

## Administrative Bylaws

---

*Amended: April 2, 2020*

### TITLE

1. These bylaws may be referred to as the Administrative Bylaws of the Saskatchewan Institute of Agrologists.

### DEFINITIONS

2. In these bylaws:
  - (a) “**Act**” means The Agrologists Act, 1994;
  - (b) “**institute**” means the Saskatchewan Institute of Agrologists;
  - (c) “**agrologist**” means a registered and licensed member of the institute that holds the designation of professional agrologist, technical agrologist, articling agrologist or articling technical agrologist;

### RULES OF INTERPRETATION

3. In these bylaws:
  - (a) unless the context requires otherwise, the terms used in these bylaws but not otherwise defined have the definitions provided in the Act;
  - (b) unless the context requires otherwise, words in one gender include all genders and the neutral and words in the singular include the plural and vice versa;
  - (c) wherever the words "include," "includes" or "including" are used in these bylaws they shall be deemed to be followed by the words "without limitation" and shall not be considered to set forth an exhaustive list;
  - (d) all references to the Act, bylaws, policies, procedures and any other document refer to the most recent amendment to the Act, bylaws, policies, procedures or other document.

### ASSOCIATION

4. Provincial Office

The provincial office of the institute shall be determined at the discretion of the council.
5. Property

All powers given to the institute by the Act shall be exercised by the council.
6. Seal
  - 6.1. The institute shall have a seal in such form as approved by council and defined in the policy and procedures.
  - 6.2. Where the seal of the institute is required, it shall be affixed by the registrar or person authorized to perform the duties of the registrar.
  - 6.3. Any document other than the annual licence to practise that are required to be executed under seal shall be signed by the president and registrar.

7. Agreements

The institute may enter into agreements or arrangements with any person, group, association, organization or corporate body having goals or objectives similar to those of the institute upon approval of council and as defined in the policy and procedures.

8. Execution of Documents

Documents to be executed on behalf of the institute shall be signed by the executive director or the person authorized to perform the duties of the executive director, and sealed with the seal of the institute.

9. Financial and Banking

- 9.1. The fiscal year of the institute shall be the calendar year.
- 9.2. Banking and financial dealings of the institute shall be with a financial institution approved by council and defined in the policy and procedures.
- 9.3. The institute shall be responsible for the management of donations and bequests as approved by council and defined in the policy and procedures.
- 9.4. The institute may provide prizes, bursaries, and scholarships as approved by council and defined in the policy and procedures.
- 9.5. Signing authority shall include the executive director-(or their designate) and one of two council members designated by council and defined in the policy and procedures.

FEES

10. Changes to Fees

Changes in fee schedules and allocation of fees shall be proposed by council and presented as a notice of motion to be circulated to the total membership 14 days prior to the annual general meeting or special member meeting at which a vote is to be taken. An annual general or special meeting must have quorum (Administrative Bylaw 37.2) and a simple majority of the total recorded vote is required to approve a fee change.

11. Application fee

\$200.00 for new registrations.

12. Annual fees shall be:

- 12.1. \$485.00 for a professional agrologist;
- 12.2. \$485.00 for a technical agrologist;
- 12.3. \$242.50 for the first year and \$485.00 for each subsequent year as an articling agrologist;
- 12.4. \$242.50 for the first year and \$485.00 for each subsequent year as an articling technical agrologist;
- 12.5. \$9.55 for a student affiliate;
- 12.6. \$35.00 for agrologists on leave of as defined in Regulatory Bylaw 8.0; and
- 12.7. Complimentary for retired professional or technical agrologists providing they are not practicing agrology. If they return to professional practice, they will be required to reinstate as a practicing agrologist and pay full fees.

### 13. Late Fees

- 13.1. a fee of \$150.00 will be assessed for late payment of annual fees on January 16 of the year of registration.
- 13.2. a fee of \$150.00 will be assessed for late reporting of continuing professional development (CPD) activities on January 16 of the year of registration.

### 14. Reinstatement Fees

- 14.1. no reinstatement fee will be assessed when an agrologist, who has been retired or resigned and has not been a registered agrologist for one year or less applies for a reinstatement;
- 14.2. no reinstatement fee will be assessed when an agrologist who has been granted a leave of absence applies for reinstatement;
- 14.3. a \$75.00 reinstatement fee will be assessed when a written resignation has been received by the registrar, and a person has been resigned for more than one year;
- 14.4. a reinstatement fee of \$150.00 will be assessed when no written resignation or leave of absence has been received by the registrar.

### 15. Transferring Registration

An agrologist who holds a professional agrologist or technical agrologist designation, in good standing, from another provincial institute may transfer their registration and paid registration fee to the institute. The applicant will be assessed a \$75.00 transfer fee and if approved will be assessed the institute's annual registration fee the next calendar year.

### 16. Dual Registration

An agrologist who holds a professional agrologist or technical agrologist designation, in good standing, from another provincial institute, and who also wishes to hold a license to practise in Saskatchewan may apply for a dual registration with the institute. The applicant will be assessed a \$75.00 application fee and if approved will be immediately assessed the institute's annual registration fee at a pro-rated amount specified in the policy and procedures.

### 17. Restricted Registration for Temporary Work

An agrologist who holds a professional agrologist or technical agrologist designation, in good standing, from another provincial institute and requires a temporary licence to practise in Saskatchewan for a defined period of time may apply for a restricted licence to practice with the institute. The applicant will be assessed a \$75.00 application fee and if approved will be immediately assessed a registration fee as determined by the admissions and registration committee and defined in the policy and procedures.

## PENALTIES

### 18. Lapse of Registration Fees

An individual who has been removed from the register under section 10 of the regulatory bylaws may apply for reinstatement to the admissions and registration committee. Upon approval, they will be subject to the application fee in section 14.5 of these bylaws, the annual registration fee in section 12 of these bylaws, and a \$250.00 penalty.

## PROVINCIAL COUNCIL

### 19. Council Membership

- 19.1. The council shall consist of no less than eight members as per section 8(2) of the Act including:
- (a) one councillor who is elected by each of the active branches;
  - (b) one councillor who is actively engaged in farming, who is elected;
  - (c) one councillor who is a technical agrologist, who is elected;
  - (d) the president;
  - (e) the president-elect, who is elected to a term after which that individual will become the president;
  - (f) two (2) persons appointed by the Lieutenant Governor in Council as public representatives; and
  - (g) the Dean of the College of Agriculture and Bioresources at the University of Saskatchewan, or a representative nominated by the Dean, as a member by virtue of the Dean's office.

### 20. Branch Responsibility for Election of Councillors

- 20.1. Each branch shall be responsible for the election of its member of council. On or before February 15 of each year, the executive director shall notify the branches of the number of vacancies on council to be filled. Each branch shall report the name of the new councillor directly to the executive director before May 1 of each year.
- 20.2. In the event that a councillor elected by a branch resigns or vacates their position on council, that position shall be filled by council as outlined in section 11(1) of the Act.
- 20.3. No person shall be eligible for election to the council or qualified to fill a vacancy therein or to vote for members thereof unless duly registered under the provisions of the Act and the bylaws of the institute.
- 20.4. A branch councillor must resign their position as branch councillor if elected or appointed to the position of president or president-elect.

### 21. Councillor Qualifications

- 21.1. Any agrologist standing for election to a position of councillor shall, in the year of nomination and for the two years prior:
- (a) be in good standing as an agrologist of the institute;
  - (b) not have been convicted of a criminal offence, unless a pardon or record suspension for that offense has been granted;
  - (c) not be an undischarged bankrupt; and
  - (d) not been found guilty of professional misconduct or professional incompetence in accordance with the Act.
- 21.2. Agrologists eligible for president-elect must, currently or previously, served at least one full year on council or as a branch president, or has received similar experience elsewhere as approved by council.
- 21.3. Articling agrologists and articling technical agrologists are not eligible to sit on council.
- 21.4. Council may, at its discretion, invite others to council meetings but invitees will not have a vote.

## 22. Councillor Removal

22.1. Members of council may be removed from council, for cause, by council. No member shall be removed from council without the approval of at least two-thirds of council members present at a meeting held for this purpose, provided that the grounds for removal are submitted with the notice of the meeting and that the council member is provided with a reasonable opportunity at the meeting to protest their removal.

22.2. Cause for removal shall be defined as follows:

- (a) failure to maintain membership in good standing in the institute;
- (b) failure to maintain residency in the province of Saskatchewan;
- (c) conviction of a criminal offence;
- (d) being an undischarged bankrupt;
- (e) inability to perform the duties for which the councillor has been elected;
- (f) conduct deemed by council to be detrimental to the objectives of the institute; or
- (g) being found guilty of professional misconduct or professional incompetence as set out in the Act.

22.3. Upon a favourable vote, removal shall be effective immediately.

## 23. Councillor Actively Engaged in Farming

A councillor who is an agrologist and actively engaged in farming is to be elected as outlined in section 35 of these bylaws following a nomination process. The term is three years with the option of renewal for one additional three-year term.

## 24. Councillor Who is a Technical Agrologist

A councillor who is a technical agrologist is to be elected as outlined in section 35 of these bylaws following a nomination process. The term is three years with the option of renewal for one additional three-year term.

## 25. Elected Councillors

Elected councillors shall hold office for three years unless specifically appointed for a shorter period to complete an unexpired term. Their terms of office shall be assigned so that, as nearly as possible, a proportional number of councillors are retiring or replaced each year.

## 26. Eligibility for Re-Election

An elected or appointed member of council who has served two consecutive terms of office shall not be eligible for re-election or re-appointment until one year has lapsed.

## 27. President-Elect

A president-elect shall be elected as outlined in section 35 of these bylaws following a nomination process, and shall hold office for not more than two years or until a successor is elected. The president-elect shall take office as president at the commencement of new business during the annual general meeting following the resignation of the president. The president-elect shall perform whatever duties the council may reasonably require, and in the absence of the president, or the inability of the president to act, shall perform the duties of, and have all the powers of, the president.

## 28. President

The president shall serve as president until replaced by the president-elect in accordance with Section 27 of these bylaws, and shall preside at meetings of the institute and of council and shall perform such other duties as required by the Act and these bylaws and as requested by council from time to time and shall be an ex-officio member of all committees.

## 29. Remuneration

Members of the council are entitled to remuneration as determined by council and reimbursement for expenses incurred during the performing of official duties on behalf of the institute, based on published provincial government rates.

## 30. Duties of Councillors

Terms of Reference for each member of council shall be established by council and defined in the policy and procedures.

## OFFICERS OF THE INSTITUTE

### 31. The officers of the institute are:

- (a) the president;
- (b) the president-elect;
- (c) the executive director;
- (d) the registrar; and
- (e) any other officer as may reasonably be required and appointed in order to fulfill the duties of council.

## ELECTIONS

### 32. Election of President-Elect, Farmer Representative and Technical Agrologist Representative

The election of the president-elect, farmer representative and technical agrologist representative shall be facilitated by the nominations committee.

### 33. Eligibility

Any agrologist of the institute in good standing and meeting the qualifications in section 21 of these bylaws shall be eligible for election to the positions of president-elect, farmer representative or technical agrologist representative.

### 34. Nominations

If there is a vacancy or completion of a term, council shall advise all agrologists, on or before January 15, that nominations for the offices of president-elect, farmer representative or technical agrologist representative must be in the hands of the executive director at the provincial office of the institute 45 days prior to the Annual General Meeting. The nominees must be residents of Saskatchewan. Nominees must be in good standing and follow the application process outlined in the policies and nominations must include the signatures of five agrologists.

### 35. Election Procedures

- 35.1. If only one nomination is received at the provincial office of the institute by 45 days prior to the Annual General Meeting the nominee shall be deemed to be elected by acclamation and announced at the next annual general meeting.
- 35.2. When two or more nominations have been received, ballots will be issued to members in good standing and returned in accordance with procedures stated by the Nomination Committee. The nominees receiving the highest number of votes shall be declared elected to council.

## MEETINGS

### 36. Council

- 36.1. There shall be at least two meetings of council in each calendar year. Additional meetings of council may be called when deemed necessary by the president or when requested by five members of council.
- 36.2. Each member of council shall be notified at least 14 days in advance of a meeting of council.
- 36.3. At meetings, all questions shall be decided by a simple majority of the members present.
- 36.4. A quorum shall consist of a majority of members of council.
- 36.5. If a member is absent from two consecutive meetings of the council without good reason, the seat may be reviewed and declared vacant by the council.
- 36.6. Members of council shall, by motion, designate official signing officers.
- 36.7. Meetings of council, executive and committees may be held in various locations in Saskatchewan and may be conducted by means of telephone, video conferencing or other electronic communication technologies providing all persons have access. In addition, and for dealing with appointments, resignations and ratification of decisions, mailed and/or electronic ballots may be used at the discretion of the executive committee providing all members have the opportunity for clarification of issues within established time frames.

### 37. Institute

- 37.1. Roberts Rules of Order shall apply to all meetings of the institute.
- 37.2. A quorum at any annual general meeting or special meeting of the institute shall consist of 50 agrologists in good standing; articling agrologists and articling technical agrologists are voting members at any annual or special meeting.
- 37.3. Notice of any special meeting shall be circulated to the total membership a minimum of 14 days in advance by mail, facsimile or email and must state the purposes for which the meeting is called.
- 37.4. The order of business at an annual general meeting shall be decided by the executive committee and approved at the meeting.
- 37.5. All questions submitted to the institute shall be decided by a simple majority of the agrologists present.
- 37.6. If the president is absent from a meeting, the president-elect, or in their absence, an agrologist to be chosen from those present shall act as chair.
- 37.7. The institute shall at each annual general meeting appoint an auditor. The auditor shall at the end of each fiscal year furnish to the institute a complete statement showing in detail the condition of the institute's financial position and present the same to the annual meeting.
- 37.8. The council shall be responsible for planning and organizing the annual general meeting and convention, based upon the annual budget approved by council.

## COMMITTEES

### 38. Standing, Special and Ad Hoc Committees

38.1. Council shall establish the following standing committees at the first meeting following the annual general meeting:

- (a) Executive;
- (b) Finance and Audit;
- (c) Governance;
- (d) Branch Presidents;
- (e) Act and Bylaws;
- (f) Nominations;
- (g) Admissions and Registration;
- (h) Professionalism and Ethics; and
- (i) Professional Development and Practice Standards.

38.2. A member of council shall chair each committee.

38.3. The Terms of Reference for each committee shall be established by council and be defined in the policies and procedures.

38.4. Special or ad hoc committees may be appointed for specific assignments with defined Terms of Reference approved by council and must operate and function based on principles outlined in the policies and procedures.

38.5. Standing and ad hoc committees derive their authority from council and are responsible to council during the term of their operation, and any action on their part beyond the Terms of Reference shall require the prior approval of the council.

38.6. Each committee may enact, amend and revoke procedures to govern its responsibilities pursuant to its Terms of Reference and in accordance with the Act, bylaws and any policies and procedures established by council.

## BRANCHES

### 39. Branch Formation

Twenty-six members of the institute may, with the approval of the council, form a branch of the institute.

### 40. Branch Area

Council shall determine the regional branch areas, which will serve as the basis for assigning members to their respective branch.

### 41. Branch Executive

Each branch shall have an executive of at least five members including a president and a member of the council, each of who shall hold office in accordance with the policy and procedures and branch executive guidelines.



42. Transferring to a New Branch

Where an agrologist changes residence, or a new branch is formed, an agrologist may transfer membership from one branch to another or hold membership in more than one branch.

43. Branch Policies and Procedures

Each branch may, subject to the prior approval of council, make policies and procedures respecting any matter concerning its members. Any changes in the policy and procedures shall not be enforced or acted upon until approved by the council.

*Valerie Pearson PAg*

April 2, 2020

---

Certified by the Registrar – Valerie Pearson PAg

Date