

THE ENGINEERING, GEOLOGICAL AND  
GEOPHYSICAL PROFESSIONS ACT

**BY-LAWS**

As approved by the Association and incorporating amendments  
approved at the Annual General Meetings of  
June 1983, June 1987, April 1991,  
April 1993, April 1996,  
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Adopted by Authority of Section 19 of the Engineering, Geological and Geophysical Professions Act.

## **Part 1 Head Office, Branches and Districts**

### **Location**

- 1(1) The Head Office of the Association shall be located in the City of Edmonton in the Province of Alberta.
- (2) Council may establish such branches and districts as it deems necessary for the benefit of members of the professions concentrated in specific regions of the province. Constitution, structure and operation of the branches and districts shall be subject to the approval of the Council.

## **Part 2 Election of Council**

### **Nominating Committee**

- 2 A nominating committee shall be appointed at the annual meeting to serve for the ensuing year. The Committee shall consist of a minimum of 11 professional members of the Association, 1 of who shall be the retiring president, who shall be the chairman. Council shall fill any vacancies which may occur in this nominating committee.

### **Nominees**

- 3(1) Not less than 150 days prior to the annual meeting the nominating committee shall submit to the Executive Director a list of nominees for Council, which shall include the president-elect as the sole nominee for president, 3 nominees for vice-president, and at least 3 more nominees for Councillors than there are vacancies to be filled on Council.
- (2) Nominees for president or vice-president shall have served at least 1 year on the Council.

### **Nominees selection**

- 4(1) The nominating committee, in selecting nominees, shall give due consideration to the composition of the Council as required by the Act, regulations and by-laws and to the geographical distribution and field of practice of the nominees.
- (2) The written consent of the nominees to act if elected shall be secured and shall accompany the list of nominees submitted to the Executive Director.
- (3) Not less than 120 days prior to the annual meeting the Executive Director shall distribute to each professional member, either directly by mail or via the Association publication known as the PEGG, a list of the nominations made by the nominating committee.

### **Additional nominations**

- 5 Additional nominations for any office or any offices, except the president may be made in writing by any 10 professional members. Such nominations shall reach the Executive Director properly endorsed not later than 90 days prior to the annual meeting and shall be accompanied by the written consent of the nominee or nominees to act if elected.

### **Conduct of elections**

- 6(1) Elections shall be conducted by letter ballot.
- (2) The names of all persons nominated for office shall be placed on the ballot form in groups relating to each office. The number, professional classification and term of Councillors to be elected shall be made clear on the ballot form. Ballot forms shall be mailed to the professional members by the Executive Director not later than 50 days prior to the annual meeting.
- (3) Each professional member is entitled to one vote for one candidate for vice-president, and to vote for as many candidates as there are vacancies to be filled for Council, or for a lesser number.

(4) The poll shall close at noon on the 20th day prior to the annual meeting and no ballots received after that time shall be considered.

### **Electronic Voting**

**6.1** Notwithstanding Section 6, a member may vote electronically as prescribed by such terms and conditions established by Council from time to time and such vote shall be received and treated by the Association as having the same force and effect as if sent by letter ballot pursuant to Bylaw 6.

### **Ballot counting committee**

**7(1)** At least 20 days before the annual meeting the president shall appoint 6 professional members including a chairman to act as a ballot counting committee.

(2) This committee shall meet at a time and place designated by the president, but at least 15 days prior to the annual meeting, and shall receive then the package containing the ballots from the Executive Director.

(3) The envelope containing the ballots shall be opened by a member or members of the ballot counting committee who shall scrutinize and count the votes cast and keep a record thereof.

### **Counting of ballots**

**8(1)** Of the candidates for the offices of vice-presidents, the one receiving the highest number of votes shall be elected first vice-president and the one receiving the second highest number of votes shall be elected second vice-president.

(2) The candidate elected as first vice-president shall be deemed to be the president-elect and shall be the sole nominee for the president in the succeeding year.

(3) The requisite number of persons who receive the highest number of votes for the office of Councillor shall be elected as Councillors for a term of 3 years. If there are any vacancies in Council to be filled the person or persons receiving the next highest number of votes for the office of Councillor shall be elected as Councillors for the balance of the unexpired term or terms to be filled, and as among them, the person or persons receiving the highest number of votes shall fill any vacancy or vacancies which have the longer unexpired term or terms.

(4) On completion of the counting of the ballots, the chairman of the ballot counting committee shall deliver to the president or the Executive Director the results of the poll, together with the ballots and tally sheets in a separate sealed package.

### **Results of election**

**9(1)** Prior to the annual meeting, the president or the Executive Director shall inform the candidates in the election of the results of the balloting including the number of votes cast for each candidate.

(2) The results of the election shall be announced at the annual meeting by the chairman of the meeting.

(3) In case of equality of votes for any officer or Councillor, the president or, in the absence of the president, the chairman of the nominating committee shall cast the deciding vote.

### **Objection and recount**

**10(1)** Any objection to the poll as announced will be valid only if made immediately after the announcement and a proper motion for a recount will then be in order. If such a motion is made and carried the chairman shall appoint a ballot counting committee of not less than 12 professional members who shall forthwith recount all ballots. Candidates may be present or represented at such recount.

(2) On completion of the recount the results shall be communicated in writing to the chairman who shall announce it to the annual meeting immediately. Such recount shall be final and binding.

(3) Following the announcement of the poll or of the recount, as the case may be, the ballots and any tally sheets shall be destroyed.

### **Failure to comply with procedures**

**11** In the event of any failure to comply with procedures relating to the election of members of Council, Council shall have the power to take any action it deems necessary to validate the nomination, the counting of the ballots or the election.

## **Part 3 Meetings of the Council**

### **Council meetings**

**12(1)** Council shall meet at the call of the president or on request in writing to the Executive Director signed by not less than 4 Councillors.

(2) The time and place of Council meetings shall be fixed by the president or by the councillors, whichever called the meeting.

(3) Professional members of the Association shall be informed as to the time and place of Council meetings and may attend meetings of the Council as observers if advance notification of their attendance is given to the Executive Director.

(4) If any member of Council is unable to attend a meeting of Council he shall so inform the Executive Director or the executive secretary prior to the meeting.

(5) If any member of Council absents himself from 3 consecutive meetings of Council without the approval of Council, Council may declare his seat to be vacant.

### **Expenses**

**13** Members of Council and, at the discretion of Council, appointed representatives of the Association, members of committees of the Association, members invited for special purposes and the representatives of other organizations shall be paid the reasonable out-of-pocket expense of attending meetings of the Council or of the Association or when travelling on business of the Association.

### **Honorarium President**

**13.1** An honorarium shall be paid to the President, or the President's nominee in an amount and under such conditions as may be determined by the Council from time to time.

## **Part 4 Representatives to and from other Organizations and Groups**

### **Representatives on other organizations**

**14(1)** Council may appoint professional members to represent the Association on the Engineering Faculty Councils and Science Faculty Councils of Universities in Alberta and shall appoint a director of the Canadian Council of Professional Engineers.

(2) Council may appoint a professional member to represent the Association on the Council, governing body, or committees of any other organization or association.

(3) Representatives appointed under the provisions of subsections (1) and (2) hereof, if not members of Council, may be invited by Council to attend meetings of Council and to take part in the proceedings of Council but shall not be entitled to vote on any question.

### **Representatives from other organizations**

**15(1)** Council may invite any organization or association to appoint a member of its executive as a representative to sit with Council at such meetings of Council as Council may determine.

(2) Any representative appointed pursuant to subsection (1) hereof, if not a member of Council, may be invited by Council to attend meetings of Council and to take part in the proceedings of Council but shall not be entitled to vote on any question.

## **Part 5 Meetings of the Association**

### **Annual meetings**

**16(1)** An annual meeting of the Association shall be held in every calendar year with the period between such meetings not to exceed 18 months. At each annual meeting the Council shall submit a recommendation as to the date and place of the next annual meeting.

(2) Notice of the annual meeting shall be distributed, either directly by mail or via the Association publication known as the PEGG, to all members at least 90 days in advance of the meeting.

(3) At the annual meeting of the Association a quorum shall consist of 60 professional members.

### **Agenda**

**17(1)** The following items of business shall be dealt with at the annual meeting:

- (a) minutes of the last annual meeting and of any special meetings held since the last annual meeting;
- (b) business arising from the minutes;
- (c) address of the president,
- (d) reports of representatives of the Association;
- (e) reports of committees;
- (f) auditor's report;
- (g) appointment of auditor;
- (h) new business;
- (i) fixing of the date and place of the next annual meeting;
- (j) announcement of the results of the annual election;
- (k) objection, if any, to the election results as announced;
- (l) appointment of the nominating committee.

(2) Any resolution carried at an annual meeting shall be considered at the next regular meeting of the Council.

### **Special meetings**

**18(1)** Special meetings of the Association may be held when considered necessary by the Council or upon written request to the Executive Director signed by not less than 30 professional members of the Association. A special meeting summoned pursuant to the written request of the 30 or more professional members shall be held not more than 45 days after the request is received by the Executive Director.

(2) Written notice calling a special meeting of the Association shall be distributed to all members, directly either by mail or via the Association publication known as the PEGG, at least 14 days in advance of the meeting and shall clearly state the object of the meeting, and no other business shall be transacted at the meeting.

(3) At any special meetings of the Association a quorum shall consist of 60 professional members.

(4) Any resolution carried at a special meeting shall be considered at the next regular meeting of the Council.

### **District meetings**

**19(1)** District meetings of the Association may be held as approved by Council or as directed by the executive of a properly constituted Branch of the Association.

- (2) Notice of a district meeting shall be distributed to all members resident in the district, either directly by mail or via the Association publication known as the PEGG, at least 14 days in advance of the meeting.
- (3) Council shall approve the holding of a district meeting of the Association on a request to the Executive Director signed by not less than 30 professional members of the Association.
- (4) A quorum at a district meeting shall be 10 professional members.
- (5) Any resolution carried at a district meeting shall be considered by Council at its next regular meeting.

### **Procedures at meetings**

- 20**(1) The proceedings at any meeting of the Association and of Council shall be governed by the rules laid down in the latest edition of Robert's Rules of Order, except as these by-laws may otherwise provide.
- (2) Only professional members are entitled to vote at annual, district or special meetings of the Association.

## **Part 6 Executive Director, Acting Registrar**

### **Responsibilities**

- 21** (1) The Executive Director shall be a professional member of the Association and shall post a security bond at the expense of the Association in a sum to be fixed by Council.
- (2) The Executive Director shall be in responsible charge, under Council, of all property of the Association and shall be responsible for the work of all employees of the Association.
- (3) The Executive Director shall be responsible for
  - a) the presentation of business and recording of proceedings at all meetings of the Association and of Council,
  - b) conducting the correspondence of the Association and keeping full records thereof,
  - c) the books and accounts of the Association and ensuring that all monies due the Association are collected and deposited with the funds of the Association,
  - d) the drawing of cheques against the funds of the Association to be signed by the Executive Director and president or alternates approved by the Council,
  - e) providing from time to time such information and reports as may be requested by Council, or which he deems necessary in the interest of the Association, and
  - f) such other functions as are necessary or expedient for the proper administration of the Act, regulations and by-laws, and the affairs of the Association generally.

### **Acting Registrar**

- 22** The Council may appoint an Acting Registrar who has all the powers and can perform all the duties of the Registrar under the Act, the regulations and the by-laws when the Registrar is absent or unable to act, or when there is a vacancy in the office of the Registrar.

## **Part 7 Finances of the Association**

### **Auditing**

- 23**(1) The finances of the Association shall be audited annually as of the 31st day of December.
- (2) The auditors shall be a firm of chartered accountants who shall be appointed annually at the annual meeting.
- (3) The auditors shall submit a written report for the annual meeting, a copy of which shall be sent to members prior to the meeting either directly by mail or via one of the Association publications.

**Fees**

- 24**(1) The annual fee for a professional member shall be as specified from time to time by Council and shall be payable in advance, on the anniversary date of the member's initial or current registration, subject to such discount, if any, as Council may from time to time direct.
- (2) The registration fee shall consist of an administrative charge as established by Council from time to time plus any other fees payable with the application for registration.
- (3) In the case of new applicants, the annual fee for the following 12 months shall be payable at the time of registration.
- (4) The annual fee for a licensee shall be fixed by Council from time to time, and shall not be less than the annual fee for a professional member.
- (5) (a) The annual fee for a permit holder shall be fixed by Council from time to time and shall be not less than the annual fee for the professional member or licensee assuming direct personal supervision of and responsibility for the practice of the permit holder.
- (b) Council may, in its discretion, on application of a permit holder waive or reduce the annual fee.

**Part 8  
Life and Honorary Members****Life Member**

- 25**(1) Council, may confer life membership in the Association upon any professional member who
- (a) has been a professional member for 25 or more years; or has held equivalent registration in a jurisdiction recognized by the Association, and professional membership totalling a minimum of 25 years, of which at least the last 10 years have been with the Association, and
- (b) has retired from the practice of the profession
- (2) Notwithstanding Section 25(1), Council, in its sole discretion, may confer life membership in the Association upon any professional member it deems worthy.
- (3) Subject to Section 25(1), life members retain all of the obligations, duties and privileges of professional membership and pay annual fees as may be specified by Council.

**Honorary Life Member**

- 26**(1) Council, in its discretion by unanimous vote, may confer Honorary Life Membership in the Association upon any professional member who has rendered significant service to the Association.
- (2) Honorary Life Members retain all of the obligations, duties and privileges of professional membership but are exempted from payment of annual fees.

**Honorary Member**

- 27**(1) Council, in its discretion by unanimous vote, may confer honorary membership in the Association upon persons who have given eminent service to the profession. There shall at no time be more than 30 honorary members in the Association.
- (2) Honorary membership may be revoked by unanimous vote of the Council for conduct considered detrimental to the profession.
- (3) Honorary members do not have the right to vote on Association affairs, to call themselves professional members or create the impression that they are professional members, or to engage in the practice of engineering, geology or geophysics.
- (4) Honorary members are not required to pay any annual fees.

## **Part 9 Committees**

### **Procedures and appointments**

- 28**(1) Standing Committees, Task Forces, or Boards, appointed by the Council pursuant to the Act and Regulations, shall proceed in accordance with terms of reference and procedures designated by the Council at the time of appointment.
- (2) The Chair and members of Standing Committees, Task Forces, and Boards shall be appointed by the Council or if the Council so directs, by the Executive Director.
- (3) Members of Standing Committees, Task Forces, and Boards, shall be appointed by the Council or by Chairmen in consultation with the Executive Director with ratification by the Council.

### **Expenses**

- 29** The Chairs and members of Standing Committees, Task Forces and Boards shall receive reimbursement of expenses incurred in performing their designated functions.

## **Part 10 Scholarships and Benefit Programs**

### **Program**

- 30**(1) The Council in its discretion may establish such scholarship or other educational incentive programs that it considers will serve the interests of the professions of engineering, geology or geophysics and shall decide from time to time the amount of financial support to be provided for such programs.
- (2) The Council in its discretion may establish such other types of benefit programs that it considers will advance the welfare of the professions of engineering, geology or geophysics and shall decide from time to time the amount of financial support to be provided for such programs.

## **Part 11 Register of Members**

### **Content**

- 31**(1) The Registrar shall be responsible for maintaining an up-to-date register providing a record of
- (a) professional members,
  - (b) licensees,
  - (c) permit holders,
  - (d) Life Members, Honorary Life Members, and Honorary Members,
  - (e) members-in-training,
  - (f) examination candidates,
  - (g) students,
  - (h) joint firms, and
  - (i) restricted practitioners, and
  - (j) provisional licensees, and
  - (k) professional licensees.
- (2) The Registrar shall be responsible for entering any memoranda in the register related to cancellations and suspensions and any subsequent modifications to such memoranda and shall advise the next regular meeting of the Council of any memoranda entered or modified.

## Mailing addresses

**32** Professional members, licensees, permit holders, professional licensees, provisional licensees, Life Members, Honorary Life Members, Honorary Members, members-in-training, examination candidates, students, joint firms and certificate holders shall provide the Registrar with their current mailing addresses and advise the Registrar forthwith in writing of any change in address.

## Onus to respond

**32.1** Professional members, licensees, permit holders, life members, professional licensees, provisional licensees, members in training, joint firms, or certificate holders, shall respond promptly and appropriately to any duly served communication of a regulatory nature received from the Association that contemplates a reply.

## Part 12 Seals, Stamps and Certificates

### Seals and stamps

**33(1)** Seals and stamps issued to professional members shall be in a form prescribed by the Council and shall show the professional category of the professional member as Professional Engineer, Professional Geologist or Professional Geophysicist.

(2) Seals and stamps issued to licensees shall be in a form prescribed by the Council and shall show the professional category of the licensee as Professional Engineer, Professional Geologist or Professional Geophysicist and in addition shall carry the word "licensee",

(3) Stamps issued to permit holders shall be in a form prescribed by the Council and shall show the designation "Permit Holder".

(4) Stamps issued to joint firms shall be in a form prescribed by the Council and shall show the designation "Engineers and Architects" or "Architects and Engineers".

(5) Seals and stamps issued to professional licensees shall be in a form prescribed by the Council and shall show the designation "Professional Licensee (Engineering), (Geological), or (Geophysical)" as the case may be.

### Certificates

**34(1)** The Registrar shall issue to each professional member a certificate in a form prescribed by the Council signed by the president and Registrar showing the date of registration and the professional category in which the member is registered; and upon renewal an annual certificate.

(2) The Registrar shall issue to each licensee a license certificate in a form prescribed by the Council signed by the president and Registrar showing the date of registration and the professional category of the licensee; and upon renewal of the license an annual certificate in the form of a license renewal card.

(3) The Registrar shall issue to each permit holder a certificate in a form prescribed by the Council signed by the president and Registrar showing the permit number assigned to the permit holder and professional category in which the permit holder is entitled to practice; and upon renewal of the permit an annual certificate in the form of a permit renewal card.

(4) The Registrar shall issue to each restricted practitioner a certificate in a form prescribed by the Council signed by the president and Registrar and showing the date of registration and the restricted area of practice in which the certificate holder may engage; and upon renewal of registration as a restricted practitioner, an annual certificate in the form of a restricted practice renewal card.

(5) The Registrar shall issue to each professional licensee a certificate in a form prescribed by the Council, signed by the President and Registrar, and showing the date of registration and the area of practice in which the professional licensee may engage; and upon renewal of registration as a professional licensee an annual certificate in the form of a renewal card.

### Surrender of seals, stamps and certificates

**35** Professional members, licensees, permit holders, certificate holders, and professional licensees shall surrender to the Registrar, forthwith upon development of any of the following eventualities, any seals, stamps and certificates that have been issued to them:

- (a) temporary withdrawal of the professional member, licensee, permit holder, certificate holder, or professional licensee from practice of the profession for a period estimated to exceed 1 year;
- (b) resignation of the professional member, licensee, permit holder, certificate holder, or professional licensee from the Association;
- (c) the suspension or cancellation of the professional membership, license, permit or certificate.

### **Part 13 Assessment of Costs for Hearings and Appeals**

#### **Content**

**36** Where the Discipline Committee, Practice Review Board or the Appeal Board orders an investigated person to pay the costs of the hearing, or the costs of the appeal, or both the costs of the hearing and the costs of the appeal, those costs may include all or any of the following costs and expenses:

- (a) any honorarium, payment, or professional fees paid to a person retained to participate in the hearing or appeal;
- (b) costs of any transcripts of evidence taken in the proceedings;
- (c) costs of reproduction of all or any documents including drawings and plans relating to the proceedings;
- (d) witness fees;
- (e) cost of renting rooms, renting recording equipment, or hiring a reporter to take transcript of the evidence;
- (f) fees payable to the solicitor acting on behalf of the Association in the proceedings;
- (g) any other expenses incurred that are attributable to the hearing or an appeal resulting from it.

### **Part 14 General**

#### **Voting by mail**

- 37(1)** The Council may direct that a mail vote be conducted on any matter related to the Association.
- (2) Announcement of a mail vote giving full details of the matter to be voted upon must be made to all professional members at least 21 days in advance of the vote being taken and if objections to a mail vote are received by the Registrar in writing at least 3 days before the announced date of the vote from at least 30 professional members of the Association the matter shall be held over to a meeting of the Association.
- (3) A vote by mail shall be declared valid if at least 10 percent of the professional members respond and the matter shall be declared carried or defeated on the basis of a simple majority of the votes returned.
- (4) The results of a mail vote shall be considered by the Council at its next regular meeting.

#### **Electronic Voting**

**37.1** For purposes of Bylaw 37, a mail vote shall be deemed to include electronic communications within such terms and conditions as may be prescribed from time to time by the Council of the Association and such vote shall be received and treated by the Association as having the same force and effect as if sent by mail under Bylaw 37.

#### **Amendments to By-laws**

- 38(1)** Proposed amendments to by-laws shall be submitted to a properly convened meeting of the Association and shall not be effective unless approved by a majority of the professional members present and voting at the meeting, or shall be submitted to the professional members for a mail vote in accordance with section 37.
- (2) If the proposed amendments are to be voted on at a meeting of the Association, full details of the proposed amendments shall be disclosed to all professional members at least 14 days in advance of the meeting.

### **Validation**

**39** When any act or thing under the provisions of these by-laws directed to be done within a limited time is not so done, or is not properly or effectually done, then anything actually done prior to such omission or improper or ineffectual act shall not be thereby vitiated, but shall remain in full effect and the Council, either prior or subsequent to such act not properly or effectually done or omitted, may extend the time for completing or perfecting such act or thing, which when completed or perfected, shall have the same effect as if done strictly in accordance with the provisions of these by-laws.

### **Professional Licensees**

**40** Sections 2, 5, 6, 7, 12(3), 16(3), 18, 19, 20, 37 and 38 of these Bylaws apply to professional licensees (engineering), professional licensees (geological) and professional licensees (geophysical) as if they were professional members.