



The Saskatchewan Association of Architects Council Policy – Membership Renewal

Introduction

The Saskatchewan Association of Architects (SAA) is the governing body for the profession of architecture in Saskatchewan. As such, the SAA is responsible for registering the members and licensing the sole proprietors, corporations, and firms that practice architecture in Saskatchewan. In order to be fully compliant with SAA renewal requirements, each member in good standing must submit annual fees and applicable levies to the SAA by the first business day of January of each year.

Intent

In publishing this policy, the SAA endeavors to bring more clarity to the renewal process for all registered members. *The Architects Act, 1996* (the “Act”) and the Bylaws of the SAA (the “Bylaws”) set out specific requirements for annual membership renewal. This policy document is intended to summarize the requirements that registered SAA members must meet in order to properly complete the annual renewal process. In the event of any discrepancies between this document and the Act or the Bylaws, the Act and/or Bylaws shall prevail.

Operational Instruction

At renewal time, all members will be sent an invoice to the email address currently on file with the SAA. Failure to receive an invoice does not exempt any member from the requirement to submit the correct annual fees and applicable levies. **Member renewal fees must be submitted separate** from Licence to Practice renewal fees. Combined fees will be returned and may be considered late if the correct amount(s) are not received by the deadline.

Payment for membership renewals is due to the SAA **by the first business day of January of the year in which the renewal is to be effective. After the first business day of January through January 31 is a grace period and should be treated as such.** The issuance of a receipt by the SAA is confirmation that the fees for membership renewal have been processed.

If there are extenuating circumstances that prohibit a member from being able to pay the renewal fees, the member may submit a letter to the SAA Council asking for special consideration, as indicated in Bylaw 26.10. The SAA office should receive requests of this nature no later than December 31 of the year preceding the renewal year. These letters will then be presented to the SAA Council in January of the renewal year and the member will be notified of the result.

If there are outstanding monies owing to the SAA that precede the renewal period or if the member is not considered to be in good standing with the SAA, the member is not eligible to renew their membership until such fees and penalties are paid and/or conditions set by the SAA Council are met.

As per Bylaw 26.09, failure to submit fees for a membership renewal by the prescribed date will result in the member being automatically struck from the SAA Register. Partial fees or incorrect fees submitted will be deemed as fees not received, resulting in an automatic strike upon the expiry of the grace period.

Member Renewal Timeline:

December 1	Membership renewal invoices sent to registered members
1st business day of January	Membership renewal fees due Non-Practicing Declaration due, as applicable Cancellation of membership notifications due to SAA Council, including return of Member Certificate and Member Seal; sole proprietors must also return Certificate of Practice
After 1st business day of January to January 31	Grace period Membership renewal fee receipts issued as processed
February 1	Strike letters issued to all members who have not submitted renewal fees

Once a member is struck from the SAA Register, they are required to return the seal issued to them by the SAA (the “Member Seal”) as well as the Member Certificate (for more details see: SAA Practice Bulletin – Reclamation of Seal on the SAA website). A member being struck from the SAA Register for non-payment of fees or other sums in arrears may apply for reinstatement. The licensee with whom the said member is associated with will be sent a copy of the strike letter by the SAA. Public notification of members struck from the SAA Register may occur.

When a registered member elects not to renew their membership, it is necessary for the member to submit a letter to the SAA Council notifying them of this decision. Along with such notification to the SAA Council, members who forgo renewal of their membership are required to return their Member Seal and Member Certificate to the SAA. Members who carry on business as a sole proprietor must also return the Certificate of Practice.

It is the member’s responsibility to ensure compliance with all applicable laws with respect to the business they carry out in the Province of Saskatchewan. This includes any requirements that need to be fulfilled or notices that shall be given by the member upon their being struck or removed from the SAA Register, in the event the member ceases to carry on business in Saskatchewan, and/or when the member is no longer associated with a valid licence to practice.

Members in public practice are required to sign the SAA Non-Practicing Declaration. This declaration must accompany the annual member renewal fees or the renewal will be deemed



incomplete, which may result in the member being struck from the SAA register. The SAA Non-Practicing Declaration form is available on the SAA website.

Student members of the SAA (this includes individuals enrolled in the Internship in Architecture Program) are required to provide proof of enrollment and pay their fees, annually.

Syllabus students who are enrolled in the RAIC Syllabus Program and are actively logging CERB hours are required to pay an annual fee.

For a complete list of fees and costs for member renewals, please see the 'Renewal Fee Addendum' at the end of this document.

All fees must be paid in Canadian funds and are payable by cheque or credit card. All fees are non-refundable, as per Bylaw 26.12.



2018 Renewal Fee Addendum

Licence to Practice	$\$425.00 + \$21.25 \text{ GST} =$	\$446.25
Reinstatement Fee for Licence to Practice + Penalty Fee	$\$300.00 + \$15.00 \text{ GST} =$	\$315.00 \$250.00
Registered Member	$\$925.00 + \$170.00 \text{ (School of Architecture levy)} + \$46.25 \text{ GST} =$	\$1141.25
Retired Member	$\$50.00 + \$2.50 \text{ GST} =$	\$52.50
Associate Member	$\$200.00 + \$10.00 \text{ GST} =$	\$210.00
Intern	$\$150.00 + \$7.50 \text{ GST} =$	\$157.50
RAIC Syllabus Student (Part 2)	$\$150.00 + \$7.50 \text{ GST} =$	\$157.50
Member on Leave of Absence	$\$250.00 + \$12.50 \text{ GST} =$	\$262.50
Reinstatement Fee for a Member + Penalty Fee	$\$300.00 + \$15.00 \text{ GST} =$	\$315.00 \$250.00