws.

(6) Consistent with Section 9(2) of the Architects Act, the Council may authorize a remote vote to obtain ratification by the Membership of changes to the General Regulation. Such a vote shall be conducted in accordance with Part 12 of these Bylaws.

**PART 12
REMOTE VOTE**

Procedure

12.1(1) If the Council wishes to have the Association hold a remote vote on any matter or question, it shall be conducted in accordance with this Part.

(2) Registered architects, restricted practitioners and licensed interior designers are entitled to vote in a remote vote. Remote voting may be conducted by mail or electronic means as directed by Council.

(3) The form of the question or the matter to be put to a remote vote shall be determined by the Council.

(4) The Council shall appoint at least two (2) scrutineers to count the remote votes.

(5) When the form of the question or matter has been settled it shall be sent to each voting member with

(a) such directions as to voting as the Council considers necessary,

(b) such information as background or explanation as the Council directs, and

(c) a date and time, specified by the Council, before which the remote vote must be received by the Executive Director in the format directed by Council.

(6) Immediately following the date and time specified for closing of the remote vote, the scrutineers shall count the votes and certify the results to the President who shall notify the membership accordingly.

**PART 13
MISCELLANEOUS PROVISIONS**

Annual Information

13.1 Every authorized entity shall annually review and confirm to the Association the following information:

(a) the title, business address(es) and telephone number(s) of the individual and firm; and

(b) the names of the partners, shareholders, directors and officers of the firm and the ownership and participation among them and each individual's place of residence and the registered office of the corporation.

Time Extensions

13.2(1) When in this by-law 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 by-laws, 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 by-law.

(4) Where by this by-law 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 by-law, 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.

Inability to Act

13.3 If under this by-law a person is required to take some action or do some thing and this individual 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 in this individual's place.

Service of Notice

13.4(1) When a notice or any other thing is permitted or required to be given pursuant to the bylaws, to

(a) an authorized entity or other member of the Association, the notice may be given:

(i) by delivering or mailing the notice to that person's business address shown on the appropriate register or record of the Association; or

(ii) by personal service;

- (iii) electronic mail;
- (iv) electronic message;
- (v) posting on the website of the Association;

(b) the Council, Association, Executive Director, 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 registered architects do not receive a notice served in accordance with subsection (1), an annual general meeting or a special general meeting that is the subject of the notice may nevertheless be held as if the notice or notices had been received.

PART 14 FORMS AND LOG BOOKS

Forms

14.1 The Council shall prescribe the forms for use under the Act, General Regulation and bylaws.

Required Form for Reviewers

14.2 A report to be prepared by a reviewer at the direction of the Practice Review Board pursuant to section 60(1) of the General Regulation shall at a minimum contain the following information:

- (a) name of the authorized entity;
- (b) date of review and source of request for review;
- (c) areas of practice reviewed; and
- (d) findings relating to practice.

Log Books

14.3(1) For the purpose of determining whether an applicant has completed all or any part of the practical training, the Council may authorize the preparation of log books containing such information as will enable the Registration Committee to determine at least the following matters:

- (a) the name of the individual concerned;
- (b) the name of the individual who supervised the practical training, and
- (c) the length and sufficiency of the practical training in each of the required subject areas.

(2) In those cases where a log book is impractical or impossible to complete the Registration Committee may specify another method to determine whether the practical training has been satisfactorily completed.

(3) The Registration Committee or the Practice Review Board may from time to time request an intern architect or intern interior designer to send the individual's log book to the Registration Committee or the Practice Review Board for review.

(4) If the Registration Committee or the Practice Review Board is not satisfied that an intern architect or intern interior designer is gaining appropriate practical training and experience it may:

- (a) notify the intern architect or intern interior designer and the intern architect's or intern interior designer's employer or either of them accordingly;
- (b) issue a warning that the practical training is insufficient or inadequate in whole or in part and provide guidance for future practical training; and
- (c) endorse the log book with such comments as it considers appropriate.

(5) If an intern architect or intern interior designer:

- (a) fails to comply with the guidance provided by the Registration Committee or Practice Review Board, or
- (b) within five (5) years of the registration of the person as an intern architect or intern interior designer or such longer period as may be permitted by the Council, the intern architect or intern interior designer fails to qualify for registration as a registered architect or licensed interior designer the Practice Review Board or the Registration Committee may recommend to the Council that the individual's membership as a intern architect or intern interior designer be terminated and the Council may make its decision accordingly.

**PART 15
EMERGENCY AUTHORITY BYLAW**

Definitions

15.1 In this Emergency Authority Bylaw:

- (a) “Bylaws” means the Bylaws of the Alberta Association of Architects;
- (b) “Emergency” includes
 - i. a public health emergency under the *Public Health Act*, or
 - ii. an unusual or unforeseen circumstance that otherwise prevents or limits the Association from conducting operations; and
- (c) “Disaster” includes any event that
 - i. has a significant effect on the ability of the Association to take actions, make decisions or conduct elections under the Bylaws;
 - ii. has a significant effect on the ability of persons to fulfill requirements under the Bylaws, or
 - iii. may put the health or safety of any person at risk.

Council Authority in Emergency or Disaster

(2) If, in the Council’s opinion, an emergency or disaster requires

- (a) delaying the taking of an action, the making of a decision or the conduct of an election under the Bylaws, or
 - (b) the waiving of a requirement under the Bylaws,
- the Council may issue an order that allows the action, decision or election to be delayed or the requirement to be waived until the emergency or disaster passes or is resolved.

(3) The Council may

- (a) provide directions with respect to, or
 - (b) impose conditions on
- any order made under section (2).

**PART 16
COMING INTO FORCE**

16.1 This bylaw comes into force on the same day that it is approved by the membership.