

**BYLAWS OF THE
ASSOCIATION OF SCIENCE AND ENGINEERING TECHNOLOGY
PROFESSIONALS OF ALBERTA**

Part 1 - Interpretation		
Interpretation	1.	<p>1.1 In these Bylaws:</p> <p>(a) “ASET” means the Association of Science and Engineering Technology Professionals of Alberta;</p> <p>(b) “ASET member” means a person registered as either a regulated or a member of a class or category of membership established in the <i>Engineering, Geological Professions Act</i>, the Regulations or these Bylaws;</p> <p>(c) “Council” means the Council of ASET established pursuant to Section 87 of the <i>Engineering, Geological and Geophysical Professions Act</i>;</p> <p>(d) “Council member” means a member of the Council;</p> <p>(e) “EGPA” means the <i>Engineering, Geological Professions Act</i> of the Province of Alberta;</p> <p>(f) “Chief Executive Officer” means the chief executive officer of ASET as appointed by Council;</p> <p>(g) “Member in good standing” means a member with no outstanding fines, fees, costs or levies owing by the member to ASET. The member must also have valid registration and such registration must not be under suspension or cancellation pursuant to Part 5 of the EGPA;</p> <p>(h) “Registrar” means the ASET Registrar appointed by Council pursuant to Section 87.1 of the EGPA;</p> <p>(i) “Regular Member” means certified engineering technologists, certified technicians, applied science technologists, certified computer information technologists, registered engineering technologist, professional technologists, life members, and honorary life members.</p> <p>(j) “Regulations” means ASET regulations made under the EGPA.</p>

		<p>1.2 Words importing masculine gender include the feminine gender.</p> <p>1.3 A reference in these Bylaws to Council, an officer, person or committee includes any delegate of the Council, officer, person or committee.</p>
Part 2 – Governance		
Head Office of ASET		
Location	2.	<p>2.1 The Head Office of ASET shall be located in the City of Edmonton in the Province of Alberta.</p> <p>2.2 Council may establish such chapters and districts, as it deems necessary for the benefit of members of the professions concentrated in specific regions of the province. Constitution, structure and operation of the chapters and districts shall be subject to the approval of Council.</p>
Council of ASET		
Powers of Council	3.	<p>3.1 The governing body of ASET is the Council. Council is empowered to:</p> <p>(a) Act on behalf of ASET to implement the applicable requirements of the EGPA;</p> <p>(b) Establish and revise policies which govern ASET’s activities;</p> <p>(c) Delegate authority and responsibility for implementation of ASET’s policies to the Chief Executive Officer.</p>
Council Membership		<p>3.2 Membership of Council is comprised of:</p> <p>(a) The President;</p> <p>(b) First Vice President;</p> <p>(c) Second Vice President;</p> <p>(d) Past President;</p> <p>(e) At least six (6) councillors;</p> <p>(f) At least three (3) public members, who shall be appointed</p>

		<p>in accordance with Sections 87.2(2) and 87.2(3) of the EGPA;</p> <p>(g) Any ex-officio members appointed by Council, who shall be non-voting members; and</p>
Election of Council		
Nominations	4.	<p>4.1 At each Annual General Meeting there shall be elected a President, First Vice President, Second Vice President and at least three (3) councillors. Additional councillors shall also be elected to fill any vacancies on Council.</p> <p>4.2 Prior to the Annual General Meeting, the Nominating Committee shall prepare a list of the names of all those Regular or Retired Members who are eligible for nomination to Council at the Annual General Meeting, and who have confirmed their willingness to stand for election to Council in writing. The Nominating Committee shall prepare this list pursuant to the process outlined in articles 4.3 to 4.13, following.</p> <p>4.3 In identifying potential nominees pursuant to Bylaw 4.2, the Nominating Committee shall seek recommendations from members of Council, ASET staff, Chapter executives, and other ASET members.</p> <p>4.4 In identifying potential nominees, the Nominating Committee shall also consider geographical location and the designation granted to potential nominees.</p>
Nominees		<p>4.5 All nominations considered by the Nominating Committee must be proposed and seconded by a Regular or Retired Member in good standing.</p> <p>4.6 At least one hundred twenty (120) days prior to the Annual General Meeting, all Regular and Retired Members shall be notified of the forthcoming election and the process, including the deadline, for submitting nominations which shall be no earlier than eighty (80) days prior to the Annual General Meeting.</p> <p>4.7 All Regular or Retired Members in good standing are eligible for nomination, except as described in Bylaw 4.8.</p> <p>4.8 Regular Members who are also employees of ASET are not eligible for nomination during the course of their</p>

	<p>employment and for a period of three (3) years following the end of such employment. Council has the discretion to waive the requirement of this three (3) year waiting period when it deems appropriate or necessary to do so.</p> <p>4.9 Immediately following the deadline for receiving nominations, the Nominating Committee shall review all nominations, ensuring that each candidate is eligible for election to Council; that his/her nomination has been proposed and seconded by a Regular or Retired Member in good standing; and that he/she has confirmed his/her willingness to stand for election in writing.</p> <p>4.10 The Nominating Committee may further screen any or all nominations by whatever means it may deem appropriate, in order to develop a balanced slate of candidates.</p> <p>4.11 Not less than sixty-five (65) days prior to the Annual General Meeting, the Nominating Committee shall submit to the Chief Executive Officer a list of nominees for Council, which shall include:</p> <ul style="list-style-type: none">(a) At least one (1) nominee for President;(b) At least one (1) nominee for First Vice President;(c) At least one (1) nominee for Second Vice President; and(d) At least two (2) more nominees for councillors than there are vacancies to be filled on Council. <p>4.12 Nominees for the position of President shall have served on Council for a minimum period of two (2) years immediately preceding their nomination, including one (1) year as a vice president.</p> <p>4.13 Nominees for the position of a vice president shall be serving on Council at the time of nomination and shall have served on Council for a minimum of one (1) year.</p> <p>4.14 Not less than fifty-five (55) days prior to the Annual General Meeting, the Chief Executive Officer shall notify each Regular or Retired Member of the nominations proposed by the Nominating Committee, and advise the process for submitting additional nominations.</p> <p>4.15 Additional nominations for a position on Council may be made in writing by any ten (10) Regular or Retired Members in good standing provided that the nominee</p>
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		<p>satisfies the requirements in Bylaws 4.6, 4.7, 4.9, and 4.10 (as applicable), and has confirmed his/her willingness to stand for election to Council in writing. Additional nominations must be received by the Chief Executive Officer at least forty-five (45) days prior to the Annual General Meeting.</p> <p>4.16 The Chief Executive Officer shall immediately thereafter notify each Regular or Retired Member of the final list of nominations in accordance with Bylaws 4.11 and 4.15.</p> <p>4.17 All Regular or Retired Members in good standing shall be eligible to vote for as many candidates as there are vacancies to be filled or for a lesser number.</p> <p>4.18 Elections shall be conducted by the return of ballot forms sent in accordance with Bylaw 4.19 or electronic ballots.</p> <p>4.19 Ballot forms, either printed or electronic, shall be distributed to the Regular or Retired Members in good standing no later than thirty (30) days prior to the Annual General Meeting. Newly registered Regular Members entered into the Register after the thirtieth (30th) day shall have their ballots distributed to them when there is a reasonable expectation that they will have adequate time to vote before the close of the poll.</p> <p>4.20 The names of all persons nominated for office shall be placed on the ballot form in groups relating to each office.</p> <p>4.21 The number of positions to be elected and method of marking ballots shall be made clear on the ballot form.</p> <p>4.22 Ballot forms or electronic ballots must be returned to the Chief Executive Officer no later than five o'clock in the afternoon (5:00 p.m.) on the fourth (4th) day prior to the Annual General Meeting. Any ballots received after that time shall not be considered.</p>
<p>Voting</p>		<p>4.23 At least ten (10) days before the Annual General Meeting the President shall appoint a Returning Officer who will supervise the ballot count. The individual appointed as Returning Officer must not be a Regular or Retired Member of ASET and must not be a member of ASET's staff.</p> <p>4.24 At least ten (10) days before the Annual General Meeting, the Chief Executive Officer shall appoint a minimum of</p>

		<p>two (2) staff members of ASET to conduct the ballot count under the supervision of the Returning Officer.</p> <p>4.25 The Returning Officer and the staff members appointed pursuant to Bylaw 4.21 shall meet within three (3) days prior to the Annual General Meeting and shall receive the ballots from the Chief Executive Officer. The individuals appointed to conduct the ballot count shall then count the ballots and record the votes cast for each nominee.</p> <p>4.26 The candidate for President receiving the highest number of votes shall be elected to that office.</p> <p>4.27 The candidate for First Vice President receiving the highest number of votes shall be elected to that office.</p> <p>4.28 The candidate for Second Vice President receiving the highest number of votes shall be elected to that office.</p> <p>4.29 The nominees who receive the highest number of votes for the number of offices of councillor positions on the ballot shall be elected as councillors.</p> <p>4.30 The chair of the Annual General Meeting shall not cast any votes except in the case of an equality of votes for any office(s), at which time the chair shall cast the deciding vote(s).</p> <p>4.31 The Returning Officer, or delegate, shall announce the results of the election at the Annual General Meeting. The results of the election shall be contained in a sealed envelope. The ballots and tally sheets will be contained in a separate sealed package which shall be brought to the Annual General Meeting.</p> <p>4.32 Any objections to the election results as announced will be valid only if made at the Annual General Meeting. If such an objection is supported by ten (10) Regular or Retired Members in good standing, the chair of the Annual General Meeting shall appoint a ballot recounting committee of eight (8) individuals present at the Annual General Meeting who shall forthwith recount all the ballots. Nominees may be present or represented at such recount.</p> <p>4.33 On completion of the recount the results shall be communicated in writing to the chair of the Annual General Meeting who shall announce them to the Annual</p>
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		<p>General Meeting.</p> <p>4.34 Such recount shall be final and binding.</p> <p>4.35 Following the announcement of the election, or the recount, the ballots and any tally sheets shall be destroyed.</p> <p>4.36 All elected Council members shall take office at the conclusion of each Annual General Meeting.</p>
Term of Office for Council Members		
Terms	5.	<p>5.1 The Councillors shall serve a term of two (2) years and the President and Vice-Presidents shall serve a term of one year.</p> <p>5.2 If there is a vacancy among the elected positions of Council, the remaining elected members may appoint a Regular or Retired Member in good standing to fill the vacancy. The duration of such appointment shall be the unexpired portion of the term of the member whose position is being filled.</p> <p>5.3 No elected Council member shall hold the same office for more than two (2) consecutive terms.</p> <p>5.4 Upon a vote by two-thirds (2/3) of Council, any Council member may be removed from office, for just cause. Just cause may include, but is not limited to:</p> <p>(a) incapacity;</p> <p>(b) conflict of interest;</p> <p>(c) being convicted of an indictable offence;</p> <p>(d) being found guilty of unskilled practice or unprofessional conduct under Part 5 of the EGPA; or</p> <p>(e) through non-attendance at Council meetings in accordance with Bylaw 9.9.</p>
Removal from Council		
Executive Committee		
Composition	6.	<p>6.1 The Executive Committee of ASET shall consist of:</p>

<p>Duties of the Executive Committee</p> <p>Duties of the President</p> <p>Duties of the Vice Presidents</p> <p>Duties of the Past President</p>		<p>(a) The President, who shall serve as chair;</p> <p>(b) The First Vice President;</p> <p>(c) The Second Vice President; and</p> <p>(d) The immediate Past President.</p> <p>6.2 The powers and duties of the Executive Committee are to oversee the employment relationship with the Chief Executive Officer.</p> <p>6.3 The President may call meetings of the Executive Committee at any time deemed necessary or advisable.</p> <p>6.4 The President provides overall leadership to ASET. It shall be the duty of the President to preside at all meetings of ASET Council and Executive Committee.</p> <p>6.5 Between Council meetings, the President may appoint temporary committees at any time deemed necessary or advisable.</p> <p>6.6 The President shall conduct general supervision of the affairs of ASET and shall perform such other duties as Council may from time to time direct.</p> <p>6.7 The First Vice President or the Second Vice President shall perform the duties of the President during his absence, illness or incapacity or upon the request of the President.</p> <p>6.8 The vice presidents may also provide advice to Council on governance issues and perform such duties as may be assigned by the President.</p> <p>6.9 The immediate Past President shall serve as the Chair of the Nominating Committee.</p>
<p>Chief Executive Officer</p>		
<p>Duties of the Chief Executive Officer</p>	<p>7.</p>	<p>7.1 The Chief Executive Officer:</p> <p>(a) Acts as the chief executive officer of ASET and is responsible for the implementation of policies established by Council;</p> <p>(b) Oversees the administration of ASET;</p>

		<p>(c) Reports to and takes directions from Council; and</p> <p>(d) Carries out the duties and responsibilities and functions of the Chief Executive Officer under the EGPA, unless otherwise delegated in accordance with the Regulations or these Bylaws.</p>
Registrar		
Deputy Registrar	8.	8.1 The Deputy Registrar has all of the powers and can perform all of the duties of the Registrar under the EGPA, the Regulations and the Bylaws when the same are delegated to them by the Chief Executive Officer.
Meetings of Council		
Meetings of the Council	9.	<p>9.1 Council shall endeavour to meet a minimum of four (4) times in each calendar year.</p> <p>9.2 Meetings are called by the President or on a request from no fewer than five (5) Council members to the President.</p> <p>9.3 If the President, or in the absence of the President the First or Second Vice President, does not proceed to call a meeting of Council within fourteen (14) days from the date of the receipt of the request in Bylaw 9.2, any five (5) Council members may themselves convene a meeting. Such meeting shall not be held more than two (2) months from the date of the request made to the President.</p> <p>9.4 The date, time and location of Council meetings shall be set by the President, or by the Council members who called the meeting.</p> <p>9.5 Notice of the date, time and location of the meeting shall be communicated to all Council members at least seven (7) days prior to the date set for the meeting. Notwithstanding this requirement, a meeting of Council may be held on shorter notice if all elected Council members are present and waive notice of the calling of the meeting.</p> <p>9.6 If the President, the First Vice President, or the Second Vice President are not present within fifteen (15) minutes after the time appointed for holding such meeting, the Council members present shall choose one of their members to act as Chair.</p>

<p>Votes of Council</p>	<p>9.7 If any Council member is unable to attend a meeting of Council they shall so inform the Chief Executive Officer prior to the meeting.</p> <p>9.8 If one or more Council members is unable to attend a meeting of the Council in person, the Council member(s) may participate in the meeting by way of teleconference or videoconference, if the ability to do so is available.</p> <p>9.9 If any elected Council member is absent from three (3) consecutive meetings of Council without giving the notice required in Bylaw 9.7 or after having given notice but subsequent approval from Council of the absence being valid is not given, Council may declare the seat to be vacant.</p> <p>9.10 Unless otherwise directed by Council, Council meetings are closed to the public. ASET members may attend meetings of Council with the permission of the President. Council may direct that a portion of a meeting where ASET members are present be ordered to be closed. ASET members present at the meeting will be excluded from such closed meetings.</p> <p>9.11 The Chief Executive Officer shall attend meetings of Council but shall not vote.</p> <p>9.12 Unless otherwise required in these Bylaws, decisions of Council shall be made as follows:</p> <ul style="list-style-type: none"> (a) At a Council meeting, by a vote of the majority of those present and voting at the meeting; (b) During a teleconference or videoconference, by a vote of a majority of those members participating in the conference and who vote; or (c) By a vote held by mail, facsimile, or electronic means, by a vote of a majority of those participating in the vote. <p>9.13 An ex-officio member of Council shall not vote unless Council agrees otherwise.</p> <p>9.14 All Council members, except those referred to in Bylaw 9.13, present at or participating in a Council Meeting shall each be entitled to one vote.</p>
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Part 3 – Meetings of ASET

Annual General Meeting	10.	10.1 ASET will hold an Annual General Meeting in every calendar year with the period between such meetings not exceeding eighteen (18) months.
		10.2 Council shall fix the date, time and location of the Annual General Meeting no less than six (6) months prior to the Annual General Meeting.
		10.3 The purpose of the Annual General Meeting is to provide a report to the ASET members regarding ASET’s activities.
Special Meetings		10.4 Special Meetings of ASET may be held when considered necessary by Council or upon a written request to the Chief Executive Officer signed by not fewer than ten (10) Regular or Retired Members in good standing.
Notice		10.5 Written notice of the date, time and location of the Annual General Meeting and all Special Meetings shall be communicated to all ASET members in accordance with the notice provisions in the Regulations, at least fourteen (14) days prior to the date of such meeting. Non-receipt of such notice by any ASET member shall not invalidate the proceedings of any resolutions passed at the meeting.
Quorum		10.6 Quorum at the Annual General Meeting or Special Meetings shall consist of thirty (30) Regular or Retired Members in good standing personally present or facilitated via electronic media.
Voting		10.7 Every Regular or Retired Member in good standing shall have one vote.
		10.8 Unless otherwise required by these Bylaws, all decisions made at the Annual General Meeting or Special Meetings shall be decided by a majority of the votes cast of the Regular or Retired Members in good standing present and/or facilitated via electronic media and entitled to vote.
		10.9 The proceedings at any ASET meetings shall be governed by Robert’s Rules of Order, except where these Bylaws provide otherwise.
Other Meetings		10.10 If any other meetings of ASET are called at the discretion of Council, which are not Council meetings, the Annual

		General Meeting or Special Meetings, business conducted at such meetings shall be limited to discussion and cannot commit ASET as a whole.
Part 4 - Committees		
Procedure and Appointments	11.	<p>11.1 Council may designate ad hoc committees from time to time, as deemed appropriate by Council.</p> <p>11.2 Membership, terms of reference and the procedures to be followed by ad hoc committees shall be as determined by Council.</p>
Part 5 - Members		
Non-Resident Members		
Eligibility	12.	<p>12.1 A person who meets the following requirements and applies to the ASET Registrar for registration is entitled to be registered as a non-resident member:</p> <ul style="list-style-type: none"> (a) has been a regulated member in good standing; (b) no longer resides or is employed in the province of Alberta; and (c) agrees to be bound by all of the provisions in the EGPA, the Regulations and these Bylaws in the same manner as a regulated member. <p>12.2 Rights to non-resident membership shall terminate within sixty (60) days from the member resuming residence or employment in the province of Alberta.</p>
Life Members		
Eligibility	13.	<p>13.1 A person who meets the following requirements and applies to the ASET Registrar for registration is entitled to be registered as a Life member:</p> <ul style="list-style-type: none"> (a) has been a regulated member or Retired member of a national organization of technicians and technologists for a minimum of thirty (30) years, of which at least the last five (5) have been with ASET; and (b) has retired from the practice of applied science, information and/or engineering technologies, as

		<p>determined by Council.</p> <p>13.2 Notwithstanding Bylaw 13.1, council may confer Life membership upon any member it deems worthy.</p> <p>13.3 Council may require Life members to provide a declaration that they continue to be retired from the practice of applied science, information and/or engineering technologies.</p>
Honourary Life Members		
Eligibility	14.	14.1 Council, in its discretion, may confer Honourary Life membership upon any regulated member who has rendered eminent service to ASET.
Honourary Members		
Eligibility	15.	15.1 Council, in its discretion, may confer Honourary membership in ASET upon any person who has rendered eminent service to the practice of applied science, information and/or engineering technologies.
Voting		15.2 Honourary members shall not have the right to vote on any ASET matters.
Revocation of membership		15.3 Honorary membership may be revoked by unanimous vote of Council for conduct considered to be detrimental to ASET or the practice of applied science, information and/or engineering technologies.
Retired Members		
Eligibility	16.	<p>16.1 A person who meets the following requirements and applies to the ASET Registrar for registration is entitled to be registered as a Retired member:</p> <p>(a) has been a regulated member of a national organization of technicians and technologists for a minimum of ten (10) years, of which at least the last three (3) have been with ASET; and</p> <p>(b) has retired from the practice of applied science, information and/or engineering technologies, as determined by Council.</p> <p>16.2 Notwithstanding Bylaw 16.1, council may confer Life membership upon any member it deems worthy.</p>

		16.3 Council may require Retired members to provide a declaration that they continue to be retired from the practice of applied science, information and/or engineering technologies.
Temporary Members		
Eligibility	17.	17.1 A member of a national organization of technicians and technologists may apply for temporary membership for the purpose of using a title referred to in section 95.1 of the EGPA while employed in Alberta.
Voting		17.2 Such temporary membership shall be limited to a period of six (6) months, but may be extended at the discretion of the Registrar if the temporary member can provide satisfactory reasons and proof of continued employment in Alberta.
		17.3 Temporary members shall not have the right to vote on any ASET matters.
Part 6 - Registration		
Register		
Register	18.	18.1 The Registrar shall be responsible for maintaining an up-to-date register providing a record of: <ul style="list-style-type: none"> (a) regulated members; (b) members-in-training; (c) examination candidates; (d) students; (e) non-resident members; (f) Life members, Honourary Life members, and Honourary members; (g) retired members, (h) permit holders, (i) temporary members.
		18.2 The Registrar shall be responsible for entering any memoranda in the Register related to cancellations and

<p>Member Information</p> <p>Onus to Respond</p>		<p>suspensions and any subsequent modifications to such memoranda and shall advise Council at the next regular meeting of Council of any memoranda entered and modified.</p> <p>18.3 Applicants for registration as an ASET member shall provide the information required by ASET in accordance with the EGPA, the Regulations, and any other information deemed necessary by Council.</p> <p>18.4 ASET members shall provide the Association with current contact information, including mailing addresses, place of residence, home telephone number, email address, name of employer, and any further information as requested by Council from time to time and shall advise the Association forthwith in writing of any changes thereto.</p> <p>18.5 The Registrar shall publish notices of approval of registration applications as instructed by Council.</p> <p>18.6 ASET members shall respond promptly and appropriately to any duly served communication received from ASET that contemplates a reply.</p>
<p>Annual Certificate</p>		
<p>Certificate</p>	<p>19.</p>	<p>19.1 ASET members must submit a complete renewal form, in a form prescribed by Council, each year on or before the date specified by the Council.</p> <p>19.2 The Registrar shall issue to each regulated member a certificate in a form prescribed by Council, signed by the President and the Registrar, indicating the date of registration and the category in which the member is registered. Such certificate will be renewed upon annual renewal.</p>
<p>Stamps and Seals</p>		
<p>Issuing</p> <p>Surrendering</p>	<p>20.</p>	<p>20.1 Seals and stamps issued to regulated members shall be in the forms prescribed by Council and shall indicate the category in which the member is registered.</p> <p>20.2 Seals and stamps issued by ASET are and remain the property of ASET.</p> <p>20.3 Regulated members shall surrender to the Registrar their certificate, stamps and/or seals forthwith upon:</p>

		<p>(a) the withdrawal of the regulated member from the practice of the profession for a period estimated to exceed one (1) year;</p> <p>(b) the resignation of the regulated member from membership with ASET; or</p> <p>(c) the suspension or cancellation of the regulated member for any reason in accordance with the EGPA, the Regulations or these Bylaws.</p>
Fees		
Annual Fee	21.	21.1 Council shall determine the annual fee to be paid by each category of ASET member and may determine any other fees to be paid by ASET members for any service provided by ASET or for any process under the EGPA.
Part 7 - Administration		
Fiscal Year	22.	22.1 ASET's fiscal year will be from January 1st to December 31st.
Costs and Expenses		22.2 ASET shall reimburse travel expenses and such other costs and expenses for all Council members, members of committees and boards under the EGPA, the Regulations and the Bylaws in accordance with policies made by Council.
President Honorarium		22.3 An honorarium may be paid to the President, or the President's nominee, in an amount and under such conditions as may be determined by Council from time to time.
Budget		22.4 ASET's annual budget shall be prepared by a date set by Council, which shall be no later than the end of the fiscal year, and shall be presented to Council for approval.
Financial		22.5 The execution of all documents and the signing of all cheques in connection with the administration of ASET shall be done only by such persons who are authorized to do so by Council and at least two (2) signatures are required.
Audit		22.6 The finances of ASET shall be audited at least one (1) time per year.

Examination of Financial Statements		<p>22.7 The auditors shall be a firm of chartered accountants who shall be appointed annually at the Annual General Meeting.</p> <p>22.8 The audited statements certified by ASET’s auditors, together with a report of the general affairs of ASET during the preceding year, shall be presented at the Annual General Meeting.</p> <p>22.9 The financial statements of ASET may be examined by an ASET member during normal business hours by appointment and in the presence of the President or designate and the Chief Executive Officer or designate.</p>
ASET Seal		
ASET Seal	23.	<p>23.1 Council of ASET shall adopt a seal for use by ASET.</p> <p>23.2 The seal shall at all times remain in the custody of the the Registrar and shall be affixed to documents only by the authority of the Registrar.</p>
Part 8 - Discipline Hearings and Appeals		
Assessment of Costs	24.	<p>24.1 Where the ASET Discipline Committee, ASET Practice Review Board or the ASET Appeal Board orders an investigated person to pay the costs of a hearing, the costs of an appeal, or both, such costs may include all or any of the following costs and expenses:</p> <ul style="list-style-type: none"> (a) Any honorarium, payment or professional fees paid to a person retained to participate in the hearing or appeal; (b) Costs of any transcripts of evidence taken in the proceedings; (c) Costs of reproduction of all or any documents including drawings and plans relating to the proceedings; (d) Witness fees; (e) Costs of renting rooms, renting recording equipment, or hiring a reporter to make a transcript of the proceedings; (f) Fees payable to the legal counsel acting on the behalf of ASET in the hearing or appeal; (g) Fees payable to the legal counsel acting as independent

		<p>legal counsel to the ASET Discipline Committee, ASET Practice Review Board or ASET Appeal Board; and</p> <p>(h) Any other expenses incurred that are attributable to or resulting from the hearing or appeal.</p>
Part 9 - General		
Voting		
Voting	25.	<p>25.1 Council may direct that a vote be conducted by mail or electronic communications on any matter related to ASET.</p> <p>25.2 Announcement of any vote not already described previously in these Bylaws, which shall give details of the matter to be voted upon must be made to all eligible voting members at least twenty-one (21) days in advance of the vote being taken.</p> <p>25.3 Objections to the vote must be made in writing and submitted to the Chief Executive Officer at least seven (7) days before the announced date of the vote and signed by at least thirty (30) eligible voting members in good standing. If the Chief Executive Officer confirms that this has been done, the matter which was to have been voted upon shall be held over to a meeting of ASET.</p> <p>25.4 A vote under this section shall be declared valid if at least ten percent (10%) of the eligible voting members in good standing respond and the matter shall be declared carried or defeated on the basis of a majority of the votes received.</p>