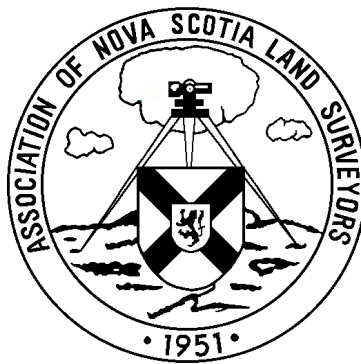


BY-LAWS

OF

THE ASSOCIATION OF
NOVA SCOTIA LAND SURVEYORS

October 2007



BY-LAWS
of
The Association of Nova Scotia Land Surveyors

Made pursuant to Section 9 of the Land Surveyors Act, RSNS 1989, c.249.

1.0 Nomination and Election of the Council

- 1.1 There shall be a Nominating Committee consisting of the immediate Past President who shall be Chairman and at least one Member. The Nominating Committee shall prepare and present to the Secretary a list of nominees for election, not less than thirty days prior to the date of the Annual Meeting.
- 1.2 The list of nominees shall be mailed by the Secretary to members not less than twenty-one days prior to the date of the Annual meeting.
- 1.3 Members shall return a completed secret ballot paper indicating their choice of officers to the Secretary not less than seven days prior to the date of the Annual Meeting.
- 1.4
 - (a) The member having the highest number of votes shall be elected and in the case of a tie, the question shall be decided by vote at the Annual Meeting.
 - (b) If the Nominating Committee fails to select one or more nominees for a full slate of officers for election or if, at the date of the Annual Meeting, any one or more nominees have withdrawn from the election resulting in no nominee being available for election for that particular office, then nominations may be made from the floor with the consent of the nominee and an election may be held by secret ballot at the Annual Meeting for such office.
 - (c) Where a vacancy on the Council is caused by a resignation, suspension, or another reason, the Council may appoint a member from that zone to act as Councillor until the elections at the next Annual Meeting.
 - (d) Notwithstanding Section 1.4 (c), where a vacancy exists for the position of President, Vice-President or immediate Past President, the Council may appoint any member to serve in such vacant position with the consent of such members. Where the Vice-President cannot offer as a candidate for President, the Council may appoint the incumbent President to serve another term, with the consent of such incumbent President.
- 1.5 The Secretary shall, upon completion of the counting of the ballots, submit a written report to the President to be signed by the Secretary and the scrutineers advising of the results of the election, and such report shall be filed by the Secretary.
- 1.6 The Secretary shall destroy the ballots following the recording of the election results provided that a motion is so made and approved by a majority vote at the Annual Meeting, and further provided that a member has made no objection as to the voting

procedure that would necessitate the retention of the ballots in order to deal with such objection.

- 1.7 Members elected to Council shall serve for two years with half the members elected for each of Zones 5 and 6 to commence their terms at the mid-term of the others.

2.0 Duties of Councillors

2.1 Each Councillor elected by a Zone shall perform the following duties:

- (a) Represent the members of the Zone in which he has been elected;
- (b) Attend the Annual and Special Meetings and all Council Meetings called during his term of office;
- (c) Recommend to the Council matters that will lead to the further advancement of the surveying profession;
- (d) Serve on Committees when appointed by Council;
- (e) Call (in Zone 5 and 6, in cooperation with the other Councillors) two or more meetings annually in the Zone he represents, for the purpose of discussing local or regional problems;
- (f) Submit to the Council not less than twenty-one days prior to the date of the Annual Meeting written reports of the results of the Zone meetings held during the year and written reports from the Committees for which he is responsible;
- (g) At the request of the Complaints Committee, assist in the investigation of complaints in his Zone;
- (h) Sixty days prior to the date of the Annual Meeting, submit to the Nominating Committee the names of two or more candidates for election as Zone representative on the Council;
- (i) Make recommendations to the Nominating Committee as to candidates for President, Vice-President and representative on Council for his particular Zone.
- (j) Ensure the appointment of members of such committees for which he or she is responsible.

3.0 Remuneration and Expenses

3.1 Members of the Council shall serve without remuneration.

3.2 Each member of the Board shall receive from the Association such remuneration as the Council determines for each day on which he is engaged in Board responsibilities.

3.3 Members of the Council, members of the Board and members of the Committees appointed by the Council shall be reimbursed for such reasonable expenses as have been incurred during the execution of their duties.

4.0 Appointment of Committees by the Council

4.1 The Council shall direct and manage all the affairs of the Association.

4.2 The Council may appoint committees to assist it in directing and managing the affairs of the Association.

4.3 All members of committees shall be appointed to hold office for a one-year term, effective upon the date of the annual meeting, unless otherwise provided in these by-laws.

4.4 The Council may dissolve a committee at any time, unless otherwise provided in these by-laws.

4.5 When committees are appointed, the Council shall define their functions.

4.6 A quorum for any committee is a majority of the members of that committee unless otherwise provided.

4.7 All decisions of committees shall be made by a majority vote of those members in attendance.

5.0 Meetings of the Council and Association

5.1 Council Meetings - There shall be at least three meetings of the Council each year at such time and place as the President directs.

5.2 Notice of the time and place of each meeting shall be given by the Secretary to each Council member at least seven days prior to the date of the meeting.

5.3 The President may at any time call Special Meetings of the Council.

5.4 At all meetings of the Council the President or , in his absence, the Vice-President shall preside and, if neither is present, then the members of the Council present shall select one of their members to act as Chairman.

5.5 Association Meetings - The Annual Meeting of the Association shall be held at such time and place as may be determined by the Council and notice thereof shall be sent to each member of the Association not less than twenty-one days prior to the date of the Annual Meeting.

5.6 Special Meetings of the Association may be called at any time at the request of two thirds of the members of the Council present at any Council Meeting or at the written request of

not less than ten members of the Association. Notice of such Special Meeting shall be given in the same manner as for Annual Meetings.

- 5.7 Thirty-five members shall constitute a quorum for the transaction of business of all Annual and Special Meetings of the Association.
- 5.8 At Association Meetings, a member wishing to speak shall ask to be recognized by the chair and address the chair. Each member shall have one vote, which shall be taken by a show of hands unless a ballot is demanded by two or more members. In such cases, the Chairman shall declare a vote by ballot and appoint two scrutineers to count the ballots and any member is entitled to witness the counting of the ballots. In the case of an equality of votes, whether by a show of hands or ballots, the Chairman of the meeting shall have the deciding vote.
- 5.9 Roberts Rules of Order shall govern in all cases not provided for herein.
- 5.10 The order of business at Annual Meetings of the Association shall be:
 - (a) Secretary to report
 - i. number of members registered at the meeting
 - ii. number and category of members on the roll;
 - (b) Review and approval of the minutes of the last Annual Meeting and of any subsequent meeting of the Association;
 - (c) Business arising out of the minutes;
 - (d) Report of the Council;
 - (e) Secretary's Report'
 - (f) Treasurer's Report with Financial Statement duly audited;
 - (g) Secretary's Report on Membership and Applications;
 - (h) Report of Scrutineers;
 - (i) Report of Committees;
 - (j) Installation of Officers;
 - (k) New Business including approval of Budget.
- 5.11 Only members shall be eligible to vote at an Annual Meeting.

6.0 Seals, Annual Register, Roll and Mailing

6.1 Seals - The design of seals shall be as approved by Council.

6.2 Annual Register - The Annual Register shall be maintained by the Secretary as follows:

- (a) The Annual Register shall list in alphabetical order by surnames, according to their category, in the following order: honorary members, life members, members, retired members, non-practising members, associate members, student members, holders of a Certificate of Authorization under Section 18 and holders of a Certificate of Authorization under Section 19;
- (b) The following particulars of each person shall be listed: registration number, surname, given names, address and telephone number;
- (c) Corporations, partnerships, and associations of persons authorized to practise shall have the name of one or more contact persons listed;
- (d) The Annual Register shall be distributed to members and others each year after the final date for payment of membership fees, assessments or levies.

6.3 Roll - The roll shall be maintained by the Secretary as follows:

- (a) The roll shall consist of three parts, namely:
 - i. Part One - A list of members in cardinal order against each of which shall be the name of the member to which it has been assigned as a registration number;
 - ii. Part Two - A list in alphabetical order of those who have been or are members with the registration number of each preceding his name;
 - iii. Part Three - The totality of the individual personal files of all who have been or are members together with the files of corporations, partnerships, or associations of persons to which Certificates of Authorization have been issued.
- (b) Individual personal files shall contain documentation which reflects the individual's authorization to practise, records of commendation or of discipline, technical and specialist qualifications and service on Council and on Committees. The requirement set out in this clause shall apply to holders of a Certificate of Authorization mutatis mutandis. Any member may inspect his personal file.
- (c) The personal files of former members may be kept separate and apart from those of current members.

6.4 Mailing - Correspondence of any kind from the Secretary of the Association shall be deemed to be received by the person whose address is marked on such correspondence in three days from the date that such correspondence is postmarked, provided that such address is the last known address of the addressee.

7.0 Audit and Fiscal Year

- 7.1 The Council shall appoint persons who shall review the books of the Association and prepare a financial statement to be presented to the Annual Meeting.
- 7.2 The Council may request an audit of the books of the Association.
- 7.3 The fiscal year of the Association shall be from the 1st day of January for a period of twelve months to and including the 31st day of December.

8.0 Annual Fees, Assessments and Levies

- 8.1 Life Member - There shall be no annual fees charged to a life member.
- 8.2 Members Other Than Life Members - Subject to Section 8.1, all members shall be charged an annual fee as set from time to time by a majority vote of members at an Annual Meeting or a Special General Meeting.
- 8.3 Student Members - Student members shall pay an annual fee of 10% of the annual fee charged to members under Section 8.2.
- 8.4 Holders of a Certificate of Authorization under Section 18 - All holders of a Certificate of Authorization under Section 18 shall pay an annual fee as set from time to time by a majority vote of members at an Annual Meeting or Special General Meeting.
- 8.5 Notice of Annual Fees to Members - The following procedures apply for notice to members liable to pay annual fees under Section 8.2, subject to Section 8.12:
 - (a) The Secretary shall not later than the 1st day of January in each year notify each member in writing that the annual fee for the new year is due and payable on the 1st day of January.
 - (b) The Secretary shall, not less than fourteen days prior to March 1st in each year, notify any member whose fee for the current year has not been paid that unless the fee is paid on or before March 1st of that year then such member shall on or after that date be subject to the provisions of Section 12(3) and Section 12(4) of the Act. *(March 31st changed to March 1st – will become effective with the amendment of Section 12(4) of the Act changing “a period of three months” to “a period of two months”).*
 - (c) The Secretary shall, where a member has not paid his annual fees in compliance with clause (b) of Section 8.5, notify such member in writing on or before the 15th day of March in each year advising such member of the provisions of Section 12(4) of the Act. *(April 14th changed to March 15th – will become effective with the amendment of Section 12(4) of the Act changing “a period of three months” to “a period of two months”).*

- 8.6 Notice of Annual Fees to Student Members - The notice provisions in Section 8.5 for annual fees to members shall be applicable to student members mutatis mutandis.
- 8.7 Notice of Annual Fees to Holders of a Certificate of Authorization - The Secretary shall, not less than fourteen days prior to the 1st day of January, notify each holder of a Certificate of Authorization in writing that the annual fee for the new year is due and payable on the 1st day of January and further, that failure to pay on or before the 1st day of January shall result in such holder of a Certificate of Authorization being subject to the terms of Section 18(10) of the Act.
- 8.8 The conditions that may be prescribed by the Council pursuant to Section 12(4) of the Act for re-admission of a person as a member may include the payment of a reinstatement fee of \$50.00.
- 8.9 Where the Secretary, pursuant to Section 12(4) or Section 18(10) of the Act directs the cancellation of the membership of a member or the certificate of a holder of a Certificate of Authorization for non-payment of fees and that cancellation has become effective in accordance with the Act, a copy of the notice of cancellation certified by the Secretary shall be forwarded to each Federal, Provincial or Municipal department or office that may use or approve the use of plans or documents prepared by the member or holder of a Certificate of Authorization whose membership has been cancelled, and the notice of cancellation, certified by the Secretary, shall be published in at least two newspapers having general circulation in the area in which the member or holder of a Certificate of Authorization so disciplined had carried on his practice.
- 8.10 Any resignation pursuant to Section 13 of the Act shall be in writing.
- 8.11 Other fees, assessments or levies - The Council may fix levies and collect such other fees, assessments or levies as the Council may, from time to time, deem necessary.
- 8.12 Council may make provision for payment of the annual fee by installments, together with a surcharge. The amount of the surcharge to be decided from time to time by Council. Council may also make guidelines respecting the collection of these installment payments, including the right of refusal of this privilege to any member. A default on any installment payment shall cause any outstanding payment(s) to be due and payable immediately and the member shall be subject to Sections 12(3) and 12(4) of the Act.

9.0 Non-Practising Members

- 9.1 The registration of new non-practising members shall cease effective November 1, 1989.

10.0 Honorary Members

- 10.1 Honorary membership may be granted to persons who have made outstanding contributions to the advancement of surveying.
- 10.2 Honorary membership shall not be granted to persons who are members of, or who are eligible for membership in the Association.

10.3 The granting of honorary membership shall be after nomination and unanimous vote of the Council with subsequent election by a majority at an Annual Meeting.

11.0 Student Members

11.1 Student members shall be entitled to attend general meetings and to receive all publications of the Association.

11.2 Student members shall not be entitled to vote on the election of officers or on any business of the Association.

12.0 Life Members

12.1 Life membership may be granted to a member who has made an outstanding contribution to the Association.

12.2 An outstanding contribution to the Association as referred to in Section 12.1 shall include at least one term on the Council in combination with two or more of the following: (a) Active service of not less than fifteen years on one or more committees of the Association; (b) Service as President of the Association for one or more terms; (c) Contribution to the enhancement of the professional standing of the Association through good public relations with other professional organizations and the public at large; (d) Leadership in setting new directions in the field of land surveying or related disciplines; (e) Participation in the development of new techniques or equipment in surveying or mapping; (f) Significant contribution to the Association through research and publication of papers pertaining to land surveying and related disciplines.

12.3 The granting of life membership shall be after nomination by a member of the Association, approved by seventy-five per cent of the Council, and subsequent approval by a majority of members present at an annual meeting of the Association.

12.4 At no time shall the number of life members exceed twenty-five except by unanimous approval of the Council and subsequent approval by a majority of the members present at an Annual Meeting of the Association.

13.0 Retired Members

13.1 A Retired Member is a person

- (a) who has resigned active membership in the Association;
- (b) who, at the time of resignation was not in default of payment of any fee, levy or costs imposed under the Act, regulations or by-laws of the Association;
- (c) whose professional conduct or competence was not the subject of proceedings before the Discipline Committee at the time of resignation;
- (d) whose license was not under suspension at the time of resignation;

(e) who makes application to be a retired member.

13.2 Retired members are entitled to receive information issued by the Association and to attend meetings of the Association, but are not entitled to vote at meetings.

13.3 Retired members seeking reinstatement to "member" category are subject to the conditions of Section 13 of the Act.

13.4 Retired members shall pay 10% of the annual "member" dues for membership.

13.5 Retired members may use the designation "NSLS (Ret.)" after their name.

14.0 Associate Members

14.1 Associate membership may be granted to persons who are not qualified to practise professional land surveying in Nova Scotia but whose interests are closely associated with the surveying profession.

14.2 Associate members shall be entitled to attend Annual Meetings and to receive all publications of the Association, but shall not vote on the election of officers or on any business of the Association.

14.3 Associate members shall pay 10% of the annual fee paid by members.

15.0 Membership Oath

15.1 The oath prescribed in Section 11(1) of the Act shall be in the form as in Schedule A.

16.0 Complaints Committee

16.1 The Complaints Committee, referred to in this Section as the Committee, shall be composed of five members appointed by the Council to hold office for a term of two years and of these, the Council each year shall designate one to be Chairman and one to be Vice-Chairman and one to be Secretary. At all times, at least two members of the Committee shall be employed full-time in private practice and one member shall be employed in the public service. At least two of the members appointed to the Committee shall be appointed so as to commence their terms at the mid-term of the others.

16.2 Where a member of the Committee is not able to attend for a particular complaint or where the Committee is not able to obtain a quorum to deal with a particular complaint, the Council may appoint other members to the Committee.

16.3 A member who receives correspondence from the Committee seeking information pertaining to a complaint shall provide such information in the possession of such member within ten calendar days from the date of receiving such correspondence. A member may provide information requested later than ten days from the date of receipt of correspondence only where the Committee, in its discretion, has determined that such

member has demonstrated the necessity to take longer than ten days from the date of receipt of correspondence to provide information.

16.4 A member shall give priority to responding to complaints and shall comply with all requests of the Committee and failure to do so shall be evidence of professional misconduct which may be considered by the Committee or the Discipline Committee.

16.5 The Chairman of the Committee shall present a report to each Annual Meeting. The report shall indicate the number and types of complaints, together with action taken and any recommendations directed to the general membership.

17.0 Discipline Committee

17.1 The Discipline Committee, referred to in this Section as the Committee, shall be composed of seven members appointed by the Council to hold office for a term of two years and of these, the Council each year shall designate one to be Chairman and one to be Vice-Chairman and one to be Secretary. At all times, at least two members of the Committee shall be employed full-time in private practice and one member shall be employed in the public service. At least three of the members appointed to the Committee shall be appointed so as to commence their terms at the mid-term of the others.

17.2 The quorum of the Committee shall be five.

17.3 Where a member of the Committee is not able to attend for a particular discipline matter or where the Committee is not able to obtain a quorum to deal with a particular discipline matter, the Council may appoint other members to the Committee.

17.4 All members of the Committee shall be eligible for reappointment.

17.5 The Chairman of the Committee, or in his absence, the Vice-Chairman, shall preside at all hearings before the Committee.

17.6 Upon appointment to the Committee, all members shall take an oath of office as prescribed in Schedule A.

18.0 Survey Review Advisory Committee

- 18.1 Council shall appoint a Survey Review Advisory Committee which shall be comprised of not less than three members. The members of the Committee may elect one from among them to serve as Chairman if necessary.
- 18.2 The function of the Committee shall be to offer advice and assistance to the Survey Review Department with respect to practice issues and surveying standards.

19.0 Forms

- 19.1 The forms in Schedule A shall be used with such variations as the circumstances require.
- 19.2 The forms in Schedule A varied to suit the case or forms to the like effect shall be deemed to be good, valid and sufficient in the circumstances for which, respectively, they are provided.
- 19.3 The Certificate of Qualification issued pursuant to Section 10(1) of the Act may be in the form set out as Form 1 of Schedule A.
- 19.4 The Certificate of Membership issued pursuant to Section 11(4) of the Act may be in the form set out as Form 2 of Schedule A.
- 19.5 The Oath referred to in Section 11(1)(f) of the Act may be in the form set out as Form 3 of Schedule A.
- 19.6 The Oath of Office to be taken by members of the Discipline Committee as referred to in Section 17.6 of the by-laws may be in the form set out as Form 3.1 of Schedule A.
- 19.7 The Oath referred to in Section 10(7) of the Act may be in the form set out as Form 3.2 of Schedule A.
- 19.8 The written notice referred to in Section 12(4) of the Act may be in the form set out as Form 4 of Schedule A.
- 19.9 The final notice of arrears pursuant to Section 12(4) of the Act may be in the form set out as Form 5 of Schedule A.
- 19.10 The form of advertisement of cancellation of membership for default of payment pursuant to Section 12(4) of the Act may be in the form set out as Form 6 of Schedule A.
- 19.11 An application by a Corporation pursuant to Section 18(3) of the Act for a Certificate of Authorization under Section 18(5) of the Act or an application for renewal pursuant to Section 18(8) of the Act may be in the form set out as Form 7 of Schedule A.
- 19.12 An application by a partnership or association of persons pursuant to Section 18(4) of the Act for a Certificate of Authorization under Section 18(5) of the Act or an application for

renewal pursuant to Section 18(8) of the Act may be in the form set out as Form 7.1 of Schedule A.

- 19.13 A Certificate of Authorization issued under Section 18(3) or (4) of the Act may be in the form set out as Form 8 of Schedule A.
- 19.14 An application for a Certificate of Authorization under Section 19 of the Act may be in the form set out as Form 9 of Schedule A.
- 19.15 A Certificate of Authorization issued under Section 19 of the Act may be in the form set out as Form 9.1 of Schedule A.
- 19.16 A notice of change of particulars to be given by a holder of a Certificate of Authorization under Section 18(6) of the Act may be in the form set out as Form 10 of Schedule A.
- 19.17 The annual report submitted by a holder of a Certificate of Authorization under Section 19 of the Act may be in the form set out as Form 11 of Schedule A.
- 19.18 The notice of annual fees to holders of a Certificate of Authorization to be given by the Secretary pursuant to Section 8.7 of the by-laws shall be in the form set out as Form 12 of Schedule A.
- 19.19 An advertisement of cancellation of membership pursuant to Section 4, Part I of the Regulations may be in the form set out as Form 13 of Schedule A.
- 19.20 An advertisement of cancellation of Certificate of Authorization pursuant to Section 4, Part I of the Regulations may be in the form set out as Form 13.1 of Schedule A.
- 19.21 An advertisement of suspension of membership pursuant to Section 4, Part 1 of the Regulations may be in the form set out as Form 13.2 of Schedule A.
- 19.22 An advertisement of suspension of Certificate of Authorization pursuant to Section 4, Part I of the Regulations may be in the form set out as Form 13.3 of Schedule A.
- 19.23 The insurance filing form set out as Form 14 of Schedule A may be used to satisfy the requirements of Section 107(1) of the Regulations.

20.0 Management of Property

- 20.1 The Council shall provide for the management of the property of the Association, and in particular may appoint such person or persons as the Council sees fit to perform these duties.

21.0 Financial Matters

- 21.1 The Council may, from time to time:
 - (a) borrow money on the credit of the Association;

- (b) issue, sell or pledge securities of the Association;
 - (c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Association, including book debts, rights, powers, franchises or undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Association.
- 21.2 From time to time, the Council may authorize any member of Council, officer or employee of the Association to make arrangements with reference to money borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any money borrowed or remaining due by the Association as the Council may authorize and generally to manage, transact and settle the borrowing of money by the Association.
- 21.3 Council may invest any sum not required by the Association for its immediate purposes in such securities as are approved for the investment of trust funds under the Trustees Act.
- 21.4 Any income derived from:
- (a) any sum invested by Council;
 - (b) the sale of publications of the Association;
 - (c) any donations, grants or bequests of money made to the Association;
 - (d) any other sources; shall be added to and accounted for as part of the ordinary income of the Association.
- 21.5 Council may use funds for:
- (a) the rental or purchase of lands or premises;
 - (b) the building of premises to serve as offices, lecture rooms, meeting rooms or libraries;
 - (c) the development, production, publication, and distribution of books, periodicals, manuals and audio-visual materials relating to surveying;
 - (d) such other expenditures as it may authorize from time to time.
- 21.6 Expenditures by any committee shall be limited to those funds approved in the annual budget of the Association, unless further approval of Council has been obtained.

22.0 Scholarships

22.1 The term and amounts of scholarships, bursaries and prizes shall be established by Council, from time to time and shall include but not be limited to those set out in Schedule B to these by-laws.

23.0 Records and Accounts

23.1 The Council shall cause to be regularly and properly kept all books, accounts and records of the Association as required by law and by the regulations and by-laws of the Association.

23.2 The records of the Association shall consist of the minutes of all meetings of Council, all meetings of the Association, and all meetings of the Board, together with Committee reports, and incoming and outgoing correspondence.

23.3 Minutes of meetings shall contain the essence of the principal points made in discussion together with the resulting decision.

23.4 The books of the Association shall record all money received and expended by the Association and the matters in respect of which the receipts or expenditure has taken place, all revenues and purchases and all assets and liabilities of the Association as well as other transactions affecting the financial position of the Association.

23.5 The financial records of the Association shall be available for inspection by any member during regular office hours of the Association.

23.6 Books, accounts and records of the Association may only be disposed of by Council on recommendation of a committee established to review and determine the disposal of books, accounts and records.

24.0 Service to Members

24.1 Council may develop and offer to members and employees either directly, or through other agencies, such services as may from time to time be appropriate.

24.2 Such services may embrace, but shall not necessarily be limited to:

(a) liability or malpractice insurance, or both which may be funded wholly, partially or not at all by the Association;

(b) group health or life insurance benefits or both.

25.0 Professional Development

25.1 Council may:

- (a) make recommendations to and otherwise assist appropriate institutions with respect to the establishment of full-time or part-time courses or programs related to survey education;
- (b) make recommendations to and otherwise assist appropriate institutions with respect to the development of surveying techniques, equipment or standards;
- (c) arrange programs of continuing education in surveying, office practice, and related matters;
- (d) establish such other programs as may from time to time be appropriate for the further professional development and continuing good practice of members.

26.0 Mandatory Continuing Education

- 26.1 The by-laws in this part may be cited as the "Mandatory Continuing Education By-Laws".
- 26.2 A Mandatory Continuing Education Program will be established and administered by Council, and facilitated by the Continuing Education Committee.
- 26.3 All members, with the exception of non-practicing, honorary, student, retired, associate and life members who do not practice professional land surveying are required to participate in the Mandatory Continuing Education Program.
- 26.4 The Mandatory Continuing Education Program shall include a credit point system, to be established by the Continuing Education Committee and approved by Council.
- 26.5 Members required to participate in the Mandatory Continuing Education Program will accumulate credit points based on their participation in the following:
 - (a) annual general meeting, special general meeting, zone meetings or committees of the Association;
 - (b) land surveying related conferences, seminars or workshops organized by the Association or other groups;
 - (c) recognized credit or non-credit courses offered by educational institutes;
 - (d) any activity that is deemed to enhance the profession or the members ability to practice professional land surveying.
- 26.6 Members required to participate in the Mandatory Continuing Education Program shall be required to accumulate a minimum number of credit points over every consecutive three year period.
- 26.7 The Continuing Education Committee will determine the eligibility of all courses and activities submitted by members for credit points.

- 26.8 The Continuing Education Committee will establish a point rating system for each course or activity based on its relevance to the association and the practice of land surveying.
- 26.9 The Continuing Education Committee will prepare and distribute a list of possible course types, seminars or activities to participating members.
- 26.10 The Association will maintain a current record of credit points accumulated by each member required to participate in the Mandatory Continuing Education Program.
- 26.11 The Continuing Education Committee shall review the Mandatory Continuing Education Program on an annual basis and present a report to Council.
- 26.12 The Association will have an obligation to make educational and participation opportunities readily and equally available to all members.
- 26.13 If a member required to participate in the Mandatory Continuing Education Program fails to accumulate the required number of credit points within the defined time period, the member will be notified that their right to practice professional land surveying may be suspended at the discretion of Council after a hearing. Non-compliance with the program will be reported to Council by the Secretary and the terms of readmission will be as described in subsections (a), (b) and (c) of section 12(4) of the Act.
- 26.14 The Mandatory Continuing Education Program will commence January 1, 2004.

27.0 Secretary

- 27.1 The Secretary of the Association provides information about Association policies to government and to the general public, and oversees the day-to-day implementation of Association policies.
- 27.2 Without limiting the generality of the foregoing, the Secretary shall:
- (a) draft the minutes of Council, Annual and Special meetings;
 - (b) respond to enquiries within policies which have been established by Council;
 - (c) prepare the annual budget;
 - (d) arrange the business section of the Annual meeting;
 - (e) collect and collate reports of committees for publication;
 - (f) keep the roll or permanent register and the annual register in accordance with s.5 of the Act and these by-laws;
 - (g) prepare reports for Council and for publication in **The Nova Scotian Surveyor**;

- (h) organize and direct the operation of the Association office with respect to the conduct of correspondence, answering enquiries, keeping records and distributing reports and other materials;
- (i) keep or cause to be kept records of payment of fees and assessments or levies owed by members and initiate the action required by s. 12(4) of the Act in default of payment;
- (j) receive applications for and issue certificates of authorization for corporations in accordance with s. 18 and s. 19 of the Act.;
- (k) participate in the work of the Complaints and Discipline Committees, and any appeals, in accordance with the provisions of the Act and the direction of Council;
- (l) carry out such other duties related to the affairs of the Association as shall be determined, from time to time, by Council.

28.0 Treasurer

28.1 The Treasurer shall:

- (a) keep the accounts of the Association;
- (b) prepare periodic financial statements;
- (c) be responsible for the receipt, care and custody of all fees and other monies paid to the Association and any bonds or securities owned by the Association;
- (d) issue payment for all purchases and expenditures which may be made on authorization of Council;
- (e) on appointment, and before entering on his duties, furnish a bond for the sum of \$100,000 at the expense of the Association for the proper execution of his duties;
- (f) deposit all monies received in the name of the Association in a bank or banks approved by Council and from the funds of the Association pay the obligations and debts of the Association as they fall due;
- (g) be responsible for the control of all estimates of receipts and expenditures approved by Council for budget purposes;
- (h) carry out such other duties related to the affairs of the Association as shall be from time to time determined by Council.

29.0 Head Office

29.1 The head office of the Association shall be located within the City of Halifax or the City of Dartmouth or the Town of Bedford in the Province of Nova Scotia at the place or places therein where the business and offices of the Association may from time to time be carried on.

30.0 Employees

30.1 Council shall appoint such employees as it considers necessary to conduct the business of the Association and shall prescribe the remuneration and conditions of employment.

30.2 The employment of an individual appointed by Council shall only be terminated by Council.

30.3 The remuneration, job description and conditions of employment shall be set out in writing.

SCHEDULE A

FORM 1
[S.10(1) - Act]

CERTIFICATE OF QUALIFICATION
BOARD OF EXAMINERS
of the ASSOCIATION of
NOVA SCOTIA LAND SURVEYORS

This is to certify that

student member

of

address

has successfully passed such
examinations, has served such articles,
and has satisfied all requirements
of
Section 11 (1)(d)
of the
Land Surveyors Act

IN WITNESS WHEREOF we have subscribed our names
as Chairman and Secretary of the Board

this _____ day of _____, 20____.

Secretary of the Board

Chairman of the Board

CERTIFICATE OF MEMBERSHIP
ASSOCIATION
OF
NOVA SCOTIA LAND SURVEYORS

This is to certify that

member

of

address

having met the qualifications
for admission to the
ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS
under the
Land Surveyors Act
and
having taken the prescribed oath

is a member of

The Association of Nova Scotia Land Surveyors
and authorized to practise
PROFESSIONAL LAND SURVEYING
in accordance with the provisions
of the said Act

IN WITNESS WHEREOF we have subscribed our names
as Chairman and Secretary of the Board and
Secretary of the Association at place
this _____ day of _____, 20 _____.

Chairman of the Board

Secretary of the Board

Secretary of the Association

OATH
NOVA SCOTIA LAND SURVEYOR

I, deponent, of address, in the County of county, Province of Nova Scotia, solemnly swear or affirm that I will practise professional land surveying in the Province of Nova Scotia to the best of my ability and in accordance with the Land Surveyors Act, Regulations, By-Laws and Code of Ethic without fear, favour or affection.

SO HELP ME GOD.

SWORN TO at place, on
date, 20 _____ ,
before me:

deponent

Chairman of the Board of Examiners
or
Designated Board Member

address for service in the Province

OATH
DISCIPLINE COMMITTEE
NOVA SCOTIA LAND SURVEYORS

I, deponent, of address, in the County of county, Province of Nova Scotia, do swear that I will truly and faithfully, according to my skill and knowledge, execute the several duties, powers and trusts of a member of the Discipline Committee of the Association of Nova Scotia Land Surveyors.

SO HELP ME GOD

SWORN TO at place, on
date, 20 ____.

deponent

A Commissioner of the Supreme Court
of Nova Scotia

OATH
BOARD OF EXAMINERS
NOVA SCOTIA LAND SURVEYORS

I, deponent, of address, in the County of county, Province of Nova Scotia, do swear that I will truly and faithfully, according to my skill and knowledge, execute the several duties, powers and trusts of a member of the Board of Examiners of the Association of Nova Scotia Land Surveyors in accordance with the Land Surveyors Act, Regulations, By-laws and Code of Ethics without fear, favour or affection.

SO HELP ME GOD

SWORN TO at place, on
date, 20 ____.

deponent

A Commissioner of the Supreme Court
of Nova Scotia

Association of Nova Scotia Land Surveyors

To:

date

Section 12(4) of the Land Surveyors Act requires that any fee, assessment, or levy payable under the by-laws of the Association be paid within three months of the date upon which it becomes due.

The sum of \$ _____ for _____ is due on January 1st, 20 _____ in accordance with by-law 8.

Please remit accordingly.

AVOID SUSPENSION:

Section 12(4) of the Act provides for suspension if this amount is not paid within three months followed by a grace period of one month.

\$50.00 REINSTATEMENT:

By-law 8.8 provides for a reinstatement fee of \$50.00 for failure to pay on time.

Secretary, ANSLs

FINAL NOTICE OF ARREARS

prior to March 15, 20 ____

Dear member in arrears:

This is formal notice that fees, assessments, or levies in the amount of \$ ____, which were due and payable on January 1st, 20 ____, remain unpaid.

If this amount is not paid in full in cash or by certified cheque by one month from March 1st your name will be removed from the roll of Nova Scotia Land Surveyors in accordance with Section 12(4) of the Act. This will occur at 4:00 pm on the first business day of April, 20 ____ if payment is not made beforehand. (By-laws Sec. 8.5 (c))

Once your name has been removed from the roll, an advertisement to that effect and for what reason will be placed in a newspaper having general circulation within the district in which you are located. Individual offices of federal, provincial or municipal government may be notified by mail.

Once your name has been removed from the roll, Council may re-admit you if you:

- a. pay the amount of fees, assessments and levies that would have been owed had your name not been removed from the roll;
- b. pass such examinations as the Board may direct; and
- c. fulfill such other conditions as may be prescribed by the Board or by Council.

On application for re-admission, repayment of the costs of any advertisements placed as noted above, postage, and other association expenses shall be included in the conditions of para. c. above, together with any financial penalty which may be assessed by Council pursuant to by-law 8.8.

Yours very truly,

Secretary, ANSLs

**ADVERTISEMENT OF CANCELLATION
OF MEMBERSHIP**

NOTICE

Notice is hereby given that the membership of former member in the Association of Nova Scotia Land Surveyors of address has been cancelled because of default in payment of annual dues, a special assessment or a special levy. Accordingly, former member is not entitled to practise professional land surveying with effect from date, pursuant to Section 12(1) of the Land Surveyors Act.

This action has been taken pursuant to Section 12(4) of the Land Surveyors Act, RSNS 1989, c. 249.

Secretary, ANSLs

APPLICATION (RENEWAL APPLICATION)
for
CERTIFICATE OF AUTHORIZATION
under
SECTION 18(3)
LAND SURVEYORS ACT

name of applicant

address

carrying on a business
in the name of

name of business

address

which is a
CORPORATION

hereby makes application for a Certificate of Authorization under Section 18(3) of the Land Surveyors Act, RSNS 1989, c.249.

The following information is provided in accordance with Section 18(3) and (5) of the Act and the by-laws of the Association of Nova Scotia Land Surveyors:

- a. The customary function of the corporation is to engage in the practice of professional land surveying and has been since date. [18(3)(a)]
- b. A majority of the issued voting shares are beneficially held by and registered on the books of the corporation in the name of a member of the Association or a holder or holders of a valid certificate of authorization issued pursuant to Section 18(3) of the Act, namely: [18(3)(b)]

Member or Holder of Certificate:

Number of Shares:

Percentage of Shares:

Total Number of Issues Voting Shares:

- c. The directors and officers of the corporation are: [18(3)(c) and (5)(a)]

The directors and officers of the corporation being members are: [18(3)(c)]

- d. Professional land surveying carried out by the corporation is conducted under the responsible supervision of a full-time permanent employee who is a member of the Association and who is either an employee of the corporation or a shareholder of the corporation which holds a valid certificate of authorization, namely: [18(3)(d)]
- e. The names of the offices, directors and shareholders of the corporation are: [18(5)(a)]
- f. The names of all officers, directors, shareholders and full-time permanent employees who are members of the Association and under whose supervision professional land surveying will be carried out are: [18(5)(b)]
- g. From those names specified in f. above, the name of the person whose duty it is to ensure that the Act, regulations and by-laws are complied with by the corporation is [18(5)(d)]

The fee of \$ _____ as prescribed pursuant to By-law 8.4 is enclosed. [18(5)(e)]

I hereby certify that the information given above is true, correct and complete in every respect. [18(d)]

Date _____

authorized officer

name printed or typed

position

NOTE

Pursuant to Section 18(6) of the Act, a corporation must give notice of any change in the above particulars within thirty days after the date of that change.

Pursuant to Section 18(11) of the Act, where a corporation holds a certificate of authorization and ceases to have any official representative, the certificate of authorization is ipso facto revoked and the corporation shall not practise professional land surveying until a new certificate of authorization is issued.

APPLICATION (RENEWAL APPLICATION)
for
CERTIFICATE OF AUTHORIZATION
under
SECTION 18(4)
LAND SURVEYORS ACT

name of applicant

address

carrying on a business
in the name of

name of business

which is a
PARTNERSHIP OR ASSOCIATION OF PERSONS

hereby makes application for a Certificate of Authorization under Section 18(4) of the Land Surveyors Act RSNS 1989, c.249.

The following information is provided in accordance with Section 18(4) and (5) of the Act and the by-laws of the Association of Nova Scotia Land Surveyors:

- a. The customary function of name of partnership or association of persons is to engage in the practice of professional land surveying and has been since date. [18(4)(a)]
- b. The majority of the partners in the case of a partnership or the majority of the persons in the case of an association of persons are practising members of the Association or holders of a valid certificate of authorization issued pursuant to Section 18(4) of the Act, namely: [18(4)(b)]

The names of all the partners in the case of a partnership or all the names of the persons in the case of an association of persons are:

- c. The directors and officers of the association of persons are [18(3)(c) and (5)(a)]
- d. Professional land surveying carried out is conducted under the responsible supervision of a partner of the partnership or a person in the association of persons who is a member of the Association, namely: [18(4)(c)]
- e. The names of all partners, members, officers or directors of the name of partnership or association of persons are: [18(5)(a)]

- f. The names of all partnership members, officers or directors and full-time permanent employees who are members of the Association and under whose supervision professional land surveying will be carried out are: [18(5)(b)]
- g. From those names specified in f. above, the name of the person whose duty it is to ensure that the Act, regulations and by-laws are complied with by the partnership or association of persons is: [19(5)(c)]

The fee of \$ _____ as prescribed pursuant to By-law 8.4 is enclosed. [18(5)(e)]

I hereby certify that the information given above is true, correct and complete in every respect. [19(5)(d)]

Date _____

authorized officer

name printed or typed

position

NOTE

Pursuant to Section 18(6) of the Act, a partnership or association of persons must give notice of any change in the above particulars within thirty days after the date of that change.

Pursuant to Section 18(11) of the Act, where a partnership or association of persons holds a certificate of authorization and ceases to have any official representative, the certificate of authorization is ipso facto revoked and the corporation shall not practise professional land surveying until a new certificate of authorization is issued.

ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS
CERTIFICATE OF AUTHORIZATION
under the
LAND SURVEYORS ACT
SECTION 18(3) or (4)

This is to certify that

name of
partnership, association or persons,
or corporation

is entitled to practice

professional land surveying

during the year

January 1st, 20 ___ to December 31st, 20 ___

Annual renewal is denoted by a
dated seal affixed below

Given under the Corporate Seal
of the Association at municipality this day of
month, A.D. 20 ____.

Secretary

Dated seal
denoting renewal

This certificate is the property of the Association of Nova Scotia Land Surveyors and must be surrendered when revoked.

APPLICATION
for
CERTIFICATE OF AUTHORIZATION
under
SECTION 19
LAND SURVEYORS ACT

name of applicant

address

carrying on a business
in the name of

name of corporation or partnership

address

which is a

CORPORATION OR PARTNERSHIP

hereby makes application for a Certificate of Authorization under Section 19 of the Land Surveyors Act, RSNS, 1989, c.249.

One of the principal and customary functions of name of corporation or partnership is the application of engineering as defined in the Engineering Profession Act.

Professional land surveying carried out by name of corporation or partnership will be done under the supervision of the following full time employee or employees who are members of the Association:

name(s) of member(s)

We hereby certify that the information given above is true, correct and complete in every respect:

Date: _____

name printed or typed
Senior Supervising
Member

authorized officer
name printed or typed
position

NOTE

Pursuant to Section 19(3) of the Act, a corporation or partnership must submit annually to the Secretary of the Association of Nova Scotia Land Surveyors the names of employees who are members of the Association and under whose supervision professional land surveying will be carried out and must keep such list up to date on a quarterly basis.

ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

CERTIFICATE OF AUTHORIZATION

under the

LAND SURVEYORS ACT

SECTION 19

This is to certify that

name of

corporation or partnership

is entitled to practise

professional land surveying

Given under the Corporate Seal
of the Association at municipality
this day of month, AD 20 ____.

Secretary

FORM 10
[S.18(6) - Act]

ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

NOTICE

of

CHANGE OF PARTICULARS

relating to

a

CERTIFICATE OF AUTHORIZATION

Under Section 18(6) of the Land Surveyors Act, RSNS 1989, c.249, notice is hereby given that a change has been made with effect from date in the information earlier supplied.

The new information is:

Date: _____

authorized officer

name printed or typed

position

name of corp, partnership or assn. of persons

address

ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

ANNUAL REPORT

by

HOLDER of a

CERTIFICATE OF AUTHORIZATION

under

SECTION 19

of the

LAND SURVEYORS ACT

The following are the names of employees who are members of the Association and under whose supervision professional land surveying will be carried out.

name(s)

We hereby certify that the information given above is true, correct and complete in every respect.

Date: _____

name printed or typed
Senior Supervising
Member

authorized officer

name printed or typed

position

NOTE

Pursuant to Section 19(3) of the Act, a corporation or partnership must submit annually to the Secretary of the Association of Nova Scotia Land Surveyors the names of employees who are members of the Association and under whose supervision professional land surveying will be carried out and must keep such list up to date on a quarterly basis.

ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

THIS IS YOUR ONLY NOTICE

Section 18(5)(e) of the Land Surveyors Act, RSNS 1989, c.249, and the by-laws of the Association require an annual application for renewal of the certificate of authorization now held by name of corporation, partnership or association of persons.

The renewal fee of \$ _____ is due on January 1st, 20 ____, the date by which the application for renewal must be submitted pursuant to Section 18(8) of the Act.

Failure to submit an application for renewal by January 1st, 20 ____, will, pursuant to Section 18(10) of the Act, render the current certificate null and void and name of corporation, partnership or association of persons shall not be entitled to practise professional land surveying.

Secretary ANSLs

ASSOCIATION OF
NOVA SCOTIA LAND SURVEYORS
ADVERTISEMENT
of
CANCELLATION
of
MEMBERSHIP

Notice is hereby given that the membership of former member of address has been cancelled and that the name of former member has been removed from the roll of the members of the Association of Nova Scotia Land Surveyors pursuant to an order of the Discipline Committee of the Association under Section 26(1) of the Land Surveyors Act, RSNS 1989, c.249.

Accordingly, former member is no longer entitled to practise professional land surveying with effect from date pursuant to Section 12(1) of the Land Surveyors Act, RSNS 1989, c.249.

Secretary ANSLs

ASSOCIATION OF
NOVA SCOTIA LAND SURVEYORS
ADVERTISEMENT
of
CANCELLATION
of
CERTIFICATE OF AUTHORIZATION

Notice is hereby given that the Certificate of Authorization of name of former certificate holder of address has been cancelled pursuant to an order of the Discipline Committee of the Association under Section 26(1) of the Land Surveyors Act, RSNS 1989, c.249.

Accordingly, name of former certificate holder is no longer entitled to practise professional land surveying with effect from date pursuant to Section 18(2) of the Land Surveyors Act, RSNS 1989, c.249.

ASSOCIATION OF
NOVA SCOTIA LAND SURVEYORS

ADVERTISEMENT
of
SUSPENSION
of
MEMBERSHIP

Notice is hereby given that the membership of former member of address has been suspended for the following period _____ on the following terms and that the said suspension has been noted on the roll of the Association of Nova Scotia Land Surveyors pursuant to an order of the Discipline Committee of the Association under Section 26(1) of the Land Surveyors Act, RSNS 1989, c.249.

Accordingly, former member is not entitled to practice professional land surveying effective for the said period, from date until date.

Secretary ANSLS

ASSOCIATION OF
NOVA SCOTIA LAND SURVEYORS

ADVERTISEMENT
of
SUSPENSION
of
CERTIFICATE OF AUTHORIZATION

Notice is hereby given that the Certificate of Authorization of former certificate holder of address has been suspended for the following period on the following terms _____ pursuant to an order of the Discipline Committee of the Association under Section 26(1) of the Land Surveyors Act, RSNS 1989, c.249.

Accordingly, former certificate holder is not entitled to practise professional land surveying during the said period of suspension effective from date until date pursuant to Section 18(2) of the Land Surveyors Act, RSNS 1989, c.249.

Secretary ANSLs

MANDATORY LIABILITY INSURANCE
(Part V, Regulations Pursuant to the Nova Scotia Land Surveyors Act)

PART I - PROOF OF INSURANCE

I, _____, NSLS, Registration # _____, hereby certify that I am insured to the extent and in the manner required by PART V of Regulations made under the Land Surveyors Act, RSNS 1989, c.249.

I submit, attached hereto, proof of my insurance coverage for the period _____ to _____. (Acceptable proof is a copy of a portion of the policy sufficient to indicate the name of the insured, the extent of coverage, deductible and effective dates along with a copy of the receipt for payment of the premium.

_____, NSLS Date: _____
(signature)

PART II - EXEMPTION
(Section 106(1) (a) and (b))

I, _____, NSLS, Registration # _____, do solemnly declare and undertake:

Complete A or B (as applicable)

A. (Re Municipal, Provincial, Federal Government or Crown Agency)

1. That I am exempt from the professional liability insurance requirements pursuant to Section 106(1)(a).
2. That I am employed by _____ and do not engage directly or indirectly in the practice of professional land surveying for any member of the public except on behalf of my employer, whether for or without compensation.
3. I undertake to inform the Association of Nova Scotia Land Surveyors of any change in my status which would affect this exemption.
4. I undertake not to engage in professional land surveying outside the scope of my employment without first obtaining the required insurance coverage.

or

B. (Re Private Employers)

1. That I am exempt from the professional liability insurance requirements pursuant to Section 106(1)(b).
2. That I am employed by _____ and do not engage directly or indirectly in the practice of professional land surveying for any member of the public except on behalf of my employer, whether for or without compensation.
3. That I will inform the Association of Nova Scotia Land Surveyors of any change in my status or that of my employer which would affect this exemption.
4. That I will not engage in professional land surveying outside the scope of my employment without first obtaining the required insurance coverage.

I make this solemn declaration conscientiously believing it to be true, and knowing it is of the same force and effect as if made under oath.

DECLARED before me at _____)
in the County of _____)
Province of _____, this _____)
day of _____, 20 _____)
_____, NSLS

(Please print or type name of Commissioner or
Barrister below))

_____)
_____)

A _____ of the Supreme Court of Nova)
Scotia or, if sworn outside Nova Scotia, A NOTARY)
PUBLIC in and for _____)

PART III - APPLICATION FOR EXEMPTION
(Section 106(1)(c))

I, _____, NSLS, Registration # _____, hereby make application for exemption from the mandatory liability insurance requirements of Part V of Regulations made under the Nova Scotia Land Surveyors Act. Attached hereto is a statement outlining the circumstances and facts which I submit in support of this application.

I do solemnly declare and undertake:

1. That the information contained in this application is true and correct to the best of my knowledge.
2. That in the event I am granted exemption I will not engage in professional land surveying without first obtaining the required insurance coverage.

I make this solemn declaration conscientiously believing it to be true, and knowing it is of the same force and effect as if made under oath.

DECLARED before me at _____)
in the County of _____)
Province of _____, this _____)
day of _____, 20 _____)
_____, NSLS

(Please print or type name of Commissioner or
Barrister below))

_____)
_____)

A _____ of the Supreme Court of Nova)
Scotia or, if sworn outside Nova Scotia, A NOTARY)
PUBLIC in and for _____)

SCHEDULE "B"

- (1) **J.E.R. March Prize:** Awarded on behalf of Mr. J.E. Ruskin March, formerly Director of Surveys, Province of Nova Scotia. The prize is presented to the student completing first year Surveying at the College of Geographic Sciences with the best kept field notes;
- (2) **J.A.H. Church Prize:** Awarded in memory of Major James A.H. Church, DSO, MC, PLS, who founded what was to become the College of Geographic Sciences and was its first Principal. The prize is presented to the student completing first year Surveying at the College of Geographic Sciences who has made the most progress;
- (3) **G.T. Bates Scholarship:** Awarded to recognize the contribution to public relations which Mr. George T. Bates made to the affairs of the Association. A monetary award is provided as a credit against tuition and books at the College of Geographic Sciences for the student who has completed first year Surveying with the highest standing.