

March 2014

The Saskatchewan Association of Architects Practice Bulletin – Reclamation of Seal

Summary

The bylaws of the Saskatchewan Association of Architects require the Association to supply every practicing member with an SAA member seal. This seal, which is the property of the Association, is rented by the member and must be applied for. Possession of the seal is contingent on the member's upkeep of their SAA membership. When an architect ceases to be a member, their seal (and member certificate) must be promptly returned to the Association.

Background

The Architects Act, 1996 governs the Saskatchewan Association of Architects and provides authority to administer the practice of architecture in Saskatchewan. The Bylaws of the SAA also provide an outline of how architecture is to be carried out within the province. Policy relating to areas of practice covered by *The Act* and/ or the Bylaws is occasionally necessary to proficiently and consistently carry out the intent of established legislation and regulation.

This bulletin has been produced to clarify expected protocol for the return of a member's seal. Bylaw 2.02 states every practicing member shall have a seal, supplied by the Association, which contains the member name, member registration number, the words "Registered Architect, Saskatchewan" and the name of the Association. Further, Bylaw 2.02.2 explains that the seal is the property of the Association and that if a person ceases to be a member their seal has to be promptly returned to the SAA.

Bylaw 9.03.1 specifies that all members are to make application for their seal to the Executive Director. Members applying for their seal are responsible for paying a fee to cover the cost of the seal and postage. The Executive Director of the SAA is charged with the responsibility of the seals; this fee is therefore a rental fee. Bylaw 9.03.2 states that the Executive Director must secure all seals, be in charge of their distribution and be held responsible for their issue.

In addition to being familiar with these specific bylaws, please note that it is the responsibility of all SAA members to have read *The Act* and Bylaws of The Saskatchewan Association of Architects. All members are governed and bound by *The Act* and Bylaws, as they currently exist and all as amended.

Operational Instruction

When an architect voluntarily ceases to be a member of the Saskatchewan Association of Architects, the architect must:

1. Write a formal letter to SAA Council notifying them that the architect has decided to discontinue or not to renew their membership.
2. Promptly send the member seal **and** member certificate back to the Executive Director of the SAA. The seal must be returned to the Association within 60 business days of ceasing to be an SAA member.

Alternately, when an architect's membership is cancelled as a result of being struck from the SAA Register, the architect will:

1. Receive written notification of having been struck from the Register.
2. Be expected to promptly send the member seal **and** member certificate back to the Executive Director of the SAA.

If the seal is not received by the Association within 60 business days of the issuance of written notification, an additional notification will be sent to the architect's home address stating that a fine of \$500.00 must be paid prior to seeking/ qualifying for reinstatement of membership to the SAA. If the architect is not located in Saskatchewan, a copy of the notification will be provided to the architect's home jurisdiction.

Use of an SAA member seal is prohibited once membership has been discontinued or the member has been struck. Use of a member seal, either without valid membership or without proper association with a firm that possesses a valid/current Licence to Practice, is considered practicing without a licence and shall be subject to review by the SAA Professional Conduct Committee and/or legal action.

Policy

The SAA's bylaws charge the Executive Director of the Association with the security of all seals, the responsibility of their issuance and the task of their distribution. Additionally, the bylaws state that the seal is the property of the Association. As such, members are required to apply for an SAA seal. The fee paid at the time of application is for a limited-time rental only. When an architect ceases to be a member of the SAA, the above guidelines for returning the SAA member seal are to be followed.

Practice Bulletins are issued by the Council of the Saskatchewan Association of Architects as a practice resource or as general interpretations of the requirements in the Architects Act, and the Bylaws. Bulletins should be read in conjunction with the Act and Bylaws, and in no way supersede these documents. Bulletins are not intended to be and are not legal advice to the Members of the Association. Members should consult their own legal, income tax or financial advisors as to the application of the Architects Act and Bylaws in specific circumstances.