

BYLAWS

Our Mission:

The public interest is protected and served in matters related to agrology.



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APPENDIX A RIGHTS AND PRIVILEGES OF ALBERTA INSTITUTE OF AGROLOGISTS MEMBERSHIP CATEGORIES

APPENDIX B CODE OF ETHICS AND STANDARD OF PRACTICE



INTRODUCTION

The Alberta Institute of Agrologists (AIA, or the Institute) licenses individuals to practice Agrology in Alberta. The AIA is mandated by provincial legislation to regulate these practitioners in order to better serve the Alberta public, and to address any public concerns or complaints regarding those who practice Agrology. The Institute is responsible to ensure the public that those who are qualified to practice Agrology, are licensed to do so, are competent and experienced and have a clear understanding of their ethical responsibilities. Those who are qualified to practice Agrology and who do so without license are in contravention of the *Agrology Profession Act* and may be guilty of an offence under the Act.

The *Agrology Profession Act* (referred to as the Act), under Section 3(1) (a) provides a clear statement of direction that has become the “mission” of the Institute. This section states: “The Institute must carry out its activities and govern its regulated members in a manner that protects and serves the public interest”, The Act is further directed and interpreted by the *Agrology Profession Regulation*, Alberta Regulation 71/2007 (referred to as Regulations).

BYLAW PURPOSE

The bylaws direct how the corporate officers manage Institute affairs. The bylaws regulate the conduct of council, committees and Institute members and set forth rules governing elections, finances, registers, the code of ethics and provide guidance concerning hearings and annual meetings.

The bylaws are created by the Institute as directed by Section 104 of the *Agrology Profession Act*. Specifically:

“The Council may make bylaws

- 1) respecting the governance of the Institute and the management and conduct of its affairs, including the management and carrying out of powers and duties by the council, committees, hearing tribunals, panels and other entities;*
- 2) respecting the appointment, election, establishment and removal of officers, employees, committees, hearing tribunals, panels and other entities and their members, and their powers and duties;*
- 3) establishing the council and, subject to section 12(1), respecting the number and selection or election of the voting and non-voting members of the council, their terms of office, removal from office and the filling of vacancies;*
- 4) respecting quorum, procedures at meetings and the holding of meetings of the council, committees, hearing tribunals and other entities by mail, telephone conference or audiovisual or other electronic means;*



- 5) *establishing how or by whom expenses and remuneration payable to members of the council, committees, hearing tribunals and other entities are determined;*
- 6) *respecting the establishment of registers of other members and the entry of information in the registers and the removal of that information;*
- 7) *respecting other members, including transitional provisions respecting such members under the former Act;*
- 8) *establishing the date by which regulated members are to apply for renewal of practice permits and providing for reinstatement of registration and reissuance of practice permits cancelled under this Act except those cancelled under Part 4;*
- 9) *respecting benefits programs and educational incentives;*
- 10) *respecting forms and notices;*
- 11) *respecting costs, fees, levies and assessments to be paid by regulated members and applicants with respect to registration, practice permits and late payment fees under this Act or the bylaws and costs, fees, levies and assessments for any accreditation, review, appeal, thing or service provided by the Institute under this Act or the bylaws;*
- 12) *respecting the publication and distribution of information described in sections 52(6) and 92(1);*
- 13) *respecting the approval of bylaws;*
- 14) *respecting the development of or adoption of a code of ethics and standards of practice.”*

The bylaws fulfill the direction provided by the legislation. The Institute is responsible to the Alberta legislature and must report annually on Institute activities. This council is made up of eight elected Institute members and three public members, the latter assigned by Alberta cabinet. The Council has the sole authority to change the bylaws with due regard to advice from the membership.

DEFINITIONS

In these bylaws, the following definitions apply:

“*Chair*” means the Chair of the council of the Institute,

“*Code of Ethics*” means a code of ethics adopted by the council under Part 8 of the *Agrology Profession Act*.

“*Council*” means the council of the Institute.



“*CCP reporting required*” refers to the obligation for the regulated member to account for his/her Continuing Competence Program development in accordance with Section 43 of the Act.

“*May vote at annual meeting*” indicates that the individual regulated member may participate by debating and voting an annual general meetings or special general meetings.

“*May vote for council*” means that the regulated member may vote in Institute elections to determine which candidate(s) will be elected as AIA councillor(s).

“*Non-practicing*” refers to a non-regulated designation that is not allowed to practice Agrology,

“*Public member*” means a person appointed as a public member under the Act.

“*Registration Review Fee*” means the fee set by Council for requests for review of a registration decision of the Registrar under s. 25 of the Act.

“*Regulated*” refers to the member’s ability to use the designation in its entirety as granted by the Institute, and the member will be held accountable for conduct according to the Institute’s Code of Ethics “*Regulated member*” means a person who is registered as a member in the register established under Section 27(1)(a) of the Act.

“*Restricted*” refers to the requirement that the member’s scope of practice is defined by the Registration Committee or its predecessor, the Board of Examiners.

“*Stamp and Seal Privileges*” refers to the regulated member’s authorization to use the stamp and/or seal provided by the Institute in accordance with Article IX.

“*Supervised*” refers to the requirement that a practicing regulated member is accountable for all of the work of the regulated member.

“*Unrestricted scope of practice*” refers to the regulated member’s (professional agrologist) ability to self-declare their scope in accordance with the Code of Ethics and the Code of Practice.

ARTICLE I. COUNCIL

Section 1.01 Council Composition

- 1) The governing Council of the Institute shall consist of 11 (eleven) Council members and shall include the following:
 - a) Eight Council members shall be elected by members of the Institute in accordance with Article II of these bylaws, of which:



- i) One Professional Agrologist shall be elected from Northern Alberta, being that part of Alberta lying north of the 53rd parallel of latitude but excluding the Edmonton area;
 - ii) One Professional Agrologist shall be elected from Central Alberta, being that part of Alberta lying between the 51st and 53rd parallels of latitude but excluding the Calgary and Edmonton areas;
 - iii) One Professional Agrologist shall be elected from Southern Alberta, being that part of Alberta lying south of the 51st parallel of latitude but excluding the Calgary area;
 - iv) One Professional Agrologist shall be elected from the Calgary area, which includes the City of Calgary and the area within 35 km of its boundaries as of September 1st of the year prior to an election. If this area surrounding the City of Calgary boundaries bisects the corporate area of a city, town or village, the whole of that city, town or village is included in the Calgary area.
 - v) One Professional Agrologist shall be elected from the Edmonton area which includes the City of Edmonton and the area within 35 km of its boundaries as of September 1st of the year prior to an election. If this area surrounding the City of Edmonton boundaries bisects the corporate area of a city, town or village, the whole of that city, town or village is included in the Edmonton area.
 - vi) One Professional Agrologist shall be elected from any location in Alberta; and
 - vii) Two Registered Technologists in Agrology shall be elected from any location in Alberta.
- 2) During a Council member's term, location is not a factor if that Council member moves from one area of the province to another.
 - 3) Three public members shall be appointed by the Lieutenant Governor in Council as per the Act.
 - 4) If necessary, in the case of no regional candidate, the Council may appoint a Council member for one term or until the next election.

Section 1.02 Council Terms of Office

- 1) A Council member's term of office shall be three years.
- 2) Council members may serve for a maximum of two concurrent terms:
 - a) In the event that a Council member's period in office is less than one year, this will not be considered a "term" for the purposes of Section 1.02(2).



Terms of Council members shall commence and conclude in such a manner that:

- b) Two Council members with Professional Agrologist designation shall conclude their terms in any given year; and
- c) The term of only one Registered Technologist in Agrology may conclude in any given year.
- 3) Council shall determine a schedule of terms of Council members to comply with Sections 1.02(1) and (2).
- 4) Council shall determine a transitional schedule such that the new Council structure shall be fully implemented within thirty (30) calendar days of the Annual General Meeting.

ARTICLE II. ELECTION OF THE COUNCIL

Section 2.01 Nominating Committee

- 1) The nominating committee is an instrument of the Institute and is elected at the Annual General Meeting (AGM). The purpose of the nominating committee is to find Institute members to potentially serve as Council members for a three year time period.
- 2) A Nominating Committee shall serve for the ensuing year. The Committee shall consist of three members of the Institute elected at the AGM and a Chair. The elected members shall consist of two Professional Agrologist members of the Institute, and one Registered Technologist in Agrology. The Chair of the Nominating Committee shall be the immediate Past Council Chair. In the event that the Past Council Chair is not available, the Council shall appoint a current or past member of Council as Chair of the Nominating Committee.
- 3) In the event that Registered Technologists in Agrology are unable to serve, the committee may consist of three Professional Agrologists plus the Chair. Council shall fill any vacancies which may occur in the Nominating Committee.
- 4) In the event a Nominating Committee is not able to be struck at the AGM, the Nominating Committee shall consist of the Past Council Chair and two other past Council Chairs (Presidents).
- 5) The Chief Executive Officer (CEO) or his/her designate is an *ex officio* member of the Nominating Committee.

Section 2.02 Nominations

- 1) The Nominating Committee shall submit to the CEO a list of nominees of at least one candidate for each vacant position.



- 2) Any group of five regulated members of the Institute may submit nominations for Council members to the CEO.
- 3) All nominations shall be made in consideration of the Act, the Regulations, these bylaws, and Council's governance succession policies and schedule of terms for each designation and geographic area from which Council members shall be elected.
- 4) All nominations shall be received by the CEO no later than November 15 of the year prior to the elections.
- 5) The written consent of the nominees to act if elected shall be secured and shall accompany any list of nominees submitted to the CEO.

Section 2.03 Disqualification

- 1) If an individual is not or ceases to be a regulated (Practicing) member (Professional Agrologist or Registered Technologist in Agrology) of the Institute, he/she is disqualified from:
 - a) nominating or being nominated as a candidate for election to the Council; and/or
 - b) continuing to stand as a candidate for election or as a member of the Council; and/or
 - c) continuing to serve as a member of the Council if elected.

Section 2.04 Withdrawal or Disqualification of Nominations

- 1) If a candidate withdraws, is disqualified, or dies before the ballots are printed, the candidate's name shall be struck from the ballot.
- 2) If a candidate becomes disqualified or dies after the ballots are printed, the election shall proceed as provided in the bylaws. Any votes cast in favour of such an individual shall be omitted in the tabulation of the results.

Section 2.05 Conduct of Elections

- 1) All regulated members of the Institute (except visiting members) may vote for all elected Council positions.
- 2) Elections shall be conducted by mail in letter ballot and/or by secure electronic ballot.
- 3) The names of all persons nominated for Council shall be placed on the ballot form:
 - a) The names of candidates shall be grouped together in alphabetical order for each vacant Council position;



- b) The length of term for each vacant Council position shall be included; and
 - c) If there are two vacancies for the Registered Technologist in Agrology Council members in the same year due to circumstances outlined in 2.03(1)(b) then the terms of both positions will be stated on the ballot form and instructions shall indicate that members may vote for two candidates for the position of which the candidate with the greatest number of votes shall be elected to the longer term and the candidate with the second greatest number of votes shall be elected to the other term.
- 4) By January 10th of the election year the CEO shall send to each eligible regulated member either an electronic protocol or a paper mailout with the following:
- a) A ballot form prepared in accordance to Section 2.05(3);
 - b) Instructions regarding marking and returning of the ballots in a manner that preserves the secrecy of the member's vote;
 - c) A ballot envelope;
 - d) A return mailing envelope; and
 - e) biographical information received from the candidates.
- 5) The poll shall close at noon on February 10th of the election year. Ballots received after the closing of the poll will not be considered unless Section 2.13 applies.

Section 2.06 Marking of Ballots

Electronic ballots may be used if the AIA secures a suitable proven technology for ballots. Paper ballots may be used for those individuals without electronic means or for which no electronic address is available.

- 1) For a ballot to be valid, the voter must:
 - a) Vote in accordance with the instructions enclosed with the electronic ballot or the ballot paper as follows:
 - i) Not vote for more candidates than the number of Council members to be elected for a designation and/or within any geographical area as defined in Section 1.01;
 - ii) Place the ballot paper in the ballot envelope and seal the envelope;
 - iii) Place the ballot envelope in the mailing envelope and seal the envelope; and
 - iv) Deliver, or mail postage prepaid, the mailing envelope to the attention of the CEO at the offices of the Alberta Institute of Agrologists.



- 2) The CEO may issue a replacement ballot to a regulated member who informs the CEO in writing that the original ballot paper has been misplaced or spoiled or was not received.

Section 2.07 Scrutineers

- 1) The Council Chair or Vice-Chair is the chief scrutineer for each election for Council members.
 - a) Council must appoint two additional scrutineers of the election who are regulated members of the Institute, who are in good standing and who are neither Council members nor employees of the Institute nor contracted to the Institute or its agents nor candidates for election.
 - b) The two Institute regulated members (non-candidates) in addition to the Council Chair or Vice-Chair must be in attendance as scrutineers no more than five working days after vote close at the time and place set for the vote counting, otherwise, the counting must be rescheduled.
- 2) The scrutineers must:
 - a) Ensure that all votes are counted in accordance with the Act, Regulations and these bylaws, and
 - b) Decide whether a vote is valid (as per Section 2.06(1)) or a ballot paper/electronic is rejected, in which case their decision is final, subject to a review by Council in accordance with Section 2.10

Section 2.08 Counting of Votes

- 1) The Council Chair or Vice-Chair or a person appointed by the Council Chair or Vice-Chair must supervise the counting of votes according to the following procedure:
 - a) The name of each voter who votes is crossed off the voter list, and all the ballot papers or electronic votes of a voter who submits more than one ballot paper or electronic vote must be rejected;
 - b) Where paper, the ballot envelopes are opened and the ballot papers removed;
 - c) All votes are counted and recorded unless void or contained in a rejected ballot envelope.
- 2) Ballot papers or electronic votes that are rejected according to the Act or these bylaws are kept separate from the official count.
- 3) A list that contains both accepted and rejected ballots must be kept for 30 days, or, if an appeal is initiated pursuant to Section 2.10, until the appeal is concluded.
- 4) A candidate may attend personally or by agent during the vote counting process.



Section 2.09 Declaration of Candidates Elected

- 1) In accordance with Section 1.01, the CEO, at the direction of the Council Chair, must declare elected the candidates who receive the greatest number of votes, up to the number of Council members to be elected for each designation position in each geographic area.
- 2) If, as a result of a tie vote, the Council Chair or Vice-Chair (whoever supervises the vote count) cannot determine all of the candidates elected for any Council position(s), the scrutineers shall determine which candidate shall fill the vacancy by drawing lots.
- 3) The CEO, at the direction of the Council Chair, shall immediately (within five working days of the vote count) inform each candidate and Council of the election results.
- 4) After the appeal period (10 days) has expired, the CEO shall, within five working days of the appeal closure, inform membership of the election results.
- 5) The CEO must ensure that a permanent record is kept of the votes received for each candidate and of the candidates who are declared elected. The information referred to in Section 2.11(1) will be held in a secure location by the CEO and will not be published but will be made available upon request.

Section 2.10 Election Appeal Procedures

- 1) A candidate who is not elected in an election for Council may appeal to Council for a review of the election if the vote is within 10 votes or less of the winning candidate. The CEO will notify the affected candidates of the result in writing.
- 2) An application under Section 2.10(1) can only be made:
 - a) In writing; and
 - b) Not more than 10 calendar days after the candidate is informed of the election result by the CEO.
- 3) On an appeal under Section 2.10(1), Council must promptly review the election, and must
 - a) Confirm the result declared by the CEO under Section 2.09(1); or
 - b) Rescind the result declared by the CEO under Section 2.09(1) and declare that the candidate who appealed under Section 2.10(1) or another candidate is elected; or
 - c) Order a new election for the Council position concerned, and give directions for it. The decision of the Council under Section 2.10(3) is final.



- 4) Ensure that a recount for any new election is conducted by new ballot scrutineers who are regulated members of the Institute and who were not a part of the previous count. The CEO shall select scrutineers from the members who are in good standing with the Institute.

Section 2.11 Retention of Documents

- 1) The CEO must retain the voting papers and other documents of an election for at least 30 days after the declaration of candidates elected or, if a review is taken under Section 2.10, until that review has been completed. The CEO will destroy the ballots after this period.

Section 2.12 Failure to Comply with Procedures

- 1) The omission to mail the material referred to in Section 2.05(4) to any regulated member of the Institute or the non-receipt of the material does not invalidate an election.
- 2) In the event of any failure to comply with procedures relating to the election of members to Council, Council shall have the authority to take any action it deems necessary to validate the nomination, the counting of the ballots, or the election.

Section 2.13 Extension of Dates

- 1) If the time for completion of an act in Article II falls on a day when the Institute office is not open during regular business hours, the time is extended to the next day that the office is open.
- 2) If an interruption of postal service makes it impractical to conduct an election or the electronic voting system is inoperative according to the schedule set out in Article II, Council may:
 - a) Postpone the election;
 - b) Extend the time for completion of an act; or
 - c) Make special arrangements for the delivery and receipt of notices and ballots.

Section 2.14 Replacing Vacancies on Council

- 1) In the event of a vacancy on Council in which there are less than two years remaining in the term of the vacant Council position, Council may appoint a regulated Institute member of the appropriate designation to fill the vacancy for the remainder of the term.
- 2) In the event of a vacancy on Council in which there are greater than two years remaining in the term of the vacant Council position:



- a) Council shall order an election for the position replacement to coincide with the next election for other members of Council; and
- b) Council may appoint a regulated Institute member of the appropriate designation to fill the vacancy until such time as the results of the election held in accordance with this Section 2.14(2) are declared.

ARTICLE III. OFFICERS OF COUNCIL

Section 3.01 Qualifications of Officers

- 1) Officers of Council will consist of:
 - a) A Council Chair shall be elected to the office by the Council following the AGM. The Council Chair shall be a Professional Agrologist member of Council and shall have served at least one year on Council prior to being elected to serve as Chair.
 - b) A Council Vice-Chair shall be elected to the office by the Council following the AGM. The Council Vice-Chair shall be a Professional Agrologist member of Council and shall have served at least one year on Council prior to being elected to serve as Vice-Chair unless otherwise decided by Council.
 - c) A Council Secretary shall be appointed by Council. Council may appoint the CEO or another non-Council member to the position, however such appointment neither implies voting privileges nor membership on Council.

Section 3.02 Terms of Office

- 2) The Council Chair and Vice-Chair shall:
 - a) Serve for one year terms.
 - b) Conclude their terms at the commencement of the Council meeting following the next AGM of the Institute.
- 3) The Council Chair and Vice-Chair may be re-elected to office as often as they serve as Council members.
- 4) The Council Secretary shall be appointed by Council on an annual basis at the first meeting following the Institute's AGM.



Section 3.03 Elections and Appointment of Officers

- 1) Council will elect the Council Chair and the Council Vice-Chair and appoint a Council Secretary according to the following processes:
 - a) Nominations for Council Chair and Council Vice-Chair may be made only by Council members and shall be: 1) conducted in accordance with Council's parliamentary authority as stated in Article V made with due consideration for the responsibilities/duties of the Chair and Vice-Chair as identified in these bylaws and Council's policies.
 - b) Elections for Council Chair and Council Vice-Chair will be held via secret ballot. All Council members present at the meeting shall be entitled to vote.
 - c) The CEO and one public council member or one regulated member shall act as the scrutineers to count the ballots for Chair and Vice-Chair.
 - d) The successful candidate for each office shall receive a majority of the votes cast. In the event that more than two candidates are nominated for one position, and if one candidate does not receive a majority of the votes cast in the first round of voting, the candidate receiving the lowest number of votes will be dropped from candidacy, and Council shall revote. If necessary, this procedure shall be repeated until one candidate receives a majority of votes.
 - e) In the event that nominations or the voting processes result in only two candidates, and if the ballots for the two candidates result in a tie, the office shall be determined via drawing lots.
 - f) A council secretary shall be selected by council nomination and vote at the first council meeting following the AGM.

Section 3.04 Duties of Council Officers

- 1) The Chair shall be responsible to ensure the integrity of Council's governance. The Chair's duties shall be determined by Council and stated in Council's Governance Process policies.
- 2) The Vice-Chair shall assume the duties of the Chair in the absence of the Chair.
- 3) The Council Secretary is responsible to ensure the integrity of Council's documents.
- 4) The Council will operate within guidelines of a Council Policies Manual. See council governance policies on the AIA web site at: <http://www.albertaagrologists.ca/site/council-documents>
- 5) Only the Chair or the CEO or their designates will speak on behalf of the Institute to the public.



Section 3.05 Removal from Office and Council

- 1) Upon a two-thirds vote of all Council members, Council may remove an Officer or Council member from office and/or the Council for the inability or failure to perform the duties of an office and/or function of a Council member as determined by the Act, the Regulations, these bylaws and written Council policies, including (but not limited to) for reasons of medical incapacity, misconduct according to the Institute's Code of Ethics, or conviction for having committed any indictable offence. An Officer or Council Member subject to removal pursuant to this provision will first be provided at least one week's prior notice of the intention to vote for his/her removal, and will be afforded an opportunity to address the Council meeting before the vote occurs.
- 2) Absence of a Council member from more than two consecutive regular meetings shall be deemed a resignation from Council. A Council member who has resigned under such circumstances, may be considered for reinstatement by Council at his or her request.

Section 3.06 Vacancy of Council Offices

- 1) In accordance with Section 3.05(1), should the Chair be removed from office or be unable to complete a term of office, the Vice-Chair shall succeed to the position of Chair until the next Council meeting at which time an election for the position of Chair will be held in accordance with Section 3.03.
- 2) In accordance with Section 3.05(1), should the Vice-Chair be removed from office or be unable to complete a term of office, Council shall elect a replacement at the next Council meeting.
- 3) In accordance with Section 3.05(1), should the Secretary be removed from office, Council will appoint a replacement at the following Council meeting.

ARTICLE IV. COMMITTEES

Section 4.01 Committee Formation

- 1) The Council shall ensure that any committees required by the Act and Regulations are established. Council may establish other committees and task forces as deemed necessary to fulfill its governance role.

Section 4.02 Registration Committee

I. Structure and Operation



- 1) A Registration Committee shall be appointed by the Council as allowed in the Agrology Profession Act section 9(1)(a). The Council shall appoint a chair, which may be the Registrar or Registrar's designate. The committee shall consist of at least four professional agrologists and four registered technologists in agrology, all in good standing. At least six committee members must be outside the employ of the Institute. The committee shall also include the Registrar. Members of the committee shall have the appropriate competence (combination of knowledge, skill, judgement and expertise) suitable for determining registration under the Act. Significant experience is also required to be a member of the committee. The Registration Committee may act as the Competence Committee as allowed in section 10(2) of the Agrology Profession Act. Honorariums may be provided for per diems and expenses, as directed by Council.

II. Duties and Responsibilities

- 1) The Registration Committee will be established for the purposes of assisting the Registrar and the Council in carrying out the following activities:
 - a) Making recommendations to the Registrar regarding reviewing and approving programs of study for educational institutions in Alberta;
 - b) Making recommendations to the Registrar about courses required for entrance into the Agrology profession;
 - c) Reviewing and making recommendations to the Registrar concerning all applications for registration with AIA;
 - d) Reviewing proposed scope of practice statements submitted to the Registrar by applicants for registration. The committee shall revise, delete from or add to the proposed scope of practice statement to ensure the scope of practice is consistent with the applicant's knowledge, expertise and skills.
 - e) Recommending to the Registrar any appropriate courses of action to applicants who apply to AIA;
 - f) Reviewing and recommending to the Registrar any policy regarding registration procedure and function;
 - g) Assisting the Registrar and Council with any appeals of the Registrar's decision regarding an application to the AIA.
- 2) The Council shall appoint a minimum of ten regulated members each fiscal year and ensure that a minimum of eight regulated members are actively able to participate on the Registration Committee.
- 3) The committee members shall be recommended to the Council by the Registrar. Committee members shall represent a cross section of agrology practices such that sufficient agrology expertise is available for each particular Registration Committee meeting.



- 4) Each Registration Committee meeting will consist of a minimum of three regulated members, not including the Registrar.
- 5) The Registrar shall appoint a committee member to chair all Registration Committee meetings.
- 6) Registration Committee meetings will normally be held once a month except for the summer months of July and August. Additional meetings may be held depending on the need for file reviews.

III. Removal of a Committee Member

- 1) A Registration Committee member who fails to participate in at least one scheduled meeting per four months of meetings may be removed from the committee. An alternate may be appointed by the Council at the request of the Registrar.

Section 4.03 Competence Committee

I. Structure and Operation

- 1) These bylaws, as per Section 10(1) of the Act, authorize Council to direct the formation of a “Competence Committee” to carry out the powers of the competence committee. The competence committee shall use the resources of the Institute office to assist in developing any protocols or documents required in the fulfilling of their responsibilities.
- 2) A Competence Committee shall be appointed by the Council as allowed in section 10(1)(a) of the Agrology Profession Act. The Council shall appoint a chair, which may be the Registrar or Registrar’s designate. The committee shall consist of at least four professional agrologists and four registered technologists in agrology, all in good standing. At least six committee members must be outside the employ of the Institute. The committee shall also include the Registrar. Members of the committee shall have the appropriate competence (combination of knowledge, skill, judgement and expertise) suitable for determining the competence necessary to practice agrology as defined by the Act. Significant experience is also required to be a member of the committee. Honorariums may be provided for per diems and expenses, as directed by Council.

II. Duties and Responsibilities

- 1) The Competence Committee will be established for the purposes of carrying out the following activities:
 - a) Oversee and update for Council approval, as required, the General Standard of Practice requirements for all regulated members in the Institute.
 - b) Selection and appointment of Practice Area Expert Committees responsible for oversight of a particular Practice Area;



- c) Oversee the function of the Practice Area Expert Committees (Practicing members) in the development of the following:
 - i. Identifying and defining the knowledge, skill and performance requirements for competent practice within a particular Practice Area;
 - ii. Definition of a Practice Standard for a particular Practice Area that describes the standard of practice by which competence within that Practice Area will be assessed;
 - iii. Identifying and overseeing the development of Continuing Competence Program development opportunities to meet regulated member needs within a particular Practice Area.
- d) Oversee and verify the competence of all regulated members of the Institute through:
 - i. Reviewing applications for practice permits for regulated members;
 - ii. Inquiring into and reviewing the practices of regulated members including their compliance with the Institute's continuing competence program requirements;
 - iii. Reporting on whether regulated member's practices comply, in whole or in part, with the Act, Regulation, Bylaws, Standards of Practice and Code of Ethics;
 - iv. Making recommendations or directions for regulated members including but not limited to practice improvements, professional development plans, courses, examinations, tutorials or other professional, knowledge or skill training and professional liability insurance coverage;
 - v. Exercising its powers under s. 44 of the Act.

III. Practice Standards

- 1) The Competence Committee shall establish standards of practice for all practice areas as required in Section 3(1)(c) of the Act.
- 2) These standards of practice shall be developed by peer committees of Institute members for all practice areas developed by the Institute
- 3) The practice standards shall be at two levels of application as follows:



- a) Common Practice Standards, at a broad level, are applicable to all practice areas. Such standards should be clearly defined with measurable assessment parameters.
- b) Specific Practice Standards for those areas deemed by Council to be of significant risk to the profession, such standards to encompass at least:
 - i) Development of a descriptive list of knowledge, skill sets and capabilities required to be proficient in a given practice area.
 - ii) Development of specific practice standards that describes what is commonly accepted against which competence in that practice area is to be assessed.

ARTICLE V. COUNCIL MEETINGS

Section 5.01 Scheduling of Meetings

- 1) Council will meet at least four times per year to fulfill its governance responsibilities.
- 2) Council meeting dates and locations shall be determined by the Chair in consultation with the CEO.
- 3) Notwithstanding any other provisions of these bylaws, the Chair shall also call a Special Council Meeting upon the written request of six Council members (to include at least two public members and enough Institute members to constitute a quorum as required in Section 5.02 below).
- 4) A minimum of one month's notice of meetings must be given unless a majority of members of Council agree to waive notice. Meetings will be attended in person unless the Council decides to permit virtual or telephonic attendance.

Section 5.02 Conduct of Meetings

- 1) A quorum shall be a minimum of two-thirds of the Council membership. Vacant Council positions are not included in the quorum calculations.

If a quorum is not present 30 minutes after the scheduled start time for a Council meeting:

- a) If convened by a written or email request of members as in Section 5.01(3), the meeting is terminated; and
- b) In any other case, the meeting may be adjourned to a specified place and date as determined by the Council Chair.



- 2) Decisions of Council shall be by a majority of those eligible to vote and in attendance for a meeting at which quorum is established, except for decisions changing the bylaws, the Code of Ethics and the Standards of Practice, in which case the conditions in Article XI of the bylaws must be met.
- 3) Proxy votes are not acceptable for the conduct of Council meetings.
- 4) Where meeting procedures are not stated in the Act, the Regulations, or these bylaws or council governance policies, Council shall be guided by the most recent edition of Robert's Rules of Order as its parliamentary authority.
- 5) Council will govern the Institute using the Carver Policy Governance® model.
- 6) Meetings may be held via video conference and teleconference if required.
- 7) Minutes of Council meetings will be recorded and made available to the public and the members, except when Council moves to take proceedings of meetings *in camera*.

Section 5.03 Expenses

- 1) Upon approval by Council, a member of Council other than a public member (whose expenses are paid by Alberta Employment and Immigration), may be entitled to be reimbursed for his/her reasonable travel, living and accommodation expenses while engaged in the business of the Institute. Such reimbursement will be governed by written Council policies in the policy manual.

ARTICLE VI. FINANCES OF THE INSTITUTE

Section 6.01 Fiscal Year and Head Office

- 1) The Institute's fiscal year shall be from January 1st to December 31st. The head office of the AIA shall be in the greater Edmonton area, Alberta.

Section 6.02 Auditing

- 1) The Council shall annually appoint an auditor for the Institute, and the auditor shall be a Chartered Accountant who is a member in good standing with the Institute of Chartered Accountants of Alberta.
- 2) The auditor shall prepare a Financial Review or a full audit, as determined by Council, for the Institute's Annual Report which shall include a complete financial statement of the Institute for the preceding year as required by the Act Section (4)(1)(e) and in accordance with the external monitoring of compliance with the Institute's financial policies as stated by Council.



ARTICLE VII. MEMBERSHIP CATEGORIES

Section 7.01 Categories

- 1) In accordance with the Act and the Regulations, the following are the Agrology categories of regulated members:
 - a) Professional Agrologists;
 - b) Agrologists in Training;
 - c) Registered Technologists in Agrology; and
 - d) Agrology Technologists in Training.
- 2) The following subcategories may apply to the regulated categories listed in 1):
 - a) Visiting (in accordance with Sections 10 and 29 of the Regulations); and
 - b) Provisional (in accordance with Sections 9 and 29 of the Regulations).
- 3) The following categories may be referred to as non-regulated members:
 - a) The subcategory: “Deferred” may apply to the regulated categories listed in 1) and includes former regulated members who are not practicing but intend to return to practice in the foreseeable future.
 - b) The subcategory “Retired” may apply to the Agrology categories of Professional Agrologists and Registered Technologists in Agrology and are reserved for those members who have practiced as Professional Agrologists or Registered Technologists in Agrology, and who do not intend to practice again in the foreseeable future. In the event that a Retired, formerly regulated member chooses to resume practice they shall provide evidence of competence as required by the Registration Committee.
 - c) The subcategory “Student” applies to students who are enrolled in an agrology related program at a Registration Committee approved post- secondary education institute.
 - d) The subcategory “Lifetime Member” applies to those individuals who have the criteria demonstrated below. The Council shall decide the nomination procedures and shall decide when and how the nomination shall be granted. Lifetime members:
 - i) have a minimum of 25 years as a member of the Institute;
 - ii) are not practicing agrology;



- iii) have significant and documented achievement that has assisted AIA in the capacity as a professional organization OR;
 - iv) have significant and recognized achievement in the “practice of agrology”;
 - v) have provided at least three reference letters from AIA members supporting the nomination and providing reasons for the nomination; and
 - vi) do not have any record of unethical or unprofessional conduct.
- e) The subcategory “Associate Member” applies to those individuals who are Agrologists (or agronomists or related professionals) outside of Canada and who want to affiliate with the Institute to share information and to exchange ideas about professional practice, professional management and to engage in learning opportunities offered by the Institute. Associate Members shall have no regulated member status and shall have no ability to be involved in member benefits or the running of the Institute.

Section 7.02 Rights, Privileges and Responsibilities of Membership

- 1) All categories of membership are subject to the relevant stated requirements of the Act and Regulations.

Rights and privileges of each category and subcategory of membership are stated in Appendix A. Each of the Rights and Privileges stated in Appendix A are subject to the member being in “good standing” with the Institute and any other professional body of which the individual is a member. Being in “good standing” includes, but is not restricted to:

- a) Not being under orders related to suspension or expulsion from membership;
- b) Being current in his/her payment of all relevant fees in accordance with Section 7.03; and
- c) Being current in CPD reporting as required by Section 43 of the Act.

Section 7.03 Fees

The Council may establish fee schedules from time to time for the following:

- 1) Annual practice permit fees for regulated members in each category and subcategory in accordance with Section 7.01.
- 2) The Institute shall issue membership invoices at least 60 calendar days in advance of the renewal due date. The annual fee for a regulated member shall be payable in advance on or before December 31st of the year prior to the year in which the practice permit applies or as Council may from time to time direct. Fees not received by that date shall be subject to late charges as determined by Council.



- 3) Failure to make payment by December 31st of the year prior to the year in which the practice permit applies, and after due notice of the intent to cancel a regulated member's practice permit as outlined in Section 36 of the Act will result in cancellation of the member's practice permit.
- 4) Fees for all members. Administrative fees which include but are not limited to: application fees, reinstatement fees, academic qualifications assessment, late payment penalties, courses, conferences, seals and stamps.

ARTICLE VIII. REGISTERS

Section 8.01 Content and Maintenance of Registers

- 1) The Registers of regulated members shall contain information in accordance with Sections 27(3) and 30(3) of the Act and Sections 31, 32, 33 and 34 of the Regulations.
- 2) The Registers of non-regulated members shall contain the following information:
 - a) Full name;
 - b) Date of registration;
 - c) Home address and phone number;
 - d) Date of birth; and
 - e) Business full address, phone and fax number and email address (if applicable).
- 3) Regulated and non-regulated members, as identified in Section 7.01 of the bylaws, shall provide the Registrar with their current mailing addresses and electronic mailing addresses and advise the Registrar forthwith in writing or email of any changes in their addresses.
- 4) All regulated members, as identified in Section 7.01 of the bylaws, shall respond promptly and appropriately to any duly served communication of a regulatory nature received from the Institute.

Section 8.02 Disclosing Information from the Register

- 1) The Registrar shall provide information to the public in accordance with Sections 28(1), 77(3), and 92(3) of the Act and Section 32 of the Regulation, provided the information is requested by the public and is specifically about a regulated member.
- 2) On a regular basis, the Registrar will provide to the public the current list of members within the terms of the *Personal Information Protection Act* and the *Ombudsman Act*.



Section 8.03 Inspection of the Register

- 1) The Registrar shall, during regular office hours, permit any member of the Institute to inspect his/her own register and records to review the information recorded about him/her.

ARTICLE IX. SEALS, STAMPS, PRACTICE PERMITS AND EXECUTIVE MEMBER

Section 9.01 Authorization of Seal

- 1) The seal will only be issued to a Professional Agrologist or a Registered Technologist in Agrology, and to visiting members in these regulated categories, upon request.

Section 90.02 Seals and Stamps

- 1) The seal or stamp is the property of the Institute.
- 2) The seals and stamps issued to Professional Agrologists and Registered Technologists in Agrology shall be in a form prescribed by the Council and shall show
 - a) The words “Alberta Institute of Agrologists”;
 - b) The name and registration number of the Registered Professional Agrologist or the Registered Technologist in Agrology to whom the seal is issued;
 - c) The seal shall be manufactured in a style prescribed by the Council; and
 - d) The seal of a Registered Professional Agrologist or a Registered Technologist in Agrology may be made of metal, rubber or other suitable material.
- 3) The cost of initial issuance or replacement of a seal or stamp will be responsibility of the member as per the fee determined by Council in accordance with Section 7.03(4).

Section 9.03 Practice Permit

- 1) In accordance with Section 30(2) of the Act, upon registration as a regulated member in good standing, the Registrar shall issue to the member a practice permit. The practice permit issued will include those parameters required by Section 30(3) of the Act. A regulated member must display the member’s practice permit where the member provides professional services, or on request, make the practice permit available for inspection as required in Section 30(5) of the Act.



- 2) The practice permit remains the property of the Institute and must be returned to the Registrar when membership ceases.
- 3) In accordance with section 32 of the Act, all regulated members must complete an application for a renewal of their practice permit annually after completing and submitting their Continuing Professional Development on/or before December 1st of each calendar year.

Section 9.04 Prohibited Use of Seals, Stamps and Practice Permits

- 1) As a result of any of the following, individuals are prohibited from the use of any seals, stamps and practice permits that have been issued to them:
 - a) Temporary or permanent withdrawal of the regulated member from practice;
 - b) Resignation of the regulated member from the Institute; and
 - c) The suspension or cancellation of the regulated member's practice permit.

Section 9.05 Executive Member

- 1) The title of "Executive Member" may be conferred by the Institute upon applicants who have a minimum of 20 years agrology-related experience, who hold a senior management position in government, industry or an educational teaching/research position and who are determined by the Registrar to meet the executive member requirements and the requirements to be a regulated member of the Institute.

ARTICLE X. REINSTATEMENT

- 1) An individual whose registration is suspended or cancelled, and whose registration and practice permit is subsequently reinstated, shall pay a reinstatement fee in accordance with Section 7.03(4) of the bylaws.
- 2) Reinstatement of Registration and practice permit shall be considered upon:
 - a) Written application to the Registrar and approval of the Registration Committee;
 - b) Full payment of current year's dues and other administrative fees as determined, and any of the past unpaid dues (if determined appropriate by the Registrar);
 - c) Successful completion of examinations or other requirements as prescribed by the Registrar or Registration Committee; and



- d) In cases where reinstatement is sought after cancellation of registration and a practice permit resulting from disciplinary proceedings, following compliance with all requirements imposed by the disciplinary proceedings in accordance with Section 74 of the Act, and compliance with the reinstatement requirements specified in section 38 of the Act and sections 24 through 28 of the Regulation.
- 3) A non-regulated member who has had their registration cancelled because of a failure to pay required fees may have their name reinstated on the Institute's membership list by applying in writing to the Registrar and upon payment of such fees, dues, levies and other requirements determined by Registrar under Section 7.03(3) of the bylaws.

ARTICLE XI. AMENDMENTS TO BYLAWS AND CODE OF ETHICS AND STANDARDS OF PRACTICE

- 1) If the Council proposes to enact, amend, or repeal bylaws or Code of Ethics and Standards of Practice, the Chair on behalf of Council must advise the membership of the proposed enactment, amendment or repeal of the bylaws or Code of Ethics and Standards of Practice at least 60 days before the Council meeting that will be voting on the said changes.
- 2) At least 75% of the council seats in a duly called meeting must approve the enactment of new bylaws or Code of Ethics and Code of Practice, or the amendment or repeal of existing bylaws or Code of Ethics and Code of Practice.
 - a) For the purposes of this bylaw, "council seats" refers to the total of elected, public and/or vacant Council positions.
- 3) All bylaw proposals and changes reviewed and/or approved are to be reported at the AGM.

ARTICLE XII. INABILITY TO ACT

- 1) If under this bylaw, a person is required to take some action, and they are absent, unable or unwilling to take the action, the Council may appoint another person to take the action in their place.



ARTICLE XIII. ASSESSMENT OF COSTS FOR HEARINGS, REVIEWS AND APPEALS

- 1) Where the Registrar, Competence Committee, Registration Committee, Hearing Tribunal or Council has authority under the Act, Regulation and these bylaws, and orders a person to pay the costs of an investigation, hearing, review, assessment or 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 proceeding;
 - b) costs of any transcripts of evidence taken in the proceedings, cost of reproduction of all or any documents including drawings and plans relating to the proceedings;
 - c) witness fees;
 - d) cost of renting rooms, renting recording equipment or hiring a reporter to take transcript of the evidence;
 - e) fees payable to the solicitor acting on behalf of the Institute in the proceedings and any other expenses incurred that are attributable to the proceeding; and
 - f) any other fees or expenses incurred by the Institute that are attributable to the proceeding.

ARTICLE XIV. MEETINGS OF GENERAL MEMBERSHIP

Section 14.01 Annual Meetings

- 1) The Institute shall conduct an Annual General Meeting (AGM) of regulated members at a time and place in Alberta as determined by Council.
- 2) Members shall receive notice of the date and location of an AGM at least 120 days prior to the meeting start date.
- 3) Council shall determine the Order of Business which shall include but is not limited to:
 - a) Receiving the Institute's Annual Report from Council;
 - b) Receiving the Auditor's Annual Financial Review; and



- c) Receiving Nominations from the Council Nominating Committee in accordance with Section 2.01, and election of Council Officers by Institute members (who, in accordance with Appendix A, are entitled to vote) of a.
- 4) Members (who, in accordance with Appendix A, are entitled to vote) may also debate and vote on resolutions regarding Institute affairs. The results of such votes should be taken as suggestions for action or consideration but are non-binding on Council's authority to act.
- 5) For consideration at the AGM, resolutions made by regulated member(s) must be submitted to Council at least 60 days prior to the meeting start date.
- 6) Resolutions shall be distributed to the membership at least 30 days prior to the start date of the AGM.
- 7) The Council Chair shall preside as meeting Chair at the AGM.
- 8) Where meeting procedures are not stated in the Act, the Regulations, or these bylaws, the AGM participants will be guided by the most recent edition of Robert's Rules of Order as its parliamentary authority.

Section 14.02 Special Meetings of Institute Members

- 1) Council may call a Special Meeting of members at a time and place as they deem necessary.
- 2) Upon the request of 50 members who are eligible to vote in accordance with Appendix A of the bylaws, Council will call a Special Meeting.
- 3) All members shall be sent notice of the date and location of a Special Meeting at least 60 days prior to the starting date of such meeting.
- 4) Notice of Special Meetings shall state the purpose for which the meeting was called.
- 5) For consideration at a Special Meeting, resolutions must be submitted to Council at least 60 days prior to the meeting start date.
- 6) Resolutions shall be distributed to the membership at least 30 days prior to the start date of the any Special Meeting.

Section 14.03 Conduct of Annual General Meetings and Special General Meetings

- 1) A quorum shall consist of at least 50 of the Institute members who are entitled to vote in accordance with Appendix A of the bylaws.



- 2) Provided notices were sent out to the last known addresses of members entitled to notice, and provided a quorum of members are in attendance, then even if one or more voting members do not receive a notice served in accordance with Section 14.01(2) or Section 14.02(3), an Annual General Meeting or Special General Meeting that is the subject of the notice of the meeting may nevertheless be held as if the notice or notices had all been received.
- 3) Proxy votes are not acceptable for the conduct of the general membership in any Institute business. If the AIA secures a proven electronic ballot videoconferencing process, remote voting may be allowed.
- 4) The Council Chair shall preside as meeting Chair at Annual General Meetings and Special General Meetings.
- 5) Where meeting procedures are not stated in the Act, the Regulations, or these bylaws, the meeting participants will be guided by the most recent edition of Robert's Rules of Order as its parliamentary authority.



ARTICLE XV. AGROLOGY BRANCHES AND NETWORKS

- 1) Agrology Branches and Networks of the AIA exist for the purposes of furthering the Ends of the Institute as stated by Council in its Ends Policies.
- 2) Branches and Networks are a group of members that have a common interest including, but not limited to, geographic location, scope of practice, or professional interests. The Council may appoint the initial Chair of the Branch.
- 3) Branches may consist of geographically represented groups of which a minimum of 10 Institute members have applied to the Institute CEO and shall provide evidence of a standard set of Council approved guidelines which at minimum includes purposes of the Branch consistent with the Council stated Ends Policies.
- 4) Networks may consist of technically oriented groups of which a minimum of 10 Institute members have applied to the Institute CEO and shall provide evidence of a standard set of Council approved guidelines which at minimum includes purposes of the Network consistent with the Council stated Ends Policies
- 5) Agrology Branches and Networks of the Institute may be dissolved by:
 - a) Decision of the majority of members of the Branch or Network; or
 - b) Decision of Council.
- 6) Upon dissolution of a Branch or Network, all debts and assets shall revert to the Institute.
- 7) All Agrology Branches or Networks shall operate according to Institute policies.
- 8) The CEO may provide funds for network and branch operations. Network and branch revenues collected during the fiscal year shall be used for operations within that fiscal year. All funds will be managed by the AIA office. The network and branch secretary/treasurer will enter into an annual contract with the CEO. The network and branch secretary/treasurer shall provide an annual report on or before February 15 of each fiscal year. The report shall document revenue, expenses and specific activities; so that this information may be included in the AIA annual report.
- 9) Agrology Branch or Network meeting notices shall be distributed to all members who have self-identified their affiliation with a specific Branch or Network either directly by Canada Post mail, electronic mail or newsletter. Notices of Agrology Branch or Network meetings will be available to all members.
- 10) The Agrology Branch or Network shall not borrow or solicit money through general assessment of its members without prior written approval of the CEO.



- 11) The Agrology Branch or Network shall not solicit donations, fees or grants without prior written approval of the CEO.
- 12) In the event that a Branch or Network volunteer believes that he/she has not been appropriately dealt with by the Branch or Institute staff, they shall follow the Institute's complaint process. The complaint process shall include an appeal mechanism to Council.



APPENDIX A

RIGHTS AND PRIVILEGES OF ALBERTA INSTITUTE OF AGROLOGISTS MEMBERSHIP CATEGORIES

	Regulated	Scope of Practice			CCP Reporting Required	Eligible for Council	May vote for Council ¹	May vote at Annual Meeting	Stamp and Seal Privileges
		Unrestricted	Restricted	Non-practicing					
Professional Agrologist									
P.Ag. (Practicing)	Yes	✓			Yes	Yes	Yes	Yes	Yes
P.Ag. (Visiting)	Yes	✓			(1)	No	No	No	Yes
P.Ag. (Provisional)	Yes		✓		Yes	No	Yes	Yes	No
P.Ag. (Deferred)	No			✓	(2)	No	No	No	No
P.Ag. (Retired)	No			✓	No	No	No	No	No
Agrologists in Training									
A.I.T.	Yes		✓		Yes	No	Yes	Yes	No
A.I.T. (Visiting)	Yes		✓		(1)	No	No	No	No
A.I.T. (Provisional)	Yes		✓		Yes	No	Yes	Yes	No
A.I.T. (Deferred)	No			✓	(2)	No	No	No	No
Registered Technologist in Agrology									
R.T. Ag.	Yes		✓		Yes	Yes	Yes	Yes	(3)
R.T. Ag. (Visiting)	Yes		✓		(1)	No	No	No	(3)
R.T. Ag. (Provisional)	Yes		✓		Yes	No	Yes	Yes	No
R.T. Ag. (Deferred)	No			✓	(2)	No	No	No	No
R.T. Ag. (Retired)	No			✓	No	No	No	No	No
Agrology Technologist in Training									
A.T.T.	Yes		✓		Yes	No	Yes	Yes	No
A.T.T. (Visiting)	Yes		✓		(1)	No	No	No	No
A.T.T. (Provisional)	Yes		✓		Yes	No	Yes	Yes	No
A.T.T. (Deferred)	No			✓	(2)	No	No	No	No
Student	No			✓	No	No	No	No	No
Lifetime Member	No			✓	No	No	No	No	No

Notes:

- (1) Must be in good standing with their home Institute.
- (2) Limited reporting requirements
- (3) Only if approved by Council in accordance with the Agrology Profession Regulation, Section 30(2).
- (4) Only those regulated, practicing members may vote for AIA Council. Deferred and retired members sign Declarations of non-practice and are therefore not regulated by the Institute as defined by “regulated member” in the Agrology Profession Act section 27 (1) and section 1(dd) of the Agrology Profession Act and by the bylaws of the institute in section 2.05(1).



APPENDIX B

CODE OF ETHICS

Code of Ethics

“The Profession of Agrology demands integrity, competence and objectivity in the conduct of its members while fulfilling their professional responsibilities to the public, the employer or client, the profession and other members.” Members should be aware of any other laws and responsibilities in regard to other business and voluntary activities which may impact their ethical conduct.

Guidelines to the Ethical Responsibilities of Agrologists

The purpose of the following guideline is to clarify the intent of the Code of Ethics and the understanding of the nature of the professional obligations that arise out of the document. Throughout, it is recognized that membership is a right granted by the public to the regulated member (member) to practice Agrology in such a way that the public interest is served. It is also understood that, just as the individual member has an obligation to conduct business in an ethical and competent manner, colleagues and the Institute share the moral responsibility of protecting their Agrologists and the field of agrology against any unfounded and unjust criticisms.

1) Among the regulated member’s professional obligations to the public are the responsibilities:

- a) To practice only in those practice areas where the member’s training, ability, and experience make him/her professionally qualified.

The public has given a right to the Professional with the trust and expectation that those activities are undertaken with competence.

A member will not make misleading statements regarding his/her qualifications.

A member will actively pursue professional knowledge upgrading specific to their practice area(s) in order to remain competent in his/her field of expertise. A member will make referrals to seek advice, and enter into collaborations with other professionals in situations which require expertise that extend beyond the individual member’s competence.

- b) To express a professional opinion only when it is founded on adequate knowledge and experience, and where the member has an understanding of the situation and context in which this opinion is being offered.



Members must clearly distinguish among facts, assumptions and opinions in their preparation of reports and professional statements. Professional opinions should be clearly stated and should include clear indications of the constraints that apply to the opinion, and the relevant qualifying circumstances, facts and assumptions.

Members should exercise care that work they conduct cannot in any way be seen to support or make possible any morally suspect or illegal purposes. In the extreme, this caution might cause a member to refrain from association with enterprises or individuals whose objectives and probity are subject to questions.

Members who act as expert witnesses and provide opinion evidence for the purpose of litigation should not take a partisan position. Agrologists must provide evidence as impartial experts and must not do so as advocates of their client or employer. While acting as an expert witness, a member's role is to assist the judge/jury/panel with technical matters which are beyond the expertise of the tribunal.

- c) To advocate and practice good stewardship of all agricultural and environmental resources based on sound scientific principles(s).

Stewardship requires making complex choices based on a variety of relevant but not necessarily compatible factors. Good stewards must consider, but not necessarily be limited to: monetary matters, social values, the rational application of sound science, the lessons of valid experience, impacts on the economic health of the community at large, and the impacts on future generations. Because of the position of public trust, a member's duty is to uphold professional principles above and beyond the demands of employment.

Conflict may arise between a member's duty to uphold professional principles and the duty to serve the needs of an employer or a client. Members must distinguish between the role they play as Agrologists and the role management plays. Managers have prerogatives and privilege for making decisions based on a wider range of constraints than those that might be appropriate for an Agrologist. The member must not confuse the role of providing others with information upon which to base a decision with the role of being responsible for making the decision him or herself.

If a member believes there is a serious conflict between the requirements of employment and a member's professional principles, a member should inform/or consult the Registrar or any other appropriate persons about the conflict. Members may seek advice and support for the position from the Institute.

- d) To extend public knowledge of agriculture and the environment and to promote truthful and accurate statements on sustainable agricultural systems and environmental matters.

Members should strive to develop appropriate involvement with schools, agencies and organizations insofar as such outreach activities can help ensure the dissemination and discovery of sound and appropriate agricultural environment knowledge. Members should attempt to correct misleading or erroneous statements on agricultural matters whenever and wherever such statements are encountered.

- e) To have proper regard for the safety of others in all work.



Members must understand their obligation for promoting safety. Members should consider the impact the exercise of their professional duties will have upon the health of the environment, industrial safety, and health of the consumer, construction safety and the general operational safety of completed projects. Members must demonstrate concern for the immediate and long-term direct effects of agricultural and environmental practices on the safety of workers by being aware of and evaluating risks.

The public expects and demands a safe supply of food, not only for current but also for future generations. Members must balance the claims of producers and consuming public against the potentially competing claims for safety of the environment and the interests of individuals and businesses affected by their proximity to agricultural operations.

2) A member's responsibility to the client or Employer is:

- a) To act conscientiously and diligently in providing professional services.

Members should endeavour to put service above gain and excellence above quantity. If a member becomes aware of errors or omissions in his/her work, he/she must report the same to his/her client or employer, and immediately work to remedy such errors or omissions.

Expect as required by law, to maintain the confidentiality of client and employer information unless given the explicit consent of the client or employer.

- b) A member should consider all information received from a client or employer as confidential unless such information is in the public domain. Information obtained during and specific to a professional contract situation is confidential and must not be disclosed to others or used by the members outside that contracted situation without the consent of the client or employer. However, technical expertise gained by a member through work may be used in subsequent projects without consent from other parties.

- c) To obtain a clear understanding of the client's or employer's objectives.

Members must clearly understand the objectives of the client or employer. Members must make inquiries regarding such objectives to ensure that professional services are provided in the context of complete and accurate information. It is recommended that all oral communication that is material to the delivery of professional services be confirmed in writing.

- d) To inform the client or employer of any action planned or undertaken by the client or employer that a member believes is detrimental to good stewardship or in breach of known laws or regulations.

It is a member's duty to advise a client or employer of the consequence of questionable actions and inform the client or employer of the facts that lead the member's belief that the action is detrimental to good stewardship.

- e) To refuse any assignment that creates a conflict of interest.



A conflict of interest exists where the duties and loyalty owed by a member to one party are, are likely to become, or to a reasonable, informed and objective observer would appear to be in conflict with the duties or loyalties the member owes to another party.

A member should not accept an assignment in which he/she has a personal or business interest unless that interest is disclosed and approved by the client or employer.

Where a member is in a position of providing professional services to more than one party with different interests in the same or related matter, the member must explain the significance of acting for more than one party to each of the affected clients or employer(s) (the parties) and obtain the written consent of the parties to continue working for more than one party. If any of the parties fail to give their consent the member must then determine whether it is possible to act on behalf of a subset of the parties without conflict. If conflict cannot be eliminated by acting only on behalf some of the parties, then the member should advise all the parties that he/she cannot continue to act for any of them in the matter that generates the conflict of interest.

Members must also advise the parties that no information received in connection with the common matter from the one can be treated as confidential so far as any of the other parties are concerned.

- f) To not accept compensation from more than one employer or client for the same work, without the consent of all.

Members need to distinguish between the data or product, which becomes the property of the client; and the process or technical experience, which remains the property of the member.

3) The Agrologist's Responsibility to the Profession is:

- a) To inspire confidence in Agrology by maintaining high standards in conduct and work.

A member must keep in mind that the work of an Agrologist is continuously open for public scrutiny and it is the responsibility of each individual to build and maintain a positive image of the field and the profession. Not only must a member perform his/her duties of employment to a high level of excellence, but the conduct of that member must also be of high standard.

- b) To support activities for the advancement of the profession.

Members have an obligation to participate in the activities of the Institute (i.e., meetings, elections, holding office, mentoring) as the individual members situation and opportunities allow.

Members need to be constantly aware they are Agrologists and should, by their conduct, provide a positive image of the profession. Each member must be prepared to personally promote Agrology in personal contacts and communications, and to participate in specific promotional initiatives organized by the professional organizations.

- c) Where a member believes another individual may be guilty of infamous or unprofessional conduct, negligence or breach of the *Agrology Profession Act* or bylaws:



to raise the matter with that individual and

if not resolved or if otherwise deemed necessary to inform the Registrar of the Institute in writing.

A member should ensure that the facts and understanding of the misconduct are correct. Consultation with a colleague or Registrar is encouraged if it may help clarify the issue. Members should make every effort to raise and resolve the issue in a candid and professional manner. Agrologists should note that only in exceptional circumstances is it inappropriate to raise such a matter with the other member if done courteously and politely.

- d) To state clearly on whose behalf professional statements or opinions are made.

A professional opinion or statement prepared by an Agrologist is for a specific situation and set of circumstances. The content of a professional opinion should include the context in which it is made.

- e) To sign and seal only those plans, reports, and other documents for which the members are professionally responsible and which were prepared by or under the direction of the member.

Members who affix their seal and/or signature assume responsibility for and understand the document. The responsible professional must have exercised sufficient control and association with the document so he/she can sign and seal the document based on personal knowledge. Members will not associate themselves with documents, reports or statements that misrepresent, distort or omit material facts. Members should familiarize themselves with information that details the procedures and protocols that are associated with the use and practice of sealing professional works.

- 4) A member's professional responsibility to other members is:

- a) To abstain from undignified or misrepresentative public communication with or about members.

Conduct between members should be characterized by respect, courtesy, honesty, and good faith. Direct and honest criticism between professionals is acceptable and professional debate is encouraged when characterized by fairness and propriety.

Members should be courteous when criticising the work of another member and be as careful with a colleague's reputation as they would be with their own. Members will advise another regulated member in advance if they are reviewing/critiquing the other's work for a specific project.

An individual member will not make statements or representations on behalf of the Institute without prior authorization.

- b) To give credit for professional work to whom credit is due.

Members should always acknowledge the work and contributions of others when directly using that work in whole or in part. Members should clearly understand and appreciate that



the unpaid use of marketable processes and technology developed by another member could jeopardise that other member's livelihood.

Members will follow the rules and law of copyright. Members will secure releases for any data, process (es), and publication(s) obtained from written or electronic sources.

- c) To share knowledge and experience with other members.

Each member has a duty to new members and to the future of the Institute to be available as a mentor for new members.

Individual members should offer and seek out constructive professional discussion and debates with colleagues to maintain a vibrant and progressive profession.

Code of Ethics, Revised September, 2010