

**STATEMENT OF INTENTION
WITH RESPECT TO
BYLAWS
OF THE**

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE
(formerly the Alberta Association, Canadian Institute of Planners)**

WHEREAS the Bylaws of the Institute came into effect on the incorporation of the Alberta Association, Canadian Institute of Planners in 1963;

AND WHEREAS the Bylaws have been subject to numerous amendments since the incorporation;

AND WHEREAS it is in the best interests of the Institute to have Bylaws which set out in an accurate and organized manner the general procedures governing its business and affairs;

NOW THEREFORE THE COUNCIL hereby submits to the members of the Institute these new Bylaws, repealing all previous Bylaws of the Institute, for approval by the members and enactment at the same time as, and under, the Professional Planner Regulation of the Professional and Occupational Associations Registration Act.

DATED in Edmonton, Alberta, this 14^h day of July 2010

Bylaw Amendment 1/2012 passes April 27, 2012

Bylaw Amendment 1/2017 passes November 20, 2017

Council
Alberta Professional Planners Institute
(formerly the Alberta Association, Canadian Institute of Planners)

**Alberta Professional Planners Institute
Bylaws**

TABLE OF CONTENTS

I –INTERPRETATION		
1.01	Name	4
1.02	Legislation	4
1.03	Definitions	4
1.04	Policies	5
1.05	Headings	5
II – GOVERNANCE		
2.01	Powers of Council	5
2.02	Composition of Council	6
2.03	Nominations	6
2.04	Elections	7
2.05	Terms and Continuity for Councillors	7
2.06	Types of Officers	7
2.07	Terms for Officers	7
2.08	Duties of Officers	8
2.09	APPI Representatives on External Organizations	8
2.10	Meetings of the Council	8
2.11	Resignation or Removal of a Councillor	9
2.12	Vacancies on Council	9
2.13	Indemnification	10
2.14	Insurance	10
III – COMMITTEES		
3.01	General	10
3.02	Standing Committees	11
3.03	Committee Quorum	11
3.04	Committee Meetings	11
IV – MEETINGS OF MEMBERS		
4.01	Types of Meetings	11
4.02	Voting	12
4.03	Tie Vote	12
V - ADMINISTRATION		
5.01	Head Office	12
5.02	Seal	12
5.03	Books and Records	12
5.04	Sending Notice	13
5.05	Procedure at Meetings	13
VI - FINANCIAL AND CONTRACTUAL MATTERS		
6.01	Financial and Membership Year	13
6.02	Financial Review or Audit	13
6.03	Signing Authorities	13
6.04	Borrowing	13

**Alberta Professional Planners Institute
Bylaws**

6.05	Deposit of Securities for Safekeeping	13
6.06	Execution of Documents	14
6.07	Remuneration	14
VII - REGISTRATION		
7.01	Classes and Conditions of Membership	14
7.02	Registration Committee	15
7.03	Application for Membership	15
7.04	Registration as a Registered Professional Planner	15
7.05	Registration as a Candidate Member	16
7.06	Proof of Registration	16
7.07	Fees	16
7.08	Membership Rights and Obligations	17
7.09	Transferability, Resignation, and Continuing Obligations	17
7.10	Cessation of Membership	17
VIII – PROFESSIONAL PRACTICE		
8.01	Practice Review Committee	18
8.02	Discipline Committee	18
8.03	Professional Code of Practice	19
8.04	Unprofessional Conduct	19
8.05	Continuous Professional Learning Program	19
IX - BYLAWS		
9.01	Amendment of Bylaws	20
9.02	Repeal of Previous Bylaws	20

**Alberta Professional Planners Institute
Bylaws**

I – INTERPRETATION

1.01 Name

The name of the Institute shall be the "Alberta Professional Planners Institute (APPI)".

1.02 Legislation

When interpreting these Bylaws words and expressions have the same meaning as when used in the Professional Planner Regulation approved under the Professional and Occupational Associations Registration Act.

1.03 Definitions

In these Bylaws the following definitions shall apply:

- a) "Act" means the Professional and Occupational Associations Registration Act;
- b) "Candidate Member" means an individual who is listed on the Register of Candidate Members and who is in the process of meeting the criteria to become a Registered Professional Planner as defined in the Regulation;
- c) "Code" means the Code of Professional Conduct adopted by the Institute and amended from time to time.
- d) "Continuous Professional Learning (CPL)" means the specific activities that members actively engage in to further their knowledge, understanding, skills and abilities, relevant to the theory, methods, and practice of planning;
- e) "Council" means the Council of the Alberta Professional Planners Institute;
- f) "In Good Standing" means any Regulated Member in any category who has paid all dues, levies and other assessments owing within a period of time established by the Council and who is current with ongoing requirements of membership, if any, and who is not suspended;
- g) "Institute" means the Alberta Professional Planners Institute, formerly the Alberta Association, Canadian Institute of Planners;
- h) "Notice" means providing each Regulated Member twenty-one (21) days notice before every Annual General or Special meeting including the time, place, and proposed business of the meeting and any special resolution or Bylaw to be considered.
- i) "Practice of planning", as defined in the Regulation, means the process of planning the scientific, aesthetic, and orderly allocation of land, community resources, facilities, and services with a view to maintaining and improving the physical environment and the economic and social conditions of urban and rural communities;

Alberta Professional Planners Institute Bylaws

- j) "Quorum" means there shall be twenty-five (25) Regulated Members of which at least fifteen (15) must be Registered Professional Planners of the Institute in good standing, or twenty-five (25) per cent of Regulated Members of which two-thirds must be Registered Professional Planners of the Institute in good standing, whichever is the lesser, in order to transact business at an Annual General or Special meeting.
- k) "Registered Professional Planner" means a person whose name is entered in the register of Registered Professional Planners and who has met the criteria to become a Registered Professional Planner as defined in the Regulation;
- l) "Registrar" means the Institute Registrar appointed under the Regulation and the Bylaws;
- m) "Regulation" means the Professional Planner Regulation;
- n) "Regulated Member" means a Registered Professional Planner and a Candidate Member; and
- o) "Resolution" means a resolution passed by fifty (50) per cent plus one (1) of Regulated Members attending and entitled to vote at an Annual General or Special Meeting.

1.04 Policies

Council may make, amend, or repeal policies relating to the management and operation of the Institute as it deems expedient, provided they are not contrary to the Act, the Regulation, or the Bylaws. Where the Act, the Regulation, and these Bylaws are silent, Institute policies shall apply.

1.05 Headings

The division of these Bylaws into sections and paragraphs and the insertion of headings and index are for convenience and reference only and shall not affect the interpretation of these Bylaws.

II – GOVERNANCE

2.01 Powers of Council

Pursuant to the Act, the Council shall manage and conduct the business and affairs of the Institute and exercise the rights, powers, and privileges in the name and on behalf of the Institute. The Council shall actively pursue the mission and goals of the Institute and may adopt policies for the conduct of its business, including:

- a) Regulating the admission of members, requirements of membership, and termination of membership;

**Alberta Professional Planners Institute
Bylaws**

- b) Governing and regulating the operations, management, and control of the Institute and all its activities;
- c) Establishing fees, dues, and other assessments in a fiscally responsible manner;
- d) Making contracts, exercising powers, and carrying out actions it is authorized by its objects to do;
- e) Drafting, enacting, and upholding the Code of Professional Conduct in policy;
- f) Appointing committees as required in the Act and the Regulation and as will benefit the Institute; and
- g) Interpreting the intent of any Regulation, Bylaws, policies, resolutions, or reports in connection with the Institute and resolving any dispute in that regard.

Without limiting its general responsibility, Council may delegate its operational responsibilities and duties to an administrator.

2.02 Composition of Council

The Council of the Institute shall consist of no fewer than seven (7) and no more than thirteen (13) persons, including Officers, the Past President if willing to serve and up to two (2) public members. Council shall be elected in accordance with the Bylaws.

In order to serve on Council, a person must be:

- a) a Regulated Member in good standing elected by the Membership; or
- b) one (1) of up to two (2) Public Members appointed by the Province pursuant to the Act and the Regulation.

Notwithstanding the above, no more than two (2) Candidate Members may serve on Council at one time. Candidate Members who are elected to the Council are not eligible to vote on matters related to Registration and Discipline.

2.03 Nominations

a) Committee

Each year the Council shall appoint a Nominating Committee of at least three (3) Registered Professional Planners in good standing who are not seeking election to Council. The Nominating Committee is responsible for presenting the Members with a full slate of nominees and when needed, a President Elect for election to the Council.

**Alberta Professional Planners Institute
Bylaws**

b) Nominations

The Nominating Committee must make a call for nominations at least one hundred and twenty (120) days before the Annual General Meeting. In addition to nominees identified by the Nominating Committee, individuals may nominate themselves or others in the form prescribed by the Nominating Committee. All nominations shall be filed with the Nominating Committee at least sixty (60) days before the Annual General Meeting.

2.04 Elections

All duly nominated nominees for the Council shall be included on the slate circulated in advance of the Annual General Meeting. In the event of an incomplete slate, the Nominating Committee may recommend election of a partial slate and ask the Council to appoint the remaining Councillors within a reasonable period. In the event of a full slate, the Council is acclaimed.

If there are more nominees than positions, an election will be held. The Nominating Committee may appoint one (1) returning officer and two (2) scrutineers who are not nominees for election to Council. The scrutineers will count the votes and report to the membership in accordance with Council policy. If the election is held by mail-in or e-mail ballot, then the ballot must be returned to the Institute not later than one (1) hour prior to the Annual General Meeting.

At an election, vacancies for the Candidate Member(s) will be filled by the Candidate Member(s) with the highest number of votes. In no case may there be more than two (2) Candidate Members on the Council, therefore, the number of votes given to the Candidate Member(s) beyond those elected is immaterial and the Registered Professional Planner with the next highest number of votes is then elected in place of the ineligible Candidate Member(s).

2.05 Terms and Continuity for Councillors

Councillors are elected for two (2) year terms and take office immediately following the Annual General Meeting at which they were elected. The terms are on a staggered basis and normally no Councillor may serve more than three (3) consecutive terms.

Councillors who have served the maximum number of consecutive terms are normally not eligible for re-election for a period of one (1) year following the end of the final term and then may normally serve only one (1) additional term.

Notwithstanding term maximums, Council may extend the time in order to implement its succession plan or to have Councillors elected for a one (1) year term to ensure appropriate transition at an Annual General Meeting.

**Alberta Professional Planners Institute
Bylaws**

2.06 Types of Officers

The Officers of the Institute shall be the President, President Elect, Secretary, Treasurer, and any other Officers as the Council determines. Normally the President Elect shall become the President, and the members shall elect a new President Elect. Council shall then choose a Secretary and Treasurer, or Secretary/Treasurer from among its Councillors. All Officers must be Registered Professional Planners.

2.07 Terms for Officers

Except the President Elect, Officers shall serve a two (2) year term or until their successors are appointed. Officers may be reappointed to the same office for additional terms with the consent of the Council.

2.08 Duties of Officers

Duties of Officers are generally as follows and as their titles would indicate:

a) President

The President calls and chairs meetings of the Council and membership, implements policies governing Council, and is an ex officio member of all Committees except the Nominating Committee and the Discipline Committee.

b) President Elect

The President Elect fulfils the role of the President in the President's absence, incapacity, or refusal to act, and is normally a succession position to the President.

c) Secretary

The Secretary ensures that minutes of proceedings at members' and Council meetings are entered in the books, ensures notice is served to all members and Councillors, and is the custodian of the seal.

d) Treasurer

The Treasurer ensures that proper accounting records as required by the Act are kept and that appropriate financial controls and processes are in place. The Treasurer shall ensure that the Institute's responsibilities are met pursuant to any Affiliate Agreement. The Treasurer shall ensure there are periodic reports to Council on the financial position of the Institute.

e) Other Officers

The duties of any other Officers shall be as Council requires.

**Alberta Professional Planners Institute
Bylaws**

2.09 APPI Representatives on External Organizations

In keeping with an agreement with an external body, the Council may appoint a representative to an external body as Council deems appropriate.

2.10 Meetings of the Council

a) Requirements

The Council meets following the Annual General Meeting to name its Officers.

It shall meet at least three (3) times between Annual General Meetings at such times and places and using any communication methods, providing the methods are available to all Councillors and are acceptable to a majority of Councillors. If the President does not call at least three (3) meetings per term, the Secretary shall ensure the minimum is met.

b) Notice

Notice of Council meetings shall be given to all Councillors at least five (5) days in advance of the meeting (excluding days as defined in the Interpretation Act (Alberta)). If Council sets specific days and times in any months for regular meetings, no notice is required.

c) Quorum

Four (4) Councillors including at least one (1) Officer and including no more than one (1) Candidate Member of the Institute constitute a quorum for the transaction of business.

d) Voting

All matters shall be decided by a simple majority of the votes cast except as otherwise required by the Bylaws. Proxies are not accepted at Council meetings. In the event of a tie, the motion is lost and may not be reintroduced until the next Council meeting.

2.11 Resignation or Removal of a Councillor

a) Resignation

A Councillor may resign in writing to the President and the resignation is effective when accepted by Council.

b) Deemed Resignation

If a Councillor is absent from three (3) or more Council meetings in a year without prior approval, the Councillor is deemed to have resigned. The Council, in its sole discretion, may accept the resignation and establish the effective date.

**Alberta Professional Planners Institute
Bylaws**

c) Removal

A Councillor may be removed from Council before the expiration of the term by a resolution of Regulated Members present and voting at a Special Meeting duly convened for that purpose. A Councillor whose membership has been suspended or cancelled shall be removed from Council.

2.12 Vacancies on Council

So long as a quorum of Councillors remains, vacancies on the Council may be filled by the Councillors from among the Regulated Members if they see fit to do so. Otherwise, the vacancy will be filled at the next Annual General Meeting. The Council may also appoint Councillors to fill identified skill gaps until the next Annual General Meeting, provided the total number of Councillors is within the identified range.

2.13 Indemnification

Pursuant to the Act, no action lies against:

- a) a member of a Registration Committee, Practice Review Committee, Discipline Committee, or Council or any person acting on the instructions of any of them; or
- b) any member, Officer, Registrar, or employee of the Institute

for anything done by that person in good faith and in purporting to act under the Act, Regulation, or Bylaws that relates to or is incidental to a professional or occupational matter or a matter of public interest that is or may be the subject of a regulation under the Act.

Further, no action for defamation may be founded on a communication that consists of or pertains to the conduct of a person who is a Regulated Member of the Institute if the communication is published to or by:

- a) the Institute, a Registration Committee, Practice Review Committee, or Discipline Committee;
- b) an Officer, Registrar, or employee of the Institute; or
- c) a person acting on the instructions of a person referred to in clause a) or b)

in good faith in the course of investigating the conduct of a Regulated Member or in the course of any proceeding under the Act relating to the conduct.

Further, the Institute indemnifies Councillors and Officers against all costs and charges that result from any act done or not done as a Councillor or Officer for the Institute, provided that good faith was exercised. The Institute does not protect any Councillor or Officer for acts of fraud, dishonesty, or bad faith.

Councillors or Officers can rely on the accuracy of any statement or report prepared by the Institute's accountant. Councillors or Officers are not liable for any loss or damage as a result of acting on that statement or report.

**Alberta Professional Planners Institute
Bylaws**

2.14 Insurance

The Institute shall purchase and maintain liability insurance for the benefit of its Councillors and Officers.

III – COMMITTEES

3.01 General

Pursuant to the Act and the Regulation, Council may appoint members to Standing Committees and Ad Hoc Committees to manage activities of the Institute and report to the Council.

3.02 Standing Committees

Standing Committees shall be appointed for Registration, Practice Review and Discipline.

- a) The Registration Committee shall consist of the Registrar who is non-voting, one (1) Registered Professional Planner who is a member of Council and is non-voting, and at least five (5) other Registered Professional Planners appointed by the Council, one of whom shall be appointed by Council as Chair. Quorum for the Registration Committee is at least three (3) voting members of the Committee and it shall meet at the call of the Chair;
- b) The Practice Review Committee shall consist of one (1) Registered Professional Planner of Council and at least three (3) other Registered Professional Planners appointed by the Council, one of whom shall be appointed by Council as Chair. Quorum for the Practice Review Committee is at least three (3) voting members of the Committee and it shall meet at the call of the Chair; and
- c) The Discipline Committee shall consist of at least five (5) Registered Professional Planners appointed by the Council, none (0) of whom may be a member of Council. The Discipline Committee shall appoint a Chair. Quorum for the Discipline Committee is at least three (3) voting members of the Committee and it shall meet at the call of the Chair.

3.03 Committee Quorum

Subject to any policies imposed by Council, Ad Hoc Committees have power to fix their quorum at no fewer than a majority of their members and may fix their own rules of procedure.

3.04 Committee Meetings

Meetings of Standing Committees and Ad Hoc Committees may be held at any place and in any manner that suits the agenda, subject to approval by a majority of Committee members.

**Alberta Professional Planners Institute
Bylaws**

Standing Committees and Ad Hoc Committees shall keep a record of their meetings and shall report the results of their work to Council in the form and time lines as prescribed by the Council.

IV – MEETINGS OF MEMBERS

4.01 Types of Meetings

There shall be Annual General and Special Meetings of Members.

The Annual General Meeting shall be held each year not more than six (6) months following the fiscal year end.

At the Annual General Meeting the Council and President shall place before the Members financial statements of the Institute for the last completed financial year, the results of the Council elections, and any other business as may properly be brought before the Meeting.

A Special Meeting of Members may be convened by the Council or by a petition in writing signed by twenty (20) Regulated Members of the Institute in good standing. A Special Meeting shall be held only for the transaction of business as specified by resolution of the Council or in the convening requisition.

4.02 Voting

All decisions at an Annual General or Special Meeting of Members may be passed by resolution.

At a Meeting of Members, every question shall be decided by a show of hands, unless a poll is demanded by a majority of Members in attendance.

Resolutions which would normally be considered at a Special Meeting may be voted upon by Regulated Members by mail or electronic transmission or any other means, and provided appropriate notice has been given and that all Regulated Members may participate in the vote, the date by which votes are to be received is deemed to be the date of the Special Meeting as if one had been held.

No Member is entitled to vote by proxy on any matter.

4.03 Tie Vote

In the event of a tie vote at an Annual General or Special Meeting the presiding Officer shall cast an additional vote to decide the question.

**Alberta Professional Planners Institute
Bylaws**

V – ADMINISTRATION

5.01 Head Office

The Head Office of the Institute is in any location deemed acceptable by the Council.

5.02 Seal

The Council shall determine the use of the Corporate Seal of the Institute.

5.03 Books and Records

The Council shall ensure that all books and records of the Institute required by the Act, Regulation, or Bylaws are regularly and properly maintained.

The following Institute records may be inspected by a Regulated Member who has given reasonable notice and has arranged a satisfactory time with the person having charge of them: Objects, Bylaws, minutes of Member meetings, registers of members at place of business, register of Council and Officers, policies adopted by the Institute, and year-end financial statements.

Sending Notice

To send notice to any Member, Councillor, or Officer for any meeting, the address is the last known physical or electronic address in the Institute's register. Notice may be delivered personally, by electronic transmission, by prepaid mail, or by any other method. A notice sent by prepaid mail is sent when deposited in the public letterbox. A notice sent by electronic transmission is sent at the time of sending.

No error or omission in giving notice of an Annual General, Special, Council, or any other meeting invalidates the meeting or voids its proceedings. Any Member, Councillor, or Officer may waive or abridge notice of a meeting and may ratify proceedings from that meeting.

5.04 Procedure at Meetings

At all Annual General or Special Meetings of Members, Council meetings, or Committee meetings, procedural matters not specifically addressed here shall be governed by Robert's Rules of Order.

VI - FINANCIAL AND CONTRACTUAL MATTERS

6.01 Financial and Membership Year

The fiscal and membership year of the Institute concludes on December 31 of each year.

**Alberta Professional Planners Institute
Bylaws**

6.02 Financial Review or Audit

The Institute shall conduct a financial review or audit annually and ensure that at each Annual General Meeting Members receive a financial report for the prior year.

6.03 Signing Authorities

All banking transactions conducted in the name of the Institute shall be authorized and signed by signatories approved by Council.

6.04 Borrowing

Banking transactions shall not include borrowing in that, under these Bylaws, the Institute has no power in this respect.

6.05 Deposit of Securities for Safekeeping

The securities of the Institute shall be deposited for safekeeping with one (1) or more Canadian Chartered Banks, Trust Companies, or other financial institutions as determined by Council.

6.06 Execution of Documents

Significant contracts, agreements, and instruments in writing, beyond those covered by Council policy for reasonable operations of the Institute, shall be approved by the Council and signed by two (2) Councillors or signatories designated by Council.

The Council may give a Power of Attorney to a registered dealer in securities for the purpose of transferring and dealing with stocks, bonds, or other securities of the Institute.

6.07 Remuneration

With the exception of public members on Council who may receive a stipend from the Provincial Government, Councillors may not receive remuneration for acting as Councillors of the Institute. Councillors and other volunteers may be reimbursed for out of pocket expenses incurred in the discharge of their duties in accordance with Council policy. Councillors and volunteers are not prevented from serving the Institute in other capacities and receiving compensation.

VII – REGISTRATION

7.01 Classes and Conditions of Membership

The Institute has the following classes of Regulated membership according the Regulation, the conditions of which are set out in Council policy.

- a) "Registered Professional Planner" means any person who has satisfied the requirements for admission as a Registered Professional Planner, in addition to maintaining any post-certification requirements.

Alberta Professional Planners Institute Bylaws

A Registered Professional Planner is entitled to vote on all matters at Members' meetings and to serve on the Council. A Registered Professional Planner may use the designation Registered Professional Planner or R.P.P. or RPP.

- b) "Candidate Member" means any planner who meets the Institute's eligibility criteria for embarking on the RPP certification process. A Candidate Member is entitled to vote on matters not related to Registration and Discipline at Members' meetings and may serve on the Council. The Council may establish policy as to any other rights and obligations for Candidate Members. A Candidate Member must become a Registered Professional Planner within seven (7) years. Notwithstanding this and pursuant to the Regulation, the Registration Committee may extend this period in extenuating circumstances.

Through Council policy, the Institute may introduce other classes and conditions of unregulated membership, including but not limited to types of honorary membership, and may establish rights and obligations for such unregulated members.

7.02 Registration Committee

- a) Registrar

The Council shall appoint a Registrar to perform all functions assigned by Council and stipulated in the Act and Regulation, including the maintenance of the registers of Members of the Institute. The Registrar shall be a non-voting member of the Registration Committee.

- b) The Registration Committee shall be appointed by the Council pursuant to the Regulation and these Bylaws to carry out duties and for terms identified in Council policy. The Registration Committee shall review all membership applications, make further inquiries if appropriate, and determine whether applicants should be admitted as Regulated Members.
- c) Notwithstanding 7.02a above, the Registration Committee may task the Registrar with many of its functions.

7.03 Application for Membership

Application for membership shall be made to the Registration Committee on the forms prescribed by Council, and shall be accompanied by fees established by the Council.

The Registration Committee will review the application and inform the applicant in writing of its decision. Applicants for Regulated Membership who are refused admission may appeal to the Registration Committee. If the admission is still refused, the applicant may appeal to the Council and the decision of the Council is final.

7.04 Registration as a Registered Professional Planner

Registration as a Registered Professional Planner will be granted by the Registration Committee to those Regulated Members in good standing who:

**Alberta Professional Planners Institute
Bylaws**

- a) provide proof of good character and reputation;
- b) have met the combination of experience, education, training, examinations, qualifications, or other requirements as outlined in the Regulation and Council policy, including adherence to the Code of Professional Conduct;
- c) are acceptable to the Registration Committee; and
- d) have paid the Institute's registration fee.

An applicant who is in good standing in another jurisdiction and who is recognized by the Registration Committee as having substantively equivalent competence and practice requirements to those of a Registered Professional Planner is entitled to be registered as a Registered Professional Planner.

7.05 Registration as a Candidate Member

Registration as a Candidate Member will be granted by the Registration Committee to those Regulated Members in good standing who:

- a) provide proof of good character and reputation;
- b) are actively working toward the requirements to become a Registered Professional Planner;
- c) have met the combination of experience, education, training, examinations, qualifications, or other requirements as outlined in the Regulation and Council policy, including adherence to the Code of Professional Conduct;
- d) are acceptable to the Registration Committee; and
- e) have paid the Institute's registration fee.

An applicant who is in good standing in another jurisdiction and who is recognized by the Registration Committee as having substantively equivalent competence and practice requirements to those of a Candidate Member is entitled to be registered as a Candidate Member.

7.06 Proof of Registration

Once the Registrar has entered the name of the Regulated Member into the appropriate member register and the member has paid all fees owing and met all criteria, the Registrar will issue proof of registration to that Regulated Member. The Institute will provide annual proof of registration to Regulated Members who continue to meet all requirements of membership.

7.07 Fees

- a) Individuals in any class of membership who are in arrears of fees for three (3) months shall be liable for a penalty determined by the Council and shall be so notified in writing.

**Alberta Professional Planners Institute
Bylaws**

- b) Individuals in any class of membership who are in arrears of fees for four (4) months shall cease to have membership in any class.
- c) Notwithstanding removal from membership for late payment of fees, the Registration Committee may, at its sole discretion, determine whether and under what conditions a cancelled member may return to good standing through a late renewal process. The cancelled member shall provide a written statement in the form prescribed by the Registrar, attesting that conduct since the membership was cancelled was not in violation of the Code of Professional Conduct, Bylaws, or policies of the Institute.

A late renewal fee determined by the Institute shall be paid and other conditions including, but not limited to, experiential and educational requirements, including requalification, must be fulfilled before membership is re-established.

The Registrar shall deliver written notice of the decision with respect to renewal or readmission. Applicants who are renewed will be issued proof of registration. Applicants who are refused late renewal may appeal to the Council and the decision of the Council is final.

7.08 Membership Rights and Obligations

Members in good standing in any class are entitled to receive notice of Member meetings and exercise other rights and privileges given in these Bylaws and in Council policy.

Members in all classes shall comply with the Code of Professional Conduct, Regulation, Bylaws, and policies of the Institute.

Members in all classes shall pay the dues assessed for that class of membership and any other fees levied by the Institute.

All Registered Professional Planners who practice in Alberta and intend to use the Registered Professional Planner title are required to join the Institute, although they may also retain memberships in other jurisdictions.

7.09 Transferability, Resignation, and Continuing Obligations

a) Transferability

Membership is not transferable to another person and automatically terminates on death, resignation, revocation, or otherwise in accordance with these Bylaws.

b) Resignation

Members may resign from the Institute by providing written notice to the Registrar. The resignation is effective when approved by the Registrar. Notwithstanding legislation or policy related to privacy, and unless the Registrar decides otherwise, the Registrar will not knowingly accept the resignation of a Member who is subject to investigation, charges, or other review by the Discipline Committee, or from a Member who has not fully complied with an order of the Discipline Committee.

**Alberta Professional Planners Institute
Bylaws**

A resigned Registered Professional Planner must surrender proof of registration and may no longer use the RPP designation.

Pursuant to the Act and Regulation, the Registrar may authorize the investigation, charging, or review of a resigned Regulated Member if the complaint is received within one year of the resignation and may operate as though the Regulated Member had not resigned.

c) Continuing Obligations

The discontinuance of membership in the Institute no matter how caused does not extinguish any debts or obligations of that Member arising before the discontinuance.

VIII – PROFESSIONAL PRACTICE

8.01 Practice Review Committee

The Practice Review Committee appointed by Council pursuant to the Act and Regulation shall use the review of practice process outlined in the Act, shall recommend policy to the Council and act on behalf of the Institute with respect to matters relating to competence in the practice of planning under the Regulation, including the review of the practice of a Regulated Member.

8.02 Discipline Committee

- a) The Discipline Committee appointed by Council pursuant to the Act and Regulation shall use the discipline process outlined in the Act, shall recommend policy to the Council and act on behalf of the Institute with respect to addressing complaints, investigations, hearings, decisions allowable under the Act, reporting, costs, enforcement, publication, review, appeal, and other provisions identified in the Regulation and Act including the separation of the investigation, hearing, and appeal processes.
- b) Notwithstanding 8.02a above, the Discipline Committee may explore alternate dispute resolution methods if the complaint is not in writing and may task the Registrar with some of its functions in accordance with the Regulation and Council policy.

**Alberta Professional Planners Institute
Bylaws**

8.03 Professional Code of Practice

The Institute's Professional Code of Practice as appended to the Regulation is intended to assist Members to understand the requirements of the Code and to inform the Institute's investigative process in interpreting the Code.

8.04 Unprofessional Conduct

Any conduct of a Member that in the opinion of the Discipline Committee when authorized under these Bylaws to form an opinion:

- a) is detrimental to the best interests of the public;
- b) harms or intends to harm the standing of the practice of planning generally; or
- c) displays a lack of knowledge or a lack of skill or judgment in practice of planning,

whether or not that conduct is disgraceful or dishonourable, constitutes either unskilled practice of planning or professional misconduct, whichever the Discipline Committee finds according to Council policy.

8.05 Continuous Professional Learning (CPL) Program

To be in compliance with the Alberta Professional Planner Regulation, each Registered Professional Planner and Candidate Member shall undertake continuous professional learning and shall report professional learning to the Institute.

Council shall establish the criteria for continuous professional learning activities for each calendar year and the method of reporting. Any changes to the criteria must be approved prior to June 30th of the calendar year and will not come into effect until January 1st of the subsequent year.

The Practice Review Committee shall, by February 28 of each year, review the Continuous Professional Learning records for the previous calendar year to determine whether regulated members comply with the CPL program.

A member who is non-compliant with the established criteria of the CPL program at the end of the calendar year shall be removed from the Register of members in Good Standing until he or she complies with the CPL program. The Registrar shall notify the member of this in writing. A member who is identified as non-compliant will have up until June 30th to accrue the outstanding learning units from the year before.

Between January 1st and June 30th each year, members may be reactivated as a member in Good Standing upon compliance with the criteria established by Council for the reporting of CPL activities for the preceding year, and a payment of a reactivation fee.

**Alberta Professional Planners Institute
Bylaws**

Any member remaining in breach of the criteria for the CPL program after June 30th of each year, following fourteen days' notice from the Registrar, shall forfeit all privileges and be struck off the Register of the Institute. Where applicable, this includes losing the right to the title of Registered Professional Planner (RPP).

IX – BYLAWS

9.01 Amendment of Bylaws

The Bylaws of the Institute may be repealed or amended by resolution enacted by a majority of Councillors at a Council meeting and sanctioned by a resolution of the Regulated Members in good standing voting at a meeting duly convened for that purpose.

9.02 Repeal of Previous Bylaws

These Bylaws repeal and supersede any previous bylaws of the Institute and come into effect upon approval by the Province of Alberta of the Professional Planner Regulation.

END OF DOCUMENT